Towers School and Sixth Form Centre 

**Job Description:** Welfare Manager

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| **Pay Grade: KR 7** |  |

**RESPONSIBLE TO: Assistant Principal**

**Purpose of the Job:**

The post holder will take responsibility for the pastoral welfare of a designated group of students and ensure effective communication with the families of these students, to engage them as key stakeholders in their child’s educational experience. Working closely with the Head of Year, the Welfare Manager will ensure all students in their care are ready for learning.

**Key duties and responsibilities:**

**Attendance and Punctuality**

* Day to day responsibility for the attendance and punctuality of the year group.
* Ensure that all school procedures relating to attendance and punctuality are followed.
* To contribute to regular meetings regarding attendance and punctuality, ensuring statistics are recorded, analysed and actions are taken to reach individual and group targets.
* Communicate attendance and punctuality concerns to parents and carers, working with them to ensure improvement.
* Communicate attendance concerns to the DR teacher and Assistant Principals as appropriate.
* Liaise with and organise support, as required, with external agencies and partners.
* Ensure appropriate arrangements are made for students who are unwell or who have accidents during the school year e.g. appropriate work sent home, changes of classroom.
* Liaise with the Assistant Principal responsible for Welfare, regarding children and families of significant concern.

**Behaviour and Rewards**

* To work alongside the Head of Year and Assistant Principals to implement the school’s behaviour policy.
* To work alongside the Head of Year to ensure all behaviour and rewards statistics are recorded, analysed and actions are taken to reach individual and group targets.
* Communicate positive and negative concerns to parents and carers, working with them to ensure improvement where there are concerns.
* Communicate behaviour concerns to the DR teacher and Assistant Principals as appropriate.
* Liaise with and organise support, as required, with external agencies and partners.

**Uniform and Equipment**

* To work alongside the Head of Year to ensure students are ready to learn, including liaising with parents as appropriate.
* Working with DR teachers and the Assistant Principals to regularly monitor students who do not meet school expectations.

**Communication**

* To work alongside the Head of Year to liaise with parents and staff on student behaviour and welfare matters, keeping them informed regarding disciplinary issues and actions.
* Respond to parental enquiries and follow up, logging date, time, reason, and action.
* Ensure all student records are kept up to date (both electronic and hard copies) and that all relevant information is disseminated to staff.
* Provide effective liaison with relevant outside agencies

**General**

* Carry out student supervision duties immediately before and after the School day and lunchtimes.
* Participate in Welfare and Key stage Team meetings and other meetings relevant to the year group.
* Participate in annual reviews of performance, providing clear evidence of impact.
* Ensure all appropriate information and communications are disseminated to appropriate staff.
* In conjunction with the Lead and Deputy DSLs, ensure that any Child Protection matters are reported, recorded and dealt with in a timely manner, supporting those students involved.
* Directly work and report to the Assistant Principals and Senior Leaders on a daily basis.
* Working with Head of Year and Assistant Principals to assist in extracurricular and intervention activities.
* To work alongside the Head of Year to organise Parents’ Evenings and assist with other School events.
* Take responsibility for a specified task across the year groups as agreed with the Assistant Principals.

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**Person Specification:**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | Criteria |
| Qualifications | NVQ Level 2/3  Knowledge and skills equivalent to national qualifications level 3 |
| Experience | Experience of advising / guiding others  Experience of facilitating group work  Administration experience |
| Skills and Abilities | * Ability to build rapport, engage and motivate others. * Good interpersonal and excellent communication, listening and observation skills. * Ability to deal with difficult / sensitive situations * Ability to show sensitivity and objectivity in dealing with confidential issues. * Ability to work in an organised and methodical manner and maintain accurate records. * Ability to work without immediate supervision within the boundaries of the role. * Ability to work effectively and supportively as a member of the school team. |
| Knowledge | * Sound knowledge and understanding of behaviour management strategies, rewards and sanctions * Knowledge of SEN, medical and welfare issues in a school setting. * Knowledge of a range of computer applications * Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting. |