



**DESMOND
ANDERSON
PRIMARY ACADEMY**

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Principal: Managey Powys

PUPIL WELFARE OFFICER

WANTED FOR DYNAMIC, FRIENDLY PRIMARY ACADEMY

Is this you?

- **I enjoy helping children learn**
- **I have experience of supporting children and families**
- **I like working as part of a team and am a good team player**
- **I am very calm and patient**
- **I am very adaptable and always willing to have a go**
- **I like to work on my own initiative**
- **I want to carry on learning and develop as a professional**
- **I have lots of skills and experience that I want to share**

Then we need you!

Desmond Anderson Primary Academy is a well-established school in Crawley, with a wonderful ethos and a great team. We are looking for a Pupil Welfare Officer to work across the school.

We would like you Mon – Fri 9.00 a.m. – 3.00 p.m. plus one hour to be agreed. Term time only plus INSET days (28.5 hours per week, 39 weeks per year plus 5.47 weeks paid holiday).

Pay will be at Scale Point 7 point 14 plus Crawley Weighting £23,080 + 626 pro-rata (Actual salary £15,615 p.a.)

Closing date: Mon 5th Oct 2020

Interview date: w/c 5th October 2020

Start date: As soon as possible

Desmond Anderson Primary Academy is an equal opportunities employer and committed to the protection and safety of its children, therefore this post will be subject to an Enhanced Disclosure and Barring Service check.



We are seeking a **Pupil Welfare Officer** to join the busy team at Desmond Anderson Primary Academy. We are a well-established primary school with over 400 pupils, recently rated 'Good' by Ofsted (October 2019).

The successful candidate will be systematic and thorough, with a strong understanding of issues around safeguarding and child protection. The post will involve liaison with external agencies (MASH, Early Help, social workers etc.) and attendance at Child Protection conferences where necessary, so an understanding of the importance of confidentiality is vital.

The Pupil Welfare Officer will also manage attendance, oversee behaviour management outside the classroom and be a learning mentor to some of our vulnerable children.

The Pupil Welfare Officer will report to and work with the Senior Leadership Team to ensure the safety and wellbeing of all our pupils.

The successful candidate will be required to undergo Designated Safeguarding Lead training.

Job Description

Main Purpose of the Job: to oversee the safety and wellbeing of all pupils in the Academy.

Main functions

1. To be the primary point of contact for all matters relating to Child Protection, including but not limited to:
 - Acting as first point of contact for concerns regarding pupil welfare and safeguarding
 - Referrals to MASH
 - Liaison with external bodies such as social workers
 - Representing the Academy at core group meetings, child protection conferences and other meetings as required
 - Using the Academy's confidential reporting system C-POMS to log concerns, make notes and otherwise share information linked to safeguarding
 - To co-ordinate and attend internal safeguarding supervision meetings
 - To attend and lead team around the child (TAC) and team around the family (TAF) and other CP related meetings when appropriate
2. To lead on managing attendance, including correspondence with parents and work with the Trust's Attendance Manager, and to develop strategies to encourage improved attendance amongst all pupils.
3. To oversee behaviour management at break and lunchtime, ensuring the Academy's Behaviour policy is applied.

4. To act as a learning mentor to individual children or to small groups of pupils, supporting them with behaviour strategies and communication skills
5. To know and apply Academy policies on Child Protection, Behaviour etc.
6. To be aware of confidential issues linked to pupil/home/teacher/school
7. To support liaison and to build positive relationships with families through the weekly coffee mornings, parenting groups for vulnerable families and other initiatives as required
8. To co-ordinate the Play Leaders and Sports Crew to deliver support for lunch times and to offer training and development as appropriate
9. To undertake any other duties as required by the Senior Leadership Team



DESMOND ANDERSON PRIMARY ACADEMY PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

- 1.1 NVQ Level 3 for Teaching Assistants or equivalent

KNOWLEDGE AND EXPERIENCE

- 2.1 Sound knowledge of Safeguarding Procedure and Policy as set out by the Government and Local Authority and act on it
- 2.2 Knowledge of Academy policies on Child Protection, Health & Safety, Behaviour, Attendance, Teaching and Learning and Equal Opportunities.
- 2.3 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- 2.4 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.
- 2.5 Knowledge of different behaviour strategies to implement
- 2.6 Sound knowledge of literacy and numeracy strategies.
- 2.7 Experience of working as a Teaching Assistant (or equivalent) supporting pupils in a classroom environment, including those with special educational needs.
- 2.8 Experience of using Information Technology to support pupils in the classroom.

KEY SKILLS AND ABILITIES

- 3.1 Ability to plan, deliver and evaluate interventions.
- 3.2 Ability to deliver programmes provided by therapists.
- 3.3 Ability to facilitate and contribute to team meetings.
- 3.4 Ability to produce accurate and up-to-date records and reports as required.
- 3.5 Ability to undertake observations and assessments of pupils with special educational needs.
- 3.6 Ability to differentiate learning resources to meet the complex needs of the pupils

PERSONAL ATTRIBUTES

- 4.1 Willingness to participate in further training and developmental opportunities offered by the academy and county, to further knowledge.
- 4.2 Willingness to attend INSET days and some after academy meetings on a paid basis.
- 4.3 Willingness to maintain confidentiality on all academy matters.

DESIRABLE CRITERIA

- 1.1 STAC or other NVQ Level 4 equivalent courses