



Application Pack

Student Welfare Officer

Required as soon as possible



Leverhuime
Church of England and Community Trust



November 2022



Welcome to the school

Dear Potential Colleague

Thank you for expressing an interest in joining Harper Green School. Within this pack, you will find information about the school, job role of **Student Welfare Officer** and the application process.

We are looking to appoint an enthusiastic and reliable individual to work within our team of dedicated staff and welcome applications from candidates with the relevant skills and experiences. The ability to interact positively with our students and staff is essential to fulfil the role we are advertising.

Harper Green School is a dynamic secondary school situated in the South of Bolton and serves a varied community catering for students of all abilities and backgrounds. We seek not only to enable students to achieve their academic potential but also to develop the character, skills and values needed to be successful in life and make a positive contribution to society as a whole.

To these ends, we have excellent facilities, alongside a talented and highly committed staff, both teaching and associate. This allows us to provide a broad and balanced curriculum as well as the diverse opportunities in extra-curricular learning which are so crucial to developing wider skills and confidence in students.

Our vision is to ensure that all our students achieve the highest possible standards in all they do. We aspire to promote independence, together with a sense of responsibility whilst striving for academic excellence. We seek to encourage and motivate our students to achieve their full potential within a vibrant and purposeful environment which respects the rights and needs of all individuals so that they are able to acquire the necessary skills for successful adult lives.

We continuously strive to improve outcomes for students. The hard work of both staff and students in embedding excellent subject pedagogy is a credit to their commitment to achieving the highest standards for all. Harper Green School is on a new and exciting journey as an integral part of the Leverhulme Academy Trust.

This is an exciting opportunity to be part of the drive to make Harper Green School a place which delivers high quality teaching and learning together with positive pastoral support and guidance.

Thank you in advance for the interest you have shown.

Yours faithfully

Michelle Jefferies
Director of Resources



Welcome to Harper Green High School

Part of Leverhulme Academy Trust

As a school, we are proud of the achievements of our students and the successes they achieve. Our highly professional, motivated and creative staff are dedicated to ensuring each child flourishes in a safe and happy environment. Our beliefs are simple: each individual leaves Harper Green with the qualifications and skills needed to realise their ambitions. At Harper Green, we challenge students to explore the furthest reaches of their intellectual, creative, physical and emotional capabilities so that they realise their own infinite potential.

Students at Harper Green foster a love of learning that stays with them beyond leaving the school after year 11. All our staff share a relentless commitment to ensuring that every lesson is engaging, challenging and suited to the learning needs of each individual. This is underpinned by a strong pastoral team that creates an inclusive environment where every child feels supported, safe, happy and valued.

Our Ethos and Values

At Harper Green, we recognise that all students are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a successful school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

“I’ve grown by working with excellent practitioners.”

Outgoing Head of Department



Leverhulme
Church of England and Community Trust



“Discovering dreams, achieving ambitions, and transforming lives.”

Harper Green High School is part of Leverhulme Academy Trust with Rivington and Blackrod High School and Sixth Form. As a Trust, we work together to ensure that all students receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

Vision

The vision of Leverhulme Academy Trust is to provide the highest quality of education that creates a community of happy, successful and well-rounded individuals who can flourish and make a difference in our world.

Mission

Discovering dreams, achieving ambitions, and transforming lives.

Staff Values

Our values underpin our mission and provide the basis on which we will achieve our vision.

- **Students First:** We put our students at the heart of all our decisions
- **High Expectations:** We have high expectations of both ourselves and others
- **Integrity:** We do the right thing

Student Values

- **Take part**
- **Work hard**
- **Do the right thing**

Mr Paul Roach

CEO

Leverhulme Academy Trust

“An outstanding community school which has massively positive impact on the local community.”

Outgoing Assistant Headteacher



Our staff benefits

Working for Leverhulme Academy Trust is rewarding in lots of ways. In addition to a competitive salary, we offer a wide range of benefits to support your career development, health and wellbeing, finances and family.

Pension

We offer an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme.

Continuous Service

Continuous service will be honoured for candidates moving from local authorities.

Enhanced Family Leave

We offer an enhanced family leave scheme to support our employees.

Enhanced Contractual Sick Pay

We offer enhanced contractual sick pay in line with the Burgundy Book and Green Book.

Salary Sacrifice Scheme

Employees can benefit from salary sacrifice schemes, including Cycle to Work scheme and a healthcare cash plan.

Support Services

We provide access to an occupational health provider for advice and support.

Excellent Career Development

We are committed to providing excellent CPD with access to further training and the opportunity to stretch your abilities and advance your career.

Free Parking on Site

Employees can enjoy the benefits of free car parking across our sites.

Free Access to Office 365

We have a dedicated IT Support Team to assist with any IT related queries.

Free Flu Vaccinations

We offer free flu vaccinations on an annual basis to all staff.

Trade Unions and Professional Associations

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

“The support staff give to students is incredible.”

