

THE
PRIMARY
FIRST
TRUST



Family Welfare Coordinator Wayfield Primary School



First for Primary Education

The Primary **First** Trust
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The Primary First Trust Limited is a Company Limited by Guarantee, registered in England and Wales number 08738750, and an Exempt Charity.

Wayfield Primary School

JOB DESCRIPTION

Job purpose including main duties and responsibilities:-

Title: Welfare Coordinator

Responsible to: Head Teacher and SENCO

Hours/Weeks: 39 weeks per annum (term time), 35 hours per week.

Main purpose of the job:

The welfare coordinator will be school-based; working alongside pupils and families to ensure that all children attend school regularly and have access to high quality education. The welfare coordinator will offer help, support and guidance to families affected by personal or domestic issues.

Key Accountabilities:

- Establish positive relationships with children and their families and develop parental engagement with the school and other agencies.
- Take a holistic approach to education and reflect the importance of emotional well-being as central to the developmental and mental health needs of all children in their daily practice.
- Support parents of children with early signs of social, emotional, health or behavioural issues and work with them, school staff and other support agencies to prevent potential barriers to learning.
- Work alongside teachers, parents and children to support individual children's learning to prevent barriers to learning – working together to set clear and measurable targets to enable engagement and progress. Targets will be reviewed with all stakeholders present at set times.
- Take the lead in preparing assessments and other relevant reports for the purpose of supporting families and lead necessary meetings with all stakeholders including the Head Teacher and Inclusion Lead.
- To work with individual children or groups for the purpose of nurture work.
- Share with the Headteacher any safeguarding / child protection concerns and maintain confidentiality
- To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

General School Support:

- Be involved in extracurricular activities (e.g. activities, trips, open days, presentation evenings).
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

The Primary First Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Welfare Coordinator

	ESSENTIAL	DESIRABLE
Qualifications	<p>Excellent numeracy and literacy skills.</p> <p>A*-C GCSE English and Maths.</p>	
Experience	<p>A minimum of two years' experience of working with children preferably in an education setting.</p>	<p>Understanding of behaviour management strategies.</p>
Knowledge and Skills	<p>Good understanding of child development and learning processes.</p> <p>Intermediate use of ICT and relevant technologies.</p> <p>Ability to work under supervision and independently.</p> <p>Ability to relate well to children.</p> <p>Ability to work constructively as part of a team.</p> <p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and parent community</p> <p>Strong organisational and time management skills.</p> <p>Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.</p> <p>Able to inspire confidence and respect amongst colleagues and the school community.</p> <p>Builds effective and professional working relationships staff and Governance Partners.</p> <p>Is committed to their own professional development.</p> <p>Consistently reflects the highest levels of professionalism as a role model at all times and demon-</p>	<p>counselling skills including active listening and a non-judgemental approach</p> <p>knowledge of psychology</p>