

## Wellbeing Officer

### General

- To work as a member of the Wellbeing Team under the direction of the Wellbeing Manager ultimately supporting the Assistant principal ( behaviour & attitudes) & heads of year.
- To ensure daily operational tasks are carried out to a high standard.
- To help provide information for the analysis of the performance of students in various aspects including rewards, sanctions, attendance, behaviour ect.
- To support members of staff with specific projects linked to external agencies for specialist provision.
- To work alongside various stakeholders/managers within the wellbeing team.
- To implement and support all the Academy policies.
- To maintain accurate and comprehensive records.
- To coach and mentor students to raise standards.
- To work with teachers and support staff in attainment, learning and progress within the curriculum to Good and Outstanding including student groups.
- To assist with 'On Call' and duties where appropriate.

### Academic, Personal and Social

- To manage behaviour fir learning within the Academy
- To provide care, support and advice to students to promote their social and emotional development and wellbeing.
- To support student attendance working with the Attendance Officer.
- To deliver targeted interventions to support students' learning with the Academy.
- To collaborate and share good and outstanding practice within the Wellbeing Teams ad wider community.
- To support the rewards system and promote student achievement and self-esteem.

### Community

- To work in partnership with a range of outside agencies for specialist provision
- To ensure all communication with parents/career is accurate and timely.
- To support new students joining Goodwin Academy.
- To support the organisation of Parents Evenings / Open Evenings and other calendared events ( such as transition projects, exam results days and Year 6 taster days)

The post holder may be required from time to time to undertake other duties as may be reasonably excepted, without changing the general character of the duties or level of responsibility entailed.

The law required this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from rehabilitation of offers act. If you application is taken further you will be asked to declare details of any criminal record, even conditions that are 'spent' according to the act. If you are offered the post this information will be checked again criminal records bureau files. You will be provided will full information at each stage.

Goodwin Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

You will be based at Goodwin Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking

Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

## **1.6 Data Protection**

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of School/Executive Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.