**Job Description: Inclusion and Welfare Officer, Wye School**

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| **1. ROLE TITLE** |  |
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| Job Title: | Inclusion and Welfare Officer |
| Reporting Line: | Assistant Principal Behaviour |
| Hours: | 37.5 hours per week, term time only (0.86 FTE), 8.00am - 16.30pm with an hour’s unpaid lunch break  **Fixed Term Contract until April 2024** |
| Salary: | Up to £19,135 per annum (0.86 FTE), pro rata to the full-time equivalent of £22,275 per annum, dependent on experience |
| Closing Date: | Monday 20th February, 2023 |
| Interviews: | w/c Monday 27th February, 2023 |

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| **2. PURPOSE OF ROLE**  To provide support to the SEN, Attendance and Pastoral Teams as they work to support vulnerable and challenging students in mainstream school life. This will include being assigned to individual students for emotional support, checking in on students through the school day, providing a drop in facility for those students, meeting their parents at school or on home visits with other staff. The role will be visible around site, going around and about during lesson change and break and lunch so that vulnerable students can approach you as needed. When not required for meetings and student support, a range of other roles will be included depending on the experience and abilities of the post holder including occasional lesson cover, break/bus duty, lunchtime and afterschool clubs and fixtures, supporting the PE department, Duke of Edinburgh Award and Combined Cadet Force. Also accompanying school educational visits and trips. Mentoring and coaching students is part of the role, as is meeting their parents and external agencies, usually with SEN, Attendance or Pastoral staff. |

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| **3. RESPONSIBILITES**  Key duties:   * Supporting students as assigned by the Assistant Principal Behaviour, in co-operation with the SENCO, Heads of Year and the Attendance Officer. * Coaching and mentoring of students and providing a short term drop in facility for those with emotional needs. * Occasional covering lessons in the absence of the timetabled teacher, supervising the delivery of the cover work by effectively communicating the work set to students; * Helping manage the behaviour of pupils whilst they are moving around the school site and in social times helping ensure a positive learning environment; * Dealing with any immediate problems or emergencies in accordance with school policy and procedures; * Reporting back as appropriate, using the school’s standard procedures on the behaviour and needs of pupils, and any issues arising; * Act as a role model, setting high expectations of conduct and behaviour; * Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management; * Attend meetings and training sessions as required; * Be involved in extra-curricular activities, e.g. open days, presentation evenings. * Support PE and the wider school with co-curricular activities at lunch time and afterschool, attend trips, support the delivery of the Duke of Edinburgh Award and Combined Cadet Force. |

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| **5. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**     * Ability to work with a team * Calm, confident behaviours around children and young adults * Flexible and adaptable with the ability to use initiative. * Excellent behaviour management and an inclusive ethos, willing to learn school behaviour systems and apply them consistently, and ask for support when needed. * An ability to communicate clearly using standard English, GCSE 'C' grade or equivalent in English and Maths. * Good IT skills and working knowledge of MS Office software. |