

Green Park School Pupil Welfare & Home School Liaison Administrator

Post:	Pupil Welfare and Home School Liaison Administrator
Responsible to:	Headteacher
Scale:	Grade 4, Local Pay Point Range 7-11 pro rata.
Hours	33 hours per week, term time only 8.40am-4:00pm Mon, Tues , Weds & Fri. 8:40-4:30 Weds. Actual days and hours are determined annually by the Head teacher and may include working beyond the school day.

Duties and Key Tasks

The post aims to support the Pupil Welfare and Liaison Officer to provide an effective and complementary support service which addresses the needs of students and helps them to raise their levels of attainment and achievement through improved attendance. To support safeguarding/child protection issues within the school and ensure policies, procedures and systems are in place to promote and protect the welfare of children. To support families and pupils on their journey through school from admission to transition.

Duties will involve contact with pupils and students between the ages of 3-19 years with severe, complex and profound learning difficulties and associated disabilities, including those with challenging behaviour. There will be contact with pupils, staff and parents who need support in aspect of school life and wide authority services.

ORGANISATION

Attendance

- Collect the registers at the start of each day and gather data to monitor attendance. Ensuring all data is accurately recorded
- Collect information with regards to pupil holiday requests and letters from parents and process accordingly with instruction from the Pupil Welfare Officer and Assistant Headteacher.
- Support the Pupil Welfare Officer in working with class teachers and senior leaders to ensure attendance procedures are being followed appropriately and in line with the School's Policies.

- Gather data for the Pupil Welfare Officer to produce accurate and regular reports on pupils who fall below the required attendance levels.
- Organise and undertake home visits with the Pupil Welfare Officer,
- Assist with the organisation of parent groups and training events to help promote closer links to the school with parents / carers and the community.

Admissions

- With guidance from the Pupil Welfare Officer and Assistant Headteacher coordinate new admission arrangements from the point of parent contact to admission, including liaison with other professionals.
- Support families and their keyworkers with 'Team around the child' approach prior and post admission.
- With guidance from the Pupil Welfare and Liaison Officer and Assistant Headteacher assist with liaising with secondary pupils, school leavers, parents, and external agencies to develop transition plans and ensure smooth exit from school to 19-25 services or sooner.

Accountabilities

Act as a main point of contact for external organisations and multi professional in relation to pupil welfare.

- Work with social workers and other agencies to develop links and utilise resources as part of agreed plans for children.
- Following the completion of professional assessments of need and risk in respect of parents/carers assist with coordinating multi-agency approaches to address child protection issues.
- To coordinate with colleagues in external organisations regarding the Early Help Assessment and monitor all referrals and recommendations from within the school.
- Keep detailed and accurate written records of referrals, concerns and investigations. Maintain the register of 'At Risk' pupils and Looked After Children.
- Maintain confidentiality regarding issues concerning children, including information about family background/circumstances and abuse.
- Assist with the set up and running of student council.
- Undertake support at lunchtime for pupils if required.
- Support the Assistant Education Psychologist by liaising with external organisations regarding referrals to ensure they progress effectively.
- Coordinate links with therapy services with regards to Occupational Therapy , Speech therapy , Physiotherapy and School nurses including management of meetings and equipment and resources
- Liaise with external organisations in relation to pupil equipment needs e.g., wheelchair repairs etc.

- Follow up and manage interventions for Pupils to ensure all necessary action is taken.
- Assist the Assistant Education Psychologist with the completion of IR1 forms for incident reporting relating to pupils and assist with risk assessments relating to pupil injury.

Administration

- Assist with the development and maintenance of record/information systems in relation to attendance e.g., checking data, chasing up pupils and unauthorised absence marks daily
- Respond to correspondence and generate forms, returns etc., including those to outside agencies e.g. Persistent Absence Reports.
- Carry out Pupil risk assessments where needed and as directed by the Deputy Head or Assistant Head e.g school trips
- Gather data to assist the Pupil Welfare and Liaison Officer in providing detailed reports/information including for Annual reviews in line with the code of practice and SEND reforms and update the HUB
- Gather data to assist the Assistant Education Psychologist with producing analysis and reports required on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Ensure accurate Registers are available in the event of a fire, and the school being evacuated.
- Ensure appropriate information for pupil census is in provided and shared in a timely manner.

