



Believe Achieve Succeed

<b>SCHOOL:</b>	<b>THAMESVIEW SCHOOL</b>
<b>JOB TITLE:</b>	<b>WELFARE SUPPORT MANAGER</b>
<b>REPORT TO:</b>	<b>HEAD OF YEAR</b>
<b>SCALE:</b>	<b>KR8</b>

**Purpose:** To support the designated Head of Year in their roles and help ensure a smooth pastoral system; including supporting the Attendance Officer and enforcement of rules relating to equipment and school uniform standards. They will play a key part in the social integration of students, and will be pivotal in the home/school partnership working well; including the key person for child protection issues and outside agency link for home and social issues in their designated Year Group.

### **Responsibilities/Accountabilities Include:**

#### **Attendance & Behaviour**

- Supporting the Attendance Officer in attendance and punctuality issues that cross over with pastoral concerns.
- Organising letters for the Isolation/Exclusion Room and arranging/leading re-admittance meetings, and being included in the rota for the Isolation Room.
- To assist with the investigation of incidents, including taking statements from students.
- To support their Head of Year with all matters relating to the Attendance Improvement Plan
- To be proficient on SIMS to support Head of Year with student data
- To manage peer group issues including social media concerns

#### **Standards & Progress**

- To proactively ensure students are equipped daily with missing items of uniform and equipment; keeping efficient computerised logging of equipment missing, and items lent.
- Assessing and referring PPG students to support pastoral/academic needs
- Confiscating items when needed and ensuring their safe storage.
- To provide assistance to students in difficulties.
- To contact home and establish good communication with parents/carers of students requiring additional support/encouragement and praise.
- The postholder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.
- Monitor the progress of students on monitored, managed moves and observed transfers.
- To be responsible for submitting Early Help referrals and Social Service referrals as directed by SLT.
- To manage all PEPs within their designated year groups ensuring all allocated funding is efficiently utilised under the guidance of the SENCo
- To attend meetings on behalf of the school as directed by the Head of Year and or SLT members.
- Ensure that all casual admission students (and those on MT, MM and OT from other schools) are prepared for a smooth entry and receive appropriate induction to Thamesview School.

#### **Liaison & Communication**

- Liaising between and communicating effectively with:
  - staff

- parents
- students
- Linking with and reporting to Heads of Year with all matters.

### **Administration**

- Typing and administrative tasks requested by SLT and Heads of Year.
- To develop and maintain year group display areas.
- To be responsible for the maintenance of student files.
- To work with the AHT responsible for behaviour and rewards and the designated Heads of Year to operate a scheme of rewards, so that students are motivated to succeed in achieving short and medium term goals and have opportunities to take responsibility and show initiative.
- To work with the Heads of Year to organise formal celebrations of achievement each term.
- To ensure all appropriate information is accurately and timely uploaded to Kelsi including Fixed Term Exclusions and students on Reduced Timetables
- To create referrals and reviews for all students on a MM, MT and OT
- To create and communicate student risk assessments following school protocols
- To manage all GIFT administration working closely with all Gravesham school
- At the start of each academic year, plan ahead with AHT how the Pupil Premium will be spent to improve outcomes for each student, maintaining a record of this spend for auditing purposes.

### **Miscellaneous**

- To be included on the rota for Isolation Room supervision, and devise other strategies to assist in students complying with school rules and expectations.
- To undertake such task as reasonably requested by the Headteacher, or on their behalf, as are appropriate to this job description
- To carry out any other duty in line with the responsibility level of the post under the direction of the designated Heads of Year.
- To promote the School's Equal Opportunities policy in carrying out all areas of the post.
- To have due regard to the Health and Safety at Work legislation in carrying out all aspects of the post.
- To carry out lunch duties as directed by the AHT responsible for duties.
- To undergo DSL training

### Notes:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must have regard to the Conditions of Employment.
2. This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.
3. The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

## **PERSON SPECIFICATION**

- To be able to work effectively as a team member.
- Ability to apply restorative practices to avoid confrontation between stakeholders.
- To have a flexible approach regarding all duties undertaken.
- Ability to work under pressure and to deadlines.
- High level of organisational and administration skills.
- Ability to communicate effectively with pupils, staff, and parents/guardians.
- A willingness to attend training courses to enhance development and performance.
- Ability to prioritise own workload.
- Patience and understanding.
- Firm but fair manner with students.
- Good working knowledge of students.
- Experience of dealing with parents.
- Ability to work independently and be proactive.
- Self-motivated.