

# ST MARGARET'S

SCHOOL

**Welfare Officer – Term time only plus 2 weeks**

**Salary dependent on experience**

**Full time hours: Monday – Friday, 8:00am to 4:00pm**

**Start date: as soon as possible**

We are seeking a Welfare Officer to be responsible for delivering an outstanding welfare service to our students. We require someone who is passionate and enthusiastic about the welfare of children. The successful candidate will play a pivotal role within our pastoral team and will be the Deputy Designated Safeguarding Lead.

You will be an excellent communicator, who is emotionally literate and will be able to manage sensitive and privileged information with discretion. You will have the ability to work in a team and also on your own initiative, and will be flexible and open minded when dealing with sensitive cases. In addition you will help to support first aid across the school.

To apply for this vacancy, please visit our website:  
<https://www.stmargarets-school.org.uk/work-with-us>

**Closing date for applications: Thursday 30 September at 12pm**

**Interviews to be held: Week commencing Monday 4 October**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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## JOB DESCRIPTION

**Job Title:** Welfare Officer  
**Responsible to:** Vice Principal

### Main duties will include

- Triage children with pastoral issues and who may have mental health concerns.
- Work with the child, the Head of Year teams and form tutors to ensure each child presenting with concerns has a directed path of how to access help and support. Working closely with the Vice Principal on all pastoral and potential safeguarding matters, to communicate possible trends and concerns.
- To operate as the Deputy Designated Safeguarding Lead, and to work closely with the DSL to ensure policies, culture and training is in keeping with the highest standards expected of St Margaret's School, which is directed by the county through ISI and in accordance with KCSIE.
- Liaise and communicate with colleagues to ensure that vital pastoral information is shared whilst being mindful of confidentiality.
- Keep excellent records, that reflect important details without being onerously lengthy.
- Keep up to date with key trends in education, socially for children and in mental health care so that you can relate to children and best direct them according to their needs.
- Communicate with parents by phone, email and in person. Be able to deliver difficult news or conversations by being a good blend of being prepared and compassionate.
- Work with outside agencies and experts to develop the options open to pupils and staff at St Margaret's School.
- Have an excellent knowledge of physical and mental health issues relating to children.
- Expected to undertake monthly supervision, and therefore to continually reflect on your practice.
- To coordinate with the counsellor the pupil appointments and to meet with them regularly to consider trends and individual pupil needs.
- To work with the counsellor and the Vice Principal to report termly to the governors on counselling and safeguarding.

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## PERSON SPECIFICATION

	Essential	Desirable
<b>Education and Qualifications</b>		
Maths, English & IT level 2	X	
<b>Experience</b>		
Nursing Experience		X
Mental Health Training		X
<b>Basic skills and competencies</b>		
Effective assessing skills	X	
Relationship management skills	X	
Ability to work in a team and also use own initiative	X	
Proven organisational and planning skills	X	
A strong commitment to Safeguarding	X	
Excellent communication skills	X	
<b>Personal Qualities</b>		
Excellent communicator who is emotionally literate	X	
Personable and approachable for students		
Able to manage sensitive personal information with discretion	X	
Able to hold risk and deal with acute pastoral cases with compassion and confidence	X	
Able to be reflective, flexible and open minded when dealing with difficult cases	X	
Commitment to succeed	X	
Evidence of Continued Professional Development		X