



**LONDON BOROUGH OF TOWER HAMLