



The North Halifax Grammar School
Specialist Science Academy

Job Description

School Welfare Officer

Title:	School Welfare Officer
Responsible to:	Headteacher and Deputy Headteacher
Post Reference:	SWO – <i>Please ensure this is quoted on your application form.</i>
Salary	Term Time only, 25 hours per week, on the APT&C salary scale, SO1 –SO2 (£24,646.00 - £28,636.00) which equates to: £14, 563.37 - £16,921.07 per annum. Starting point dependent upon experience and qualifications.
Hours	25 hours per week, term time only

1. Core Purpose

To work closely with the existing school pastoral team to provide a counselling and advice service for students and staff with regard to physical and mental well-being, as appropriate.

To offer counselling to students for a range of issues including: academic problems; difficulties with peers; behavioural difficulties; emotional issues; bereavement; relationships and attendance issues.

To refer cases to the Designated Member of Staff, SENCO, Year Group Leader or Head of Section, as appropriate.

To provide basic First Aid to staff, pupils and visitors and to monitor pupils with medical plans under the direction of the Deputy Head.

To advise and contribute to the development of relevant parts of the curriculum.

2. Specific Responsibilities

- ❑ To provide advice and counselling to students and staff as necessary, referring cases as appropriate to SENCO/Designated member of staff/external agencies.
- ❑ To liaise with pastoral staff, other professionals and parents when necessary and appropriate.
- ❑ To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants.
- ❑ To provide First Aid care to sick or injured pupils who are referred by staff in lesson time or who refer themselves at break or lunchtime.
- ❑ To assess such situations and initiate appropriate action, contacting parents and medical services as appropriate.
- ❑ To advise and treat sick or injured members of staff.
- ❑ To inform other designated First Aiders about changes in methods of First Aid administration so as to ensure the correct treatment of injuries.
- ❑ To maintain First Aid boxes throughout the school and to issue First Aid kits used on school visits.
- ❑ To order and maintain supplies of essential medical room requisites.
- ❑ To maintain an adequate level of hygiene and cleanliness in the medical room.
- ❑ To ensure the safety of medicines, lotions and sterile equipment in a locked cupboard.
- ❑ To maintain and update, as required, the confidential register of individual pupil's medical status and to be aware of their current regime of treatment and manage their medical plans and boxes.
- ❑ To complete, as appropriate, the Pupils' Personal Accident Book and Accident Forms (or issue to other supervisory staff) and to liaise with pupils' Year Group Leaders/ Section Leaders.
- ❑ To liaise with SENCO and other members of staff, where appropriate, regarding individual pupils' concerns, whether medical or non-medical.
- ❑ To assist with the implementation of the school's policy regarding alcohol, solvents and illegal substance misuse.
- ❑ To assist with content and delivery of relevant sections of the school's PSCHEE programme and with health related Curriculum Enrichment days or presentations.
- ❑ To carry out such other duties as may be from time to time required.

JOB CONTEXT

3. DIMENSIONS

Number of students on roll - 1138

Number of staff -157

4. KEY FEATURES

To form part of the framework to provide safety and confidence for pupils, students, staff and visitors in school.

Where the work comes from/goes to:

Counselling referrals will largely be made from pastoral teams, although some students may refer themselves. Some work is calendared eg HPV vaccinations, and can be planned for. Some work is regular and outlined in the job description (eg medical records). The Deputy Heads, Assistant Head and Heads of Section (KS3, KS4 & 6th form) will direct prioritisation. A large portion of work is spontaneous, although monitoring and prevention should aim to minimise this.

5. SUPERVISION AND WORK PLANNING

Supervisory Responsibility
Pupils whilst in care.

Supervision received:
From the Deputy Head

6. PROBLEMS AND DECISIONS

In counselling cases, the post holder is to discuss all cases with appropriate staff and agree progression/resolution strategies.

Also required to assess situations where pupils or staff are ill or have suffered an accident in order to initiate appropriate action; to contact parents and medical services as appropriate.

The post holder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.

7. CONTACTS

Regular personal contact with Deputy Head, SENCO, YGL, HoS, back up First Aiders, parents and outside agencies (on liaison).

8. KNOWLEDGE, EXPERIENCE AND TRAINING

- Relevant counselling qualification and recent experience at Level 4 or above
 - Current First Aid qualifications
 - Sound general education (including as a minimum GCSE/GCE 'O' level or equivalent grade C or above in English Language and Mathematics)
 - Good IT skills
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9. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post. Morning break and lunchtimes will not fall at the same time as pupil lunch and breaktime.

10. SPECIAL NOTES OR CONDITIONS

The postholder will be subject to an enhanced Criminal Records Bureau check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions (including cautions, bindovers or no case to answer) must be declared.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy.

HOW TO APPLY

Completed application forms, together with a letter in support of the application, should be sent to the Ms P Robbins, The Personnel Manager, The North Halifax Grammar School, Illingworth, Halifax, HX2 9SU. Tel (01422) 244625, Fax (01422) 245237. Email: mail@nhgs.co.uk

Closing date for applications: 12 noon Monday 20th February 2012

Date of interviews: week commencing 5th March 2012