Resources

- Operate relevant equipment/ ICT packages (e.g MS Office, TEAMS, EXCEL internet, SIMS, Email).
- With guidance from the Pupil Welfare and Liaison Officer assist undertake research and obtain information to inform decision and improve current practices.
- Assist the Pupil Welfare and Liaison Officer to provide advice and guidance to staff, students, parents/carers and others.

Training

- Assist the with the administrative support to ensure every member of staff has access to and understand school policies documents including safeguarding. This includes new or part time staff , student placements and volunteers included.
- Monitor and review which staff members have received induction training.

- Monitor and review which governors and school staff are trained in accordance with guidelines.
- Attend any relevant training courses at least every two years.
- Ensure an up-to-date knowledge on SIMS and its application to school working with the School Business manager to improve school systems.

Support for the school

- Undertake appropriate health and safety duties as detailed in the school's health and safety policy, including acting as a First aider at Work and Fire marshal
- To undertake related duties, training or out of hours works as may be reasonably required, which are in line with the general responsibilities of the role
- To assist with home school transport
- Contribute to the overall ethos/work/aims of the school and its support services.
- Appreciate and support the role of other professionals, including multi-agency professionals.
- Attend and participate in relevant meetings as required and carry out relevant administrative tasks.
- Participating in training and other learning activities and performance development as required.

The job description can never be fully descriptive and exhaustive of unforeseen circumstances. It is expected that staff will respond to emergencies as they arise, commensurate with their qualifications and undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the service.

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind over's or cautions, and if so, for which offences. The post will not be exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders 1974 (exceptions) (Amendment) Order 1986. Therefore applicants are not entitle to withhold information about convictions which for other purpose are 'spent' under the provision to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Received by.....

Date.....



Signed.....

Disclosures are handled in accordance with the DBS Code of Practice which can accessed for the Children and Learning Department, HR Division, or on www.disclosure.gov.uk.

Received byDate

Signed Headteacher

Date:



Job Specification

Pupil Welfare Assistant

Grade 4



	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • Good Literacy and Numeracy skills 	<ul style="list-style-type: none"> • NVQ level 2 Administration or relevant field 	<ul style="list-style-type: none"> • Application Form • References
EXPERIENCE	<ul style="list-style-type: none"> • General clerical / administrative work • Experience of Financial work – understanding internal control systems, budgeting, banking systems, petty cash 	<ul style="list-style-type: none"> • Involvement with children or adults with special needs. • Working in a school or community setting 	<ul style="list-style-type: none"> • Application Form • References • Interview • Letter of Application
TRAINING / KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding and ability to use relevant technology and software systems e.g. EXCEL , • Use of ICT management systems e.g. SIMS 	<ul style="list-style-type: none"> • Working knowledge of school procedures • Willing to undertake additional training to further own professional development • Appropriate knowledge of first-aid training 	<ul style="list-style-type: none"> • Application Form • References • Interview • Selection Test
MANAGEMENT SKILLS	<ul style="list-style-type: none"> • Organisational and time management skills • Able to prioritise and work to deadlines • Work constructively as part of a team, • Ability to use own initiative appropriately • Presents information clearly in a variety of forms 	<ul style="list-style-type: none"> • Understanding of school roles and responsibilities and your own position within these. 	<ul style="list-style-type: none"> • Interview • References • Letter of Application • Selection test
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Good communication skills • Effective and sensitive liaison with parents 	<ul style="list-style-type: none"> • Actively contribute to meetings • Excellent relationships with other staff and professionals • Experience of working with auditors and external inspectors 	<ul style="list-style-type: none"> • Interview • References
PERSONNEL QUALITIES AND INTEREST	<ul style="list-style-type: none"> • To have excellent personnel presentation • To have a sense of humour • To be adaptable and flexible • To demonstrate the ability to respect confidentiality • To have high expectations of tidiness and organisation • To be confident • To be able to deal with stressful and emotional demands of the post 	<ul style="list-style-type: none"> • Leisure • Hobbies • Interests outside school • Empathy of specific and individual needs of children 	<ul style="list-style-type: none"> • Application Form • Letter of Application • Interview • References