



FINHAM PARK  
SCHOOL

## **FINHAM PARK MULTI ACADEMY TRUST**

### **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Student Wellbeing Officer</b>
<b>Base School:</b>	Finham Park School
<b>Salary Level:</b>	Grade 4
<b>Hours:</b>	Full time, 33 hours per week, Term-Time only (+ 5 days)
<b>Responsible to:</b>	College Leader
<b>Job Purpose:</b>	<p>(a) to support College Leaders in the day-to-day management of student behaviour, including (but not limited to) restorative conversations, reintegration, reward, attendance and punctuality.</p> <p>(b) to support the general well-being of students and to provide assistance concerning day-to-day student problems.</p> <p>(c) to support all staff in ensuring high standards of behaviour and routine across the school.</p> <p>(d) to equip students with the tools to improve their interactions with others so that they develop excellent communication skills.</p> <p>(e) provide administrative support to the College Leaders / Assistant Headteacher (Support and Experience)</p>

### **Line Management:**

- 1) To work under the direction of the College Leaders / Assistant Headteacher (Support and Experience) in order to provide clear direction and effective management of processes that lead to improved behaviour.
- 2) To contribute to the work of the College Leaders and Mentors.

### **Whole School Role:**

- 1) To provide, collate and develop resources that educate students in techniques that support a changed mind-set regarding their poor attitude to learning and interactions with others.
- 2) To ensure that students in the Refocus Room are actively engaged and supported in restorative activities during their day.
- 3) To convene reintegration meetings with parents/carers to discuss the terms of their child's reintegration into lessons and the school as a whole following restorative intervention.
- 4) To attend multi agency review meetings as required.
- 5) To work with other post holders in reaching hard to reach families and students.
- 6) To provide cover support for mentor sessions as required.
- 7) To liaise closely with relevant College Heads and teaching staff regarding concerns over the behaviour, attendance and well-being of individual students and to take action as appropriate. To make telephone calls as necessary.

- 8) To communicate with parents/carers of students as appropriate and be able to deal effectively with sometimes difficult/hostile parents/carers.
- 9) To ensure that all support or assistance given follows the school policies and agreed procedures.
- 10) To report back to other members of staff on any concerns about students or actions taken and to fully document for the students file.
- 11) To deal with any emergencies according to school policy. To fully understand the term 'Safeguarding Children' and adhere to set procedures regarding child protection.
- 12) To be flexible and be willing to adapt to the evolving needs of the school

#### **Supporting:**

- 1) To work with the College Leaders to develop a distinct college ethos for each college by leading on engaging activities / OOHSL (Out of Hours School Learning) program.
- 2) To work with the school in ensuring effective relationships with parents/carers are maintained.
- 3) To support on staff training related to restorative justice / behaviour management / pastoral support and attendance, when required.
- 4) Under the direction of the AHT (Support and Experience) create a Restorative Behaviour Improvement Plan which contributes positively to the achievement of the School Strategic Framework, which involves pastoral staff in its design and execution.
- 5) To provide regular feedback which recognises good behaviour practice and supports staff in teaching students.
- 6) To monitor and control the use of resources in the Refocus Room.
- 7) To implement systems for assessing, monitoring and recording individual pupil's behaviour progress.
- 8) To provide a strategy for promoting and ensuring the effective wellbeing of students within the college.
- 9) To promote charitable fundraising events through activities such as College Day.
- 10) To provide team support for other colleges as required.

#### **Administration:**

- 1) To take detailed incident statements from students and supervise groups of students presented after an incident.
- 2) To attend C.A.F family support meetings when necessary.
- 3) To organise parents' evenings.
- 4) In co-ordination with the other post holders, to book, liaise and co-ordinate School Events such as (but not limited to) school photographers, Pastoral Trips, School Ball, SSCOS and Graduation. To supervise students during the event and collect money, co-ordinate distribution and deal with related queries.
- 5) To record C5s (withdrawal from lessons for poor behaviour) and share information when requested.
- 6) To research and prepare work for Governors Disciplinary reviews and co-ordinate attendance of governors and send out relevant paperwork.
- 7) To prepare paperwork for exclusions and ensure a regular stream of work home and to advise Learning Supervisors in the withdrawal room of the students return.
- 8) To collect and maintain departmental/subject exclusion packs.
- 9) To administer the enrolment of students and maintenance of student files, complying with GDPR.
- 10) To take part in appropriate training activities.
- 11) To organise and run school duties such as 'Late Gate' and punctuality detentions.
- 12) To liaise with Attendance Clerk and EWO on a daily basis with regard to monitoring attendance.
- 13) To download CCTV to support investigation of incidents at school.
- 14) To provide uniform to students who are not wearing the correct items and collect it at the end of the day.