

Outline Job Description

Post Held	Student Welfare Officer
Working Times	37 hours per week, term time plus 5 days
Pay Range	HBHS Band 6, £22,818 to £24,843 pro rata
General Duties	<p>To support the Leadership Team in monitoring overall discipline in the school, including rewards and punishments. To act as an ongoing support to Lower and Upper School teams in all matters of disruptive behaviour as required.</p> <p>To act as the Community Liaison Officer in order to promote a close relationship with the local community, including working with the Police Liaison Officer, school transport providers, leisure facilities, local charitable organisations and other agencies.</p> <p>To act as the Lead Investigating Officer, in order to establish the details to incidents relating to discipline and/or respect.</p> <p>To work with the Attendance Officer in order to support the attendance and punctuality intervention strategies.</p> <p>To assist Lower and Upper School teams, in conjunction with SEND Team, by running targeted interventions with students.</p> <p>To work in liaison with the Pupil Support Manager to adequately cover the Removal Room and support students who have been escalated to removal in line with our Behaviour Policy.</p> <p>Run and support intervention sessions with students where appropriate.</p> <p>Monitor off site community areas and note students arriving late for school.</p> <p>To ensure safe use of the site by students during duty periods.</p> <p>To take a lead role in site security and safety, including the periods at the start and end of the school day including arranging bus queues etc.</p> <p>To take a lead role in establishing a calm atmosphere across the school environment throughout the school day.</p> <p>Support designated students in liaison with the SENCO and Lower and Upper School teams.</p> <p>To act as Restorative Justice Facilitator</p> <p>To take on a case load of students encountering difficulties/challenges with an aim to improve their levels of engagement</p> <p>Willingness to undergo training for first aid and fire marshalling.</p>

	Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.
Reporting to	Assistant Principal - Pupils