

Outline Job Description

Post Held	Student Welfare Officer (OPERATIONAL)
Working Times	37 hours per week, term time plus 5 days
Pay Range	HBHS Band 6, £25,002 to £26,383 pro rata
Key Purpose	To have a leading role in the daily operations that lead to the smooth running of the school and to support the Pastoral Team in establishing a supportive environment in which students are encouraged and supported in making good choices in line with school expectations
General Duties	• Supporting the student reception area of the pastoral centre • Supporting the roaming on-call rota around school during lesson times • Being part of any other relevant duty teams before or after school or at other unstructured times of the day • Willingness to undergo training for first aid and fire marshalling • To be mini-bus trained in order to support with transport to and from OPS • To take a lead role in establishing a calm atmosphere across the school environment throughout the school day ensuring safe use of the site by students during duty periods • To act as Restorative Justice Facilitator • Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post
Specific Duties	• Before and after school duty posts • Manage the student reception of the pastoral centre including monitoring of Team SOS and supervising students out of lesson accessing the toilets • Roaming the school during lesson times to support in - The removal of phones or other contraband - Support staff with students struggling to comply - To support in the hurrying of students to lessons - To support in helping students to comply with school expectation • To support the Heads of year in taking statements from students following an incident • To support with wider interventions that help students engage with repairing harm, understanding their own behaviour and helping to support social relationships between staff and students; students and students • To build positive relationships with students in order to emphasise school as a safe base under Nurture UK principle 1
Reporting to	Heads of School/Vice-Principal Pastoral