**Welfare Assistant and Administrator**

**Required for September 2020**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**HOURS:** 37 Hours Term Time only plus 2 weeks.

**RESPONSIBLE TO:** Welfare Lead (DSL) and Headteacher

**GRADE:** Salary: 11-15 (£21,166 to £22,911)

**The post holder:**

St Francis of Assisi Catholic College needs a person who will think clearly, in the best interests of all children and young people on roll and communicate effectively with senior staff. They will be prepared to become an expert on the official guidance and laws in place that support effective Safeguarding and Child Protection measures. They will need to act, giving instructions to others. If necessary, they will need to deal directly with adults in other supporting partners, such as Children’s Services, Police, CAMHS, WPH and Educational Psychologists.

**Job Description**

**Main purpose**

The Welfare Assistant and Administrator will take responsibility for supporting the Welfare Lead with safeguarding and child protection issues across the school. The Welfare Assistant and Administrator will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

The successful applicant will be supported and managed, by Rebecca Malli who is the Schools Welfare Lead.

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**Duties and responsibilities**

While the successful applicant is gaining experience of all aspects of this role, it is expected that they will have continuous support, advice and guidance through the following key tasks until the point at which they are knowledgeable and confident in their role. They will need to have the capacity to take responsibility as soon as possible.

**Managing referrals**

● Refer cases of suspected abuse to Children’s Services

● Support staff who make referrals to Children’s Services

● Refer cases to the Channel programme where there is a radicalisation concern

● Support staff who make referrals to the Channel programme

● Refer cases where a crime may have been committed to the police

● Keep detailed, accurate and secure written records of concerns and referrals

● Manage the use of CPOMS (online reporting tool) ensuring that referrals are sufficiently detailed, are triaged promptly and shared with the correct teams

● Receive police reports and act on them, by informing and/or advising the Welfare Lead and school leaders.

**Working with staff and other agencies**

● Ensure staff can access and can understand the school’s Child Protection and Safeguarding policy and procedures (especially new staff, part time staff and Supply Teachers/Casual Workers, and newcomers who join the school at mid-point during the year). Keep accurate records of who has and has not undertaken Child Protection and Safeguarding training.

● Report serious safeguarding issues promptly to the Welfare Lead, especially ongoing enquiries into whether a child is at risk of harm, and police investigations

● Report any safeguarding concerns related to school staff immediately to the Headteacher or the Welfare Lead in his absence.

● Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral.

● Act as a source of support, advice and expertise for staff.

● Understand the assessment process for providing early help and intervention, work with staff on completing Early Help referrals and attend the Early Help meetings as required.

● Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference

● Attend and contribute to child protection case conferences and Core Groups effectively when required to do so

● Attend and contribute to Child in Need meetings effectively when required to do so

**Training**

● Undergo training to develop and maintain the knowledge and skills required to carry out the role to include Online Safety training, DSL training, County Lines and Child Sexual Exploitation.

● Refresh knowledge and skills regularly (at least annually and in addition, when any legislation changes) remaining up to date with any developments relevant to the role

● Obtain access to relevant resources and share these with relevant staff members

**Raise awareness**

● Ensure the school’s child protection policies are known, understood and used appropriately

● Work with senior leaders and Governing Body to ensure the school child protection policy is reviewed annually and the procedures, implementation and effectiveness are updated and reviewed regularly

● Ensure the school’s Safeguarding policy is available and easily accessible to everyone in the school community

● Ensure that parents have read the school’s Safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of St Francis of Assisi in this

● Link with Walsall Safeguarding Children Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding

● Be alert to the specific needs of children in need, those with special educational needs or disabilities and young carers

● Encourage a culture of listening to children among all staff, ensuring that children’s feelings are heard where the school puts measures in place to protect them

● Support the delivery of whole staff training and briefings on child protection issues, with a view to leading on delivery in due course.

**Other areas of responsibility**

● When children join St Francis of Assisi Catholic College, ensure that any Child Protection records have been transferred to the school and upload any record to CPOMS

● Where children leave St Francis of Assisi Catholic College, securely transfer their child protection file to their new school or college as soon as possible, separately from the main pupil file

● Model best practice and uphold the principles of confidentiality and data protection at all times

The Welfare Assistant and Administrator will be required to safeguard and promote the welfare of children and young people, and follow St Francis of Assisi Catholic Colleges policies and the staff code of conduct.

During term time, the Welfare Assistant and Administrator should always be available during school hours for staff to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Welfare Assistant and Administrator will carry out. The postholder may be reasonably required by the Principal to undertake other duties appropriate to the level of the role.

**Person Specification**

**ESSENTIAL**

* Prepared to know, understand and represent the Catholic ethos of St Francis of Assisi Catholic College.
* Experience of working in an environment that supports children and young people aged 11-16.
* A person with high expectations who is committed to ensuring the safety and welfare of children with a commitment to equality and truth.
* An excellent understanding of Safeguarding and Child Protection and/or a willingness to master all the aspects of Safeguarding and Child protection in education today.
* Familiarity with statutory documents such as Keeping Children Safe in Education (September 2019) and Working Together to Safeguard Children.
* Ability to prioritise, be flexible, proactive, and able to work under pressure to meet deadlines
* Expert knowledge of working with other agencies such as Children’s Services, Police, Youth Offending Teams, Parents, Carers, other institutions, voluntary organisations.
* An accurate and timely administrator- able to process documents, fill in forms, make written reports, with high levels of literacy and excellent verbal and written communication skills.
* Good online digital skills.
* Systematic about monitoring progress on individual cases.
* Able to influence, inspire and lead other members of staff in Safeguarding and Child Protection matters.
* Enthusiastic and positive about working across different partnerships and with different teams internal and externally.
* Able to liaise well with outside institutions on confidential transfer matters such as feeder schools and sixth form colleges.
* Has a good understanding of how secondary education works and secondary school settings.
* A clear Enhanced DBS (negative)
* Possesses personal resilience, and a preparedness to chase cases to their effective resolution
* Must be able to demonstrate ability to act and communicate within strict confidentiality guidelines
* Strong commitment to improving own knowledge and professional development.

**DESIRABLE**

* Experience of Child Protection and Safeguarding in a Secondary School setting.
* Experience of working within any of the following: Education, NHS, Probation Service, Police, Children’s Services, any similar organisations supporting young people.
* Track record of successful interventions related to Safeguarding and Child Protection and has previously undertaken Safeguarding and Child Protection training.
* An excellent understanding of the issues faced by children who are challenged by severe Safeguarding needs; for example, young people on Child in Need plans, young people on Child Protection plans, Early Help plans, and their siblings.
* Expert knowledge of educational and local authority systems related to Child Protection and Safeguarding e.g. the work of the Walsall Safeguarding Children’s Partnership, anti-radicalisation programmes, County Lines.
* Experience of working in teams to produce desired outcomes.
* Experience of common online reporting tools used to record and manage safeguarding concerns.
* Willingness to challenge external agencies where decisions have been made against the best interests of a vulnerable child.
* Experience of delivering training to other staff.
* Experience of building effective working relationships with staff and other stakeholders.
* Excellent ability to build relationships with children and their parents, particularly the most vulnerable.
* Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.
* Familiar with GDPR.