



Student Welfare and Referrals Manager

Job Description & Person Specification

Salary: £27,028 – £29,397 (FTE £29,439 - £32,020)

Hours: 36.5 hours per week Term Time Only plus 2 weeks

Job Description

Local Authority Student Placement Consultations

- To be the first point of contact for Local Authorities regarding student placement consultations
- To effectively manage the consultations ensuring appropriate students are offered places at The Warwickshire Academy in liaison with the SENCO
- To act as The Warwickshire Academy representative in any tribunal cases
- Support parents/carers through the application process for accessing local services and help them attend relevant meetings
- To be fully conversant and enact the Admission Policy for the school

Student Welfare

- To act as family support, making home visits where required to develop and maintain relationships with school and home.
- Provide personalised support for parents/carers to help manage transition for their child
- Work with relevant staff to identify and bring onboard pupils and parents/carers that would benefit from personalised support
- Assist with developing and reviewing the school's transition programme, contributing insights around the needs of parents/carers and pupils during this process
- Liaise with parents/carers and preparing resources to support young people with resilience, character and behaviour for learning at home and the personal, educational and social and emotional development of every young person.

- To lead on the induction of new pupils in liaison with the SENCO and Director of Behaviour
- Administration of medication, storage and reporting procedures across the school.
- Planning and delivery of focused intervention sessions where required.
- To assist in developing and implementing individual educational and behavioural programmes and developing initial behaviour support plans and risk assessments.
- Support the writing and fulfilment of day pastoral care systems and rota's (e.g. breaks, lunchtime, etc)
- To assist in ensuring that all policies, procedures and practices are implemented reflecting the Academy's commitment to the importance and value of the individual.
- To assist in providing detailed student information to support staff in planning for individual pupils needs.
- To contribute as directed to the operation of the Academy's Internal Quality Assurance, Monitoring and Self-Evaluation procedures.
- Celebrating success and exploring barriers with the students in order that they gain confidence and are self-reflective to enhance their progression.
- Liaise effectively with outside partners (parents, placing agencies etc) as necessary, including attendance where required at reviews and home visits, where appropriate
- Provide a high standard of support for personal, physical care for children, particularly in the areas of safety, health and hygiene.
- To provide First Aid for pupils and staff.
- To accompany students to external activities or on educational visits as required.

Record keeping

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Complete relevant paperwork required by external agencies
- Maintain accurate records for students and ensure that all relevant information is forwarded to relevant colleagues.

Safeguarding

- Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation, assisting in ensuring safeguarding is covered in the wider curriculum.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies
- Work with the designated safeguarding lead (DSL) as deputy designated safeguarding lead
- Promote the safeguarding of all pupils in the school

Essential Person Specification.

- Minimum 3+ Years' experience working with students with SEMH and/or SEN
- A working knowledge of EHCPs and SEN administration
- GCSE Maths & English Grade C or above.
- Level 3 or higher qualification or equivalent qualification
- Experiencing of working with young people with behaviours that challenge.
- Commitment to and secure understanding of SEND and SEMH.
- Ability to work in partnership with Teachers, Senior Management Team and external agencies.
- Knowledge of and / or experience of using strategies to support vulnerable young people.
- A commitment to undertake further training to develop expertise.
- Effective communication and organisational skills.
- Commitment to the well-being of young people, safeguarding and child protecting.

Desirable Person Specification.

- Experience with working alongside multi-agency / trust
- Experience of building positive relationships with families to support Academy engagement.
- Experience of working with young people across the primary and secondary age range.
- Safeguarding qualification and / or experience in a safeguarding role.

This job description may be amended at any time in consultation with the postholder.

Special Conditions

Disclosure and Barring Service check will be required for this position.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

The Warwickshire Academy is committed to safeguarding and promoting the welfare of young children and people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Safeguarding is everyone's responsibility. Safeguarding is about preventing and stopping both the risks and experience of abuse or neglect, while at the same time making sure we promote people's wellbeing.

It is fundamental to high quality health and social care services. You must always be vigilant in your role and if you are concerned about a child or vulnerable adult report your concerns immediately following the processes set out in The Warwickshire Academy child and adult protection procedures.

Print Name:

Signed:

Date: