**Job Title:** Student Welfare and Admin

**Grade:** Fringe Scale **19-21**

**Responsible To:** Senior Leadership Team

**Liaison With:** Teaching Staff including Teaching Assistants, SLT, Local Authority, Administrative Staff, Parents and carers, West Essex secondary schools, other professionals and agencies involved in the education of children at Moundwood and those students identified within the Outreach service.

**Job Purpose**

To provide the initial link and maintain regular communications between families and the school. Establish and monitor processes and procedures to maintain efficient administrative processes. Provide support to families in addressing the needs of children overcoming barriers and accessing the curriculum.

The Student Welfare and Admin Lead will work with a range of vulnerable pupils and their families, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

* Looked After Children
* Children who have social care involvement - CIN, CP or who are receiving Early Help Services (EHA)
* Children with emotional, medical or special needs
* Children on route to obtaining a statement of special educational needs (Education, Health Care Plan)

This post will also focus on those students transitioning in or out of Moundwood and students identified as needing support by the outreach teams.

The Student Welfare and Admin Lead will be predominantly education / school based, but will also have a wider remit including working with families and the local community.

# Main Duties and Responsibilities

* To work with teaching staff and support implementing individual learning plans to promote pupils’ academic, social, emotional and behavioural development.
* To support teaching staff to implement and evaluate specialised programmes of work to encourage and promote pupil’s social emotional and behavioural development.
* Monitor and evaluate pupil responses to learning activities/interventions
* Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Record progress, achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Record the impact of learning activities/interventions, evaluating all interventions and plans
* Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Supporting the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/behaviour etc.
* To liaise with the local authority regarding the transition of students in and out of Moundwood
* To liaise, when needed, with parents keeping them fully informed about any issues or concerns that arise.
* To work alongside the SLT and the safeguarding team to identify children who need support and plan provision
* To work with individuals & groups both within and outside the class room setting (including students and families identified on the outreach program) - regularly monitor and reward the achievement of children working with you with whom we are working
* Work effectively and collaboratively with teachers, support staff and external support as required to ensure effective support provision for all our pupils.
* Make home visits to talk to parents about issues and to offer advice about strategies to deal with problems.
* Organise transition activities for learners moving to secondary schools both on a 1-1 and whole class basis.
* Attend Termly parent’s target setting days to support families and pupils and advise parents on attendance matters, behaviour strategies and parenting skills where appropriate.
* Liaise with relevant professionals and individuals, e.g. education welfare officer, educational psychologists, the police and social services
* Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, preparing written reports and evaluations, sending letters to parents etc.
* Participate as required in relevant training which has been identified by the members of the Senior Leadership Team.
* Ensure confidentiality is maintained at all times.
* Any other duties as directed by the Senior Management

# Support for the curriculum

* + Advise on appropriate deployment and use of specialist aid/resources/equipment

# Support for Pupils

* + Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
  + Establish productive working relationships with pupils, acting as a role model and setting high expectations
  + Develop and implement IBPs
  + Promote the inclusion and acceptance of all pupils within the classroom
  + Support pupils consistently whilst recognising and responding to their individual needs
  + Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
  + Promote independence and employ strategies to recognise and reward achievement of self- reliance
  + Provide feedback to pupils in relation to progress, achievement and behaviour
  + To use Arbor to record, analyse and report on behaviour incidents that take place
  + To be a First Aider and administer First Aid when required

# Support for the School

* + Comply with and assist with the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
  + Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
  + Contribute to the overall ethos/work/aims of the school
  + Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
  + To develop appropriate multi-agency approaches to supporting pupils within agreed strategies.
  + Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

**Signature of Manager: Date: / /**

**Signature of post holder: Date: / /**



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| **Person Specification** | | | |
|  | **Essential** | **Desirable** | **Method of**  **Assessment** |
| **Experience** | * Experience of working with children and families * Working as part of a team * Evidence of experience of working with children and families in difficulty * Experience of multiagency working including childcare, health and social care * Experience of Safeguarding procedures | * Experience of working with children in the primary phase * Experience of working with people with mental health problems * Experience of using cognitive behavioural approaches | Application form  Selection procedure  References |
| **Knowledge & Skills** | * Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information. * Knowledge of issues affecting families and parenting needs of children * Knowledge of available support services * Ability to score, record and evaluate outcome measures * Excellent ICT skills including proficiency in the use of Email, MSWord, MSExcel and SIMs * Positive Behaviour Management strategies | * Knowledge of the procedures for Early Help Assessment * Knowledge of Special Educational Needs and Education Health Care Plans * An understanding of the needs and difficulties which people with mental health problems or other disabilities face | Application form  Selection procedure  References |
| **Personal Qualities** | * An interest in and ability to work with children and families with, or at risk of developing, mental health problems. * An ability to interact effectively with staff from all disciplines and agencies * An ability to work independently and on own initiative; reliably and consistently with work agreed and managed at regular intervals Good team player * High expectations of self and children * Self- motivated * Ability to promote inclusion for all pupils * Sensitivity | * Being able to work flexibly by prior agreement * Awareness of equal opportunities; health and safety. | Application form  Selection procedure  References |
| **Interest & Motivation** | * Keen interest in professional and personal development * Engages fully in strategies designed to move the school forward * Has initiative and is willing to share ideas |  | Application form  Selection procedure |