



Ripon Grammar School

Job Description

Welfare Officer

Key Aspects of Role:

- To monitor and support the Deputy Head [Pastoral] and Heads of Year in all matters regarding student attendance, behaviour and safeguarding.
- To be a presence around school and organise staff duties to support site security and student safeguarding
- To work closely with School Reception and the Pastoral Support Officer regarding student attendance and behaviour

Reports To:

- Deputy Head [Pastoral]

Details of Post:

- Salary: NYC Grade E, points 6-9
- 32 hpw term time only + 5 Training Days
[These hours to be worked 08.40 – 15.10 Mon, Tues, Wed, Fri
and 08.40 – 17.10 on Thurs, with 30 mins lunch break each day which is unpaid]

Professional Attributes and Qualifications:

- High levels of organisation and a meticulous eye for detail
- Ability to deal with behaviour matters with firmness and empathy
- Excellent communication skills
- Ability to engage with and motivate young people

Specific Responsibilities and Duties:

Attendance

- Monitor, in liaison with School reception, all attendance [statutory and lesson by lesson] and punctuality data, interpret statistical data to identify issues/patterns of non-attendance with individual students and ensure that staff have completed the attendance registers
- Have oversight of the signing-in/late procedures, in liaison with School reception
- Communicate with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties
- Report any child who is absent without reason from a lesson, conduct searches and report to the head of year as a potential safeguarding issue
- Accurately input absences, including reasons for absences, onto Bromcom, in liaison with School reception
- Ensure that accurate records of student behaviour incidents are kept, including outcomes and action taken
- Work with identified poor attendance and/or behaviour students and their parents/carers on short and medium-term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate
- Attend meetings with external agencies and parents as appropriate and follow up on actions required
- Undertake home visits as necessary

- To demonstrate and advise new staff on the accurate recording of students' attendance on the register

Behaviour

- Work with the school's agreed Behaviour Policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Monitor and evaluate the effectiveness of strategies with individual students
- Take and prepare student statements to support HOY evaluation of incidents
- Work to raise students' achievement, particularly those at risk of underachievement through their behaviour, attendance or personal circumstances
- To supervise isolation or detentions when needed
- Provide time out if there is a classroom incident or where a student's behaviour difficulties lead them to leave the classroom, and monitor the student's behaviour whilst in their care
- Organise and manage an appropriate learning environment and resources to provide appropriate educational provision in liaison with subject staff for students temporarily excluded from lessons
- Support students to re-integrate and 'catch up' when they return to school following long absence or exclusion
- Attend meetings with external agencies and parents as appropriate and follow up on actions required
- Assist in development and implementation of appropriate behaviour management strategies
- Prepare a bank of planned activities to be delivered when students are withdrawn from lessons for poor behaviour

Communications

- Work closely with School reception and Pastoral Support Officer with regard to all aspects of attendance and behaviour
- Communicate with school staff to update them on student attendance and behaviour and work with the staff to identify students with issues that are affecting their performance at school
- Develop support materials and information to communicate clearly to students the school's attendance and behaviour policies, raising the profile of attendance, punctuality and good behaviour within the school
- Meet regularly with HOY to discuss current issues and developments relating to attendance, punctuality and behaviour
- Establish links and communicate with feeder schools to gain any relevant information about attendance and behaviour records of new students to feed into the teaching staff in producing an action plan to support the pupils to ensure the smooth transition of pupils between phases
- Generate weekly attendance/punctuality reports for each form group in school for the Deputy Head [Pastoral]. Use to update system.
- Missing Marks Process – chase and update unaccounted-for sessions on the registers.

Safeguarding

- Undertake safeguarding training and work closely with the DSL and DDSL to support vulnerable students.
- Support the safeguarding team in the administration of safeguarding information and documentation.

Wider requirements

- Undertake administration duties, as required to support the Deputy Head [Pastoral]
- Assist on school reception as required
- Be a presence before school and at lunchtime and break to monitor behaviour and safeguard students
- Draw up staff duty rotas (break and lunchtime) and monitor attendance
- To respond to being 'on call' in times of emergency