



JOB DESCRIPTION

Welfare Officer

Line Manager: Family Support Manager

Salary Range: Scale 4 Point 7-11 £24,294 - £25,979 plus £2,175 London Allowance (Pro Rata)

Hours: 13 hours per week. Term Time Only. Working Mondays and Wednesday from 8:30 to 15:45.

Purpose of Job:

1. To provide support for the general care, emotional and physical welfare of the children in the school. This will include administering First Aid and other medical responsibilities including intimate care.
2. To collaborate with colleagues and other professionals to promote and further improve and develop the emotional and physical well-being of children and staff.
3. To support initiatives and procedures which improve overall school attendance and that of individual pupils

Main Duties and Responsibilities:

Attendance

1. Monitoring of Attendance systems, including:
 - a. keeping Arbor online attendance system up-to date and accurate.
 - b. chasing up of absentees and reasons for absenteeism;
 - c. maintenance of late and absentee records
 - d. request and filing of absent notes
 - e. holiday requests
2. Collate attendance data to enable identification and tracking of pupils
3. Developing and maintaining links with parents and carers
4. Schedule and organise attendance appointments.
5. Support the Family liaison officer to ensure all agreed Actions/Strategies discussed in attendance meetings are adhered to.
6. Liaise closely and communicate clearly with appropriate members of staff and other agencies for the sharing and gathering of information, this may be confidential or of a delicate nature.
7. Exercising good sound judgment in all communications.

Welfare

1. Monitoring of and assistance with administering of first aid to children during the school day.
2. Change children when soiled, wet or dirty.
3. Ensure a supply of clean clothes for children when soiled, wet or dirty.
4. Monitoring of and assistance with recording of all medical incidents/ letters to parents re injuries.
5. To promote and steer new initiatives linked with encouraging and improving emotional and physical wellbeing.

6. Identifying children in need and liaising with the Family Support Manager.
7. Monitoring of children with safeguarding concerns as requested by Headteacher or deputy Headteacher.
8. Liaison with School Nurse and setting up meetings, checks etc. as required.
9. Maintenance of medical data onto Arbor children for staff as required.
10. Parent communication regarding medical/dietary needs of children.
11. Maintenance of Medical supplies/room.
12. Liaising with Site Manager re: hygiene issues linked to illnesses
13. Briefing staff re: welfare issues – encouraging good hygiene practices in class rooms, liaising with Personal Development leader
14. Administration regarding any ongoing health and medical issues in the community that might be affecting children.
15. Keeping medical plans updated and current.
16. Arrange annual training for First Aiders

General

1. The post holder must at all times carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies.
2. The post holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to work with management to comply with Service/Unit procedures and protocols and with Brent Council's Health and Safety Policy and all guidance, instructions and risk assessments. In particular the jobholder is required to attend training relevant to their post in order to ensure their health and safety responsibilities are met.
3. To understand the value of information to the council and to contribute to good information governance by keeping information safe, accurate and up to date and available to those who need it. Abide by the council's information governance policies.
4. To carry out other duties as requested by the Headteacher or Senior Leader within the context of grade, job and skills.

Post holder's Signature:..... Date:.....

Headteacher's Signature:..... Date:.....

