

JOB DESCRIPTION

Student Welfare Officer

Overall Job Purpose:

The role of Student Welfare Officer is to safeguard the welfare and wellbeing of all CAPA College students and be the first point-of-call for all staff who have safeguarding concerns. You will promote and be accountable for the health, safety and wellbeing of students whilst providing advice and guidance to those with pastoral and welfare support needs. You will be responsible for managing safeguarding referrals and supporting those who are at risk. This role will support the vision and strategic direction of CAPA College by providing outstanding welfare care that reduces barriers to learning and nurtures happy, confident and resilient students.

Accountability - Specific

Safeguarding and pastoral:

- To be a fully trained Deputy Designated Safeguarding Lead as part of the CAPA College Safeguarding Team.
- Oversee information sharing from secondary schools during transition.
- Manage student needs through enrolment, induction and transition to CAPA College.
- Work with students and parents to establish clear strategies to ensure welfare and maximise time in lessons.
- Offer day-to-day support for students in line with their agreed pastoral, medical or attendance strategies.
- Signpost students to relevant support and services both internally and externally.
- To respond appropriately to disclosures and concerns which relate to the wellbeing of a student in a timely manner.
- To ensure all vulnerable students are supported appropriately and sensitively.
- To manage a diverse caseload of students, prioritising those with complex needs and safeguarding concerns.
- Establish constructive relationships and liaise with external services for additional support for individual students or to address universal welfare issues with the whole student body.
- To plan and present college tutorials that address universal welfare topics.
- Organise and host the 'student pastoral takeover' group on a weekly basis.
- Monitor the 'student pastoral request' form and action any requests.
- To promote and enforce the College safeguarding policy and procedures.
- To maintain welfare and safeguarding knowledge and to share best practice.
- Consult local safeguarding procedures for additional information and guidance if needed.
- Contribute to the development of and sharing of good safeguarding practice across the college.

Medical support:

- To be a fully trained first-aider part of the CAPA College staff first-aid team.
- During enrolment, induction and transition develop clear understanding and records of students medical issues and needs.

- Alongside the SENDCo, work with students and parents to establish clear medical risk assessments that are monitored and regularly reviewed.
- Communicate key up to date student medical information to staff on a need to know basis.
- Manage the safe storage of any medication on site.
- Monitor first aid kits ensuring that they are fully stocked and all of the contents is in date at all times
- Prepare student information and first aid kits for any external trips and visits
- Track students who cannot participate in physical activity. Liaise with parents and pathway leaders on timescales of recovery.

Attendance support:

- To monitor and investigate any unexplained daily student absenteeism.
- Monitor the information system for persistent absenteeism.
- Work with appropriate staff to develop, monitor and review an attendance intervention plan for students with attendance that gives cause for concern.
- Engage with students, parents and carers if attendance is a cause for concern to provide bespoke intervention support, action plans and to investigate and challenge non-attendance if needed.

Record keeping and reporting

- Communicate with staff about key student concerns via the staff bulletin whilst maintaining appropriate confidentiality.
- Track all safeguarding and medical reporting using CPOMS.
- Monitor CPOMS throughout the working day, responding to any actions or concerns in a timely manner.
- Generate CPOMS reports to review and analyse. Respond to findings and propose interventions and actions to senior leaders.
- Ensure all actions from meetings are successfully carried out and monitored in a timely manner.
- To maintain detailed, accurate, confidential, secure and up-to-date records of student information, concerns, referrals and actions using the correct college systems and to collate this data and generate reports where required.
- To plan and assist on pastoral, safeguarding, medical or attendance staff training within the college
- To support the promotion of campaign weeks and facilitating activities to promote awareness of key issues which may impact on students.
- To ensure up to date and key pastoral, safeguarding, medical and attendance information and signposting is communicated to students, staff and parents via the college internal and external communication systems including Myday, Arbor, bulletin, tutorials, noticeboards and website.
- Manage admin tasks, plan, prioritise and organise work effectively and independently
- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Refresh knowledge and skills to remain up to date with any developments relevant to the role
- Obtain access to relevant resources.
- Model best practice and uphold the principles of confidentiality and data protection at all times

- Be an exemplary leader in dealings with staff, learners, parents and outside agencies

Under guidance from your line manager:

- Make referrals to any relevant organisations
- Make annual updates to the Safeguarding Policy in line with Wakefield Council recommendations
- Track and monitor the college safeguarding caseload
- Complete safeguarding audits as required by the DfE and Wakefield Council

Accountability – Generic

- Serve as a role model based on high standards and professional conduct
- To present the best possible image of the College in general, and in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- Be aware of and comply with policies and procedures relating to health and safety, equal opportunities, confidentiality and data protection at all times, reporting all concerns to the appropriate person.
- To comply with the College's Staff Code of Conduct
- Maintain confidentiality in relation to all work undertaken
- Contribute to the safeguarding and promotion of the welfare and personal care of students and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Undertake any professional development as needed and as determined by your line manager
- Carry out such duties as may be reasonably assigned by your line manager
- Participate in the College's staff appraisal system.

Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications as detailed in the Person Specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g. Enhanced DBS Check
- A Children's Barred List Check
- Confirmation of medical fitness for employment.

This is a description of the job as it exists at present; all job descriptions are reviewed and are liable to variation as determined by the Principal in consultation with the post-holder to reflect future developments, roles and organisational change.