Outgoing Head of Department



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Job Description

Job title: Student Welfare Officer

Grade: Grade F

Reports to: Deputy Headteacher – Pastoral Care
Director of Resources

Line management responsibility: N/A

Main purpose of the job:

- To support the wellbeing of students across the school promoting high standards of attendance and punctuality through effective liaison with parents/carers.
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Key duties and responsibilities

Support for Students

- To promote and monitor punctuality and attendance as required across the school
- To celebrate and reward attendance across the school
- To offer guidance on the operation of legal processes regarding attendance across the whole school, including the issuing of fixed penalty notices to relevant families
- To encourage and develop parental contact with the school, especially in those who are hard to reach and maintaining positive relationships
- To undertake comprehensive assessments of students as and when required
- To conduct home visits to promote attendance and monitor social situations in order to keep a point of contact between school and the wider community; explaining school procedures where necessary and negotiating a speedy return to school for students who have had periods of absence.
- To co-ordinate appropriate mentoring and/or counselling or additional services for students as required
- To attend external meetings on behalf of the school supporting students and parents
- To take a supporting role on the issues of Child Protection, providing the school Safeguarding Team with guidance and advice on completing relevant documentation and referrals
- To liaise with School Nurse and external health care providers
- To give support to students and families who are looked after, or have a Child Protection care plans
- To liaise with the Local Authority and other outside agencies as appropriate to ensure integrated working
- To liaise with the Deputy Head – Director of Pastoral Care, in relation to the behaviour and welfare of individuals and core vulnerable groups of students
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection
- To update CPOMS daily for those students who are monitored due to vulnerability
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parent/carers and their children in order to prevent children becoming looked after and/or suffering significant harm

Support for Staff



- To monitor and evaluate students' responses and progress against action plans through observation and planned recording
- To provide objective and accurate feedback and reports as required to outside agencies, other staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence
- To manage record keeping systems and processes
- To establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home-to-school and community links
- To provide administrative support, e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, making phone calls, etc
- To organise and provide training for school staff on child protection issues and outside agencies as required

Support for School

- To comply with and assist with the development of policies and procedures appropriate to the role
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To attend and participate in regular meetings
- To contribute to the overall ethos/work/aims of the school
- To recognise own strengths and areas of expertise and use these to advise and support others
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To arrange and develop one-to-one mentoring arrangements with students and provide support for distressed students. Take a lead role in managing the speedy/effective transfer of students across phases/integration of those who have been absent
- To provide information and advice to enable students to make choices about their own learning/behaviour/attendance
- To challenge and motivate students, promote and reinforce self-esteem
- To provide feedback to students in relation to progress, achievement, attendance etc
- To identify and implement strategies to improve attendance whilst identifying trends and responding to them
- To participate in training and other learning activities as required
- To participate in the School's arrangements for professional development and the School's arrangements for quality assurance and internal verification
- To support the development of Pastoral Support Plans for individual students including liaison with other agencies as appropriate
- To liaise with school uniform suppliers as and when directed by the Director of Resources
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them
- To engage in Continuing Professional Development in order to keep up to date with strategies for working with challenging students
- Any other duties commensurate with the post.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.



Person Specification

Job title: Student Welfare Officer

Experience/Qualifications and training	Essential	Desirable
High standard of numeracy and literacy and or Level 3 qualification or equivalent	✓	
Understanding of how engagement & interest in learning can be maximised	✓	
Understanding of how frameworks that support the development & well-being of children & young people impact on practice, including Safeguarding, Child Protection and Health & Safety (suitably qualified in safeguarding).	✓	
Demonstrable experience of working effectively with vulnerable children either in education, social work, youth work or another related area of work	✓	
Extensive experience of working effectively with the parents/carers of students alongside a range of professionals promoting student welfare	✓	
Willing to take part in own PDP and any identified training	✓	
Level 4 qualification in a related field		✓
Experience and knowledge of data tracking systems		✓
L3 Child Protection Training		✓
Evidence of continuing professional development relevant to the post		✓

knowledge and skills	Essential	Desirable
Working knowledge of school based ICT systems & the internet	✓	
Ability to set & promote high standards of attendance & punctuality	✓	
Ability to engage children & young people & increase participation in school activities through appropriate differentiation, taking into account divers and individual needs of learners	✓	
Ability to model & demonstrate positive attitudes & behaviours & to utilise a range of activities to practise & reinforce social & emotional skills	✓	
Ability to adapt communication styles to needs & situations & to establish effective communication processes with teachers, colleagues, parents & carers	✓	
Knowledge of current educational issues and their relationship to the role	✓	
Ability to engage parents & carers & maximise their involvement in meeting children's needs in relation to attainment, well-being or personal development	✓	
Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and families.	✓	
Ability to work effectively as part of the team, supporting colleagues & professionals from external agencies	✓	
Knowledge of Child Protection and Safeguarding and the ability to evaluate risk and assess the need for intervention whilst following protocol	✓	



Ability you reflect on own performance, agree development needs & evaluate learning achieved, as well as plan and evaluate improvement of knowledge in area of expertise	✓	
Ability to reflect students' age & developmental needs in selecting & supporting planning & the design of teaching strategies & materials & review materials according to progress	✓	
Ability to analyse & present data to a range of audiences	✓	
Knowledge of how statutory & non-statutory frameworks & the school curriculum relates to the age & ability ranges of the learners being supported	✓	
Knowledge & understanding of how to support children newly arrived in the UK		✓

Work Related Circumstances	Essential	Desirable
The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	✓	
A policy of no smoking will apply	✓	
Current driving licence and car available to use during the working day to visit students/parents in their home	✓	
A willingness to drive the school mini bus as and when required	✓	
The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	✓	
A policy of no smoking will apply	✓	

Customer Care
Valuing diversity – listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage

Special requirements	Essential	Desirable
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.