



JOB DESCRIPTION

POST TITLE: WELFARE & SPECIALIST INTERVENTION OFFICER
POST NUMBER: WREQ4029
GRADE: HAY SCALE

JOB PURPOSE

Working as part of the College's Welfare and Pastoral Support Services, the post holder will be responsible for providing specialist pastoral intervention and support for targeted groups of college learners. This will include working with Children Looked After (CLA) and Care Leavers (CL) to co-ordinate all PEP's, ensure a supportive transition package in place, as well as working with the wider team to play a key role in developing the support, advice, and guidance on offer to Work-Based Learners.

The post-holder will also be tasked with developing the key skills within the wider 16-19 learner cohort with a focus on embedding resilience and independence within study programmes.

KEY TASKS/DUTIES

As post-holder, you will report to the Student Welfare and Pastoral Support Services Manager for the following:

- To support CLA (including Previously Looked After) and CL, managing regular PEP reviews where legally required and liaising with Social Workers and Carers to book.
- Develop and run a Summer Transition activities programme for CLA/CL/YC learners including those requiring wellbeing support.
- To provide advice and guidance to staff on any Trauma/emotional issues that may impact learning for CLA's.
- To provide advice, guidance and support to work based apprentices on a range of welfare issues including emotional health and personal matters.
- As part of a team, be available to support learners with any welfare concerns over the Summer break.
- Working with 'Off The Record', complete Resilience Hub Training and deliver sessions for learners requiring resilience building tools and those identified through SMART targets.
- Develop and maintain close links with relevant Virtual schools, social workers, foster carers, carers.
- Prepare and update CLA/CL termly and annual reports for feeding back to various committees/Local Authorities as required.

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- Attend external meetings, training, and events on behalf of the College regarding welfare, safeguarding, PEP & 'Welfarecall', and liaising effectively with outside agencies where and when necessary.
- Effectively promote the welfare services to all apprentices at Weston College and support the updating of welfare and wellbeing 'Sharepoint' sites and resources.
- Work with assessors and apprenticeship employer partners to ensure all apprentices are supported and their welfare and wellbeing identified as a priority.
- Contribute to the development of the service working in collaboration with the Welfare and Pastoral Support Services Manager.
- To support the wider Welfare and Pastoral Support Services team as and when required to deliver an outstanding level of pastoral support for college learners.
- To be prepared to operate on a flexible basis as required and to fulfil the offer of early evening appointments by arrangement.
- Members of the team will be expected to work out of normal working hours as required (*when extensive working out of normal hours is required, time off in lieu can be negotiated*).
- To undertake such other duties as may be reasonably required commensurate with the grade of the appointment.

KEY TARGETS

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be process monitored and updated on a termly basis.

The following is a list of areas for which targets will be set, whilst this list covers key areas it is not exclusive and is likely to change in line with external and internal strategies.

- Student Engagement with Summer Transition Programme
- Attendance/Retention/Success/Progression levels
- Student satisfaction
- Staff satisfaction
- School/Agency/Partner/HEI satisfaction levels
- Service standards



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GENERIC DUTIES

In addition to the requirements of the post above, all Welfare and Retention Officers are required:

- To work collaboratively across the College with all students and staff.
- To complete all associated organisation and administrative work.
- To assist in the management of appropriate administrative systems, which meet College requirements and implement action of College policies e.g. Attendance and Retention.
- To participate in both internal and external staff development as appropriate.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure.
- Comply with Information Security requirements, in line with Weston College policy.
- To undertake individual or collaborative research agreed by college management.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. Staff are required to refer to Weston College Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 8 Scale, Points 27-30: £26,226.00 to £28,989.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and company closures.

The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.



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SPECIAL NOTES

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. The post holder may be required to move between sites on either a permanent or temporary basis.

Adjusted working hours can occur to meet the business' needs. The post-holder should have a flexible approach to hours of work, place of work, and cover needed for holidays.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Full Level 3 qualification (or equivalent).	✓	
Excellent interpersonal skills and the ability to work as part of a team.	✓	
Experience in giving advice on and dealing with welfare issues and supporting positive mental health.	✓	
Experience of working within an education setting/establishment	✓	
Excellent communication skills, both written and oral.	✓	
Computer literate.	✓	
A student focused approach to work.	✓	
Experience working with and supporting young people.	✓	
Receptive to new ideas, proactive in approach and willingness to work flexibly.	✓	
Professional in both conduct and approach.	✓	
Motivated, enthusiastic and committed.	✓	