



### **JOB DESCRIPTION**

<b>Job Title:</b>	Student Welfare Officer (SWO)
<b>Responsible To:</b>	Designated safeguarding Lead (DSL)
<b>Location:</b>	TCW School Hubs, Office, Libraries and Student homes
<b>Hours</b>	Monday - Wednesday - 8.30am - 4.30pm Thursday - 8.30am - 6.00pm Friday - 8.30am - 4.00pm
<b>Salary:</b>	

#### **Summary of the responsibility:**

The Student Welfare Officer (SWO) 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 includes working with the students' families and advocating for them in education meetings.

Alongside these timetabled sessions, the SWO will support additional students in aiding engagement and attendance. This could include being on hand for pastoral support of students, follow up sessions or meetings with vulnerable or hard to engage students, home visits, cover work and onsite support.

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:**

##### **1. Personal Development Sessions**

- a. Deliver one hour individual personal development sessions offsite to an assigned group of up to 15 students
- b. Provide a strong link for parents/carers to the school, working with them closely to deliver the best outcomes for the student
- c. Plan, prepare and deliver sessions developing the soft skills; communication, resilience, organisation and working with others as well as key PSHE topics
- d. Mentor/coach students
- e. Ensure your assigned students have a clear pathway when leaving TCW and that these are recorded with the curriculum team
- f. Support with college applications, college interviews, open days, accessing careers advice and work experience
- g. Complete soft skill baseline assessments
- h. Guide the students in setting educational targets
- i. Monitor assigned students' attendance, progress and performance in relation to their personalised targets and feedback to the relevant members of the education team
- j. Work with the students on specific targets set out from their Education Health Care Plan (EHCP)
- k. Work with the students to plot an aspirational pathway for each of them through the TCW programmes (to target, for example, spending 2 days in onsite groups, 1 day on onsite individual learning, two half days offsite individual learning and a personal development session)
- l. Facilitate reintegration back to full-time education (where necessary)
- m. Listen to student's voice

**2. Provide intervention and welfare support to students where needed**

- a. Work with the students to improve engagement and behaviour by delivering appropriate interventions where required
- b. Work with students to improve their attendance
- c. Support the DSL in ensuring all absent students welfare and whereabouts is followed up
- d. Plan, prepare and deliver individual specific interventions based on the needs of the students
- e. Develop and review an engagement agreement for education (where necessary)
- f. To regularly review students who have been on an interventions programme to ensure continuation of engagement improvement
- g. Liaise with parents/carers, social services, youth offending service, CAMHS, Local Authorities and any linked professionals to support the student(s)
- h. To complete exit documents for any students who no longer require additional support
- i. Work with the SEN Lead to support assigned students through the annual review process

**3. Work with the Education Team to ensure the best educational experience for all our students**

- a. Advocate for the students and their families within the education team meetings
- b. Attend and contribute to relevant meetings pertaining to students and organise any necessary associated paperwork including data and reports
- c. Contribute to and proofread half-termly reports for each student
- d. Work closely with the Creative coordinator to encourage students participation in whole school creative initiatives, facilitate and support their engagement and keep a record of their involvement

**4. Safeguard all our students**

- a. Keep in regular contact with the Education Team through email, text and/or conversation regarding a student's education and welfare
- b. Report to the Designated Safeguarding Lead any safeguarding concerns that arise, record them on MyConcern and follow any tasks set in a timely manner
- c. Train and regularly update to level 2 Safeguarding standard and keep updated with relevant KCSIE documentation
- d. Adhere to the health and safety standards in the centres and report concerns to the Health and Safety Officer and Onsite Leader where appropriate

**5. Be prepared for all student interactions and minimise risk wherever possible**

- a. Read the supplied background history of any assigned student taking particular note of their needs
- b. Attend an initial meeting for new students where possible and attempt to engage with the student making them feel comfortable in your presence
- c. Contribute to an individual risk assessment for the student reflecting their history and what you have learnt from them at the initial meeting and/or paperwork. Visit any spaces where the sessions are due to take place and consider those environments within the risk assessment. Write further risk assessments for any trips or activities
- d. Read and update the students' Individual Education Plan (IEP), in discussion with the Education Team and ensure you understand and follow the agreed pathway for the student

**6. Support the Education Team and the smooth running of the school**

- a. Provide cover lessons across the school where required
- b. Support learning in onsite group lessons where required
- c. Support students in accessing lessons, including collecting them where necessary
- d. Support the onsite leaders in the smooth running of the hubs
- e. Support teachers in the management of engagement, behaviour and attendance during their sessions or through offering support and training
- f. Supervise students during lunch break as required
- g. Teach individual sessions where personal development sessions are not available to lead

**7. Exhibit professionalism in all the work that you do**

- a. Model outstanding practice for other staff in the school
- b. Work in line with the TCW SWO Standards in Teaching and Learning, Professionalism and Creativity
- c. Be well presented and polite during work time, especially when meeting students, parents, staff and professionals
- d. Prepare for and be supportive of lesson observations, and attend appraisal/observation feedback sessions as required
- e. Arrive in time to start sessions at the agreed time and location. Report any issue immediately to the Education

- Team and students/their families
- f. Complete require administration task efficiently and effectively

**8. Value your development and the development of your colleagues**

- a. Contribute to the pastoral training of teachers across the school
- b. Attend weekly school training, including completing tasks and providing evidence of understanding to be put forward for certification of completion
- c. Attend other training as requested

**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 job description is not an exhaustive list and there may be times when the Executive Headteacher 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. This role is only expected to work during term time with the exception of an additional 2 specified, out-of-term, office 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.

This role has direct contact with students or is directly involved in the day-to-day running of the student's education, the school or office. To this end it is expected that this role is (under normal circumstances) an in-person role.

The working hours are based on 08.30-16.30 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 run 4:30-6.00pm and the TCW showcase. Dates are provided at the beginning of every new academic year.

This role will be directly line managed by the Designated Safeguarding Lead with performance reviews happening in line with the appraisal policy.

It is expected that the successful candidate 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 and Executive Headteacher of TCW in accordance with the staff handbook.

All staff are required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.