



## **FULSTON MANOR ACADEMIES TRUST**

<b>POST:</b>	<b>STUDENT WELFARE OFFICER</b>
<b>REPORTS TO:</b>	<b>ASSISTANT HEADTEACHER</b>
<b>RESPONSIBLE TO:</b>	<b>DEPUTY HEADTEACHER (PASTORAL)</b>
<b>HOURS:</b>	<b>37 HOURS PER WEEK, TERM TIME PLUS 2 TRAINING DAYS</b>
<b>SALARY:</b>	<b>FMAT BAND D POINT 2, £29,492.00 P.A (ACTUAL PRO RATA SALARY £25,311.63 P.A FOR 37 HOURS)</b>

### **Purpose of the Role**

As a school our motto is 'Everybody Matters, Everybody Succeeds, Everybody Helps' we hope you will join us in ensuring all students achieve their potential. The purpose of this role is to have a role in supporting the daily operations that lead to the smooth running of the school and to support the Pastoral Teams in establishing a supportive environment in which students are encouraged and supported in making good choices in line with school expectations.

### **Role Responsibilities**

- Supporting the pottering and on-call rota around school during lesson times
- Being part of any other relevant duty teams before or after school or at other unstructured times of the day
- Willingness to undergo training for first aid
- To take a lead role in helping to establish a calm atmosphere across the school environment throughout the school day.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post

### **Specific Duties:**

- Before and after school duty postings
- Roaming the school during lesson times to ensure staff presence and support students in following the schools behaviour policy.
- To support the Heads of House in taking statements from students following an incident
- To support with wider interventions that help students engage with repairing harm, understanding their own behaviour and helping to support social relationships between staff and students; students and staff
- To build positive relationships with students in order to emphasise school as a safe base under Nurture UK principle 1.
- To support students identified as Young Carers, facilitate support groups and relevant interventions.

- To support the work of the Senior Mental Health lead, by facilitating support groups and relevant interventions.

**All staff will:**

- Play a full part in the life of the school community, support its vision, ethos and policies and encourage students to follow this example
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the DSL)
- Model Fulston Manor values to parents and students
- Be positive, dynamic and challenging in all aspects of work
- Foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Play an active part in the life of the school and its community
- Develop social cohesion and positive links with the whole of our local community
- Agree annual performance targets, with a view to own continuous improvement
- Undertake any other duties that may reasonably be required by the Headteacher