



JOB DESCRIPTION

Job Title:	Student Welfare Officer (SWO)
Hours:	08.30 - 16.30
Responsible To:	Assistant Headteacher
Location:	TCW Hubs/Offsite/Central Office
Salary:	From £26,605 FTE per annum

Summary of the responsibility:

The Student Welfare Officer will have a group of up to 15 assigned students who they visit offsite throughout the week delivering them 1 hour timetabled personal development sessions. These sessions are a highly bespoke programme of wellbeing support, PSHE and guidance created and delivered by the Student Welfare Officer, working closely with the education, interventions, counselling and safeguarding teams to ensure that TCW students are safe, protected and happy. This work will include working with the students' families and advocating for them in education meetings.

In addition to this there will be an expectation for effective use of non timetabled hours. This could include being on hand for pastoral support of students onsite, follow up sessions or meetings with vulnerable or hard to engage students and in some cover work and onsite support in the event that the threshold of 15 students has not yet been met.

By offering this highly specialised pastoral care the role ensures that all elements of their students' TCW experience is catered for and they are in the best position possible to both engage in their current studies and be prepared for their next steps.

This responsibility is in addition to the standard TCW Teacher responsibilities.

Student Welfare Officer additional responsibilities:

Personal Development Sessions

1. Deliver one hour individual personal development sessions offsite to an assigned group of up to 15 students
2. Work with the students to improve (where necessary) engagement, behaviour and attendance
3. Deliver sessions developing the soft skills; communication, resilience, organisation and working with others as well as key PSHE topics
4. Mentor/coach students
5. Ensure your assigned students have a clear pathway when leaving TCW and that these are recorded with the curriculum team
6. Complete soft skill baseline assessments
7. Guide the students in setting educational targets
8. Monitor assigned students' attendance, progress and performance in relation to their personalised targets and feedback to the relevant members of the education team
9. Work with the students on specific targets set out from their EHCP plan (where necessary)
10. Develop and review (where necessary) an engagement agreement for education
11. Plan, prepare and deliver individual interventions based on the needs of the student(s)
12. Facilitate reintegration (where necessary) back to full-time education
13. Liaise with parents/carers, social services, youth offending service, CAMHS, Local Authorities and any linked professionals to support the student(s)
14. Listen to student's voice
15. Advocate for the students and their families within the education team meetings
16. Attend and contribute to relevant meetings pertaining to students and organise any necessary associated

paperwork including data and reports
17. Contribute to and proofread half-termly reports for each student

Additional Support - where available around the above

1. Support learning in onsite group lessons
2. Cover teachers in group and individual lessons as required
3. Support students in accessing group lessons, including collecting them (where necessary)
4. Support the onsite leaders in the smooth running of the hubs
5. Support teachers in the management of engagement, behaviour and attendance during their sessions
6. Supervise students during lunch break

Person Specification:

Essential

- An honours degree or equivalent professional qualification.
(relevant professional experience working with young people in an educational setting will also be considered).
- At least GCSE level grades A*-C or equivalent in Maths, Science and English subjects.
- A knowledge of:
 - Working with children with SEN/behavioural needs
 - Safeguarding
 - Behaviour management
- Creative and dynamic with high levels of attention to detail.
- Ability to work alone and with initiative.
- Excellent organisational and planning skills and ability to multitask.
- Adaptable and flexible approach to work.
- Willing to embrace change and challenge processes to improve efficiency.
- Able to manage workloads and prioritise efficiently when needed.
- A team player who is able to develop effective relationships with the team and work in partnership with others.
- Excellent numeracy, written English and verbal communications skills.
- Strong administration skills.
- Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc.
- Excellent telephone manner.
- Personable, professional and courteous in manner.
- A friendly, positive and proactive attitude to work.
- Able to manage stressful environments.
- Able to be discreet and loyal, and handle confidential material professionally.

Desirable

- Training in counselling
- Training in coaching
- Experience of working in a charity.
- Knowledge of Local Authority professionals and systems

The responsibility description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra information:

This is a salaried full-time position. All salaried staff, regardless of their hours, are expected to attend all training sessions, including INSET and training days, as part of their salary. This role is only expected to work Monday-Friday during term time with the exception of an additional 2 specified, out-of-term, training days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however, the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as

required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 08.30-16.30 (though specific timings are flexible based on your assignment and responsibilities with teaching duties finishing by 4pm) with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the Assistant Head Teacher with responsibility for Personal Development and performance reviews will happen at least twice a year. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers will be required to meet a 'good' (green) level and always aim for 'outstanding' (blue) in line with Ofsted guidelines and TCW's Teacher Standards for teaching and learning, professionalism and creativity. Those who do not meet TCW's standards will be offered guidance and support to try and improve. Any teachers and members of management who do not consistently meet the standard of at least good may also be required to attend extra, unpaid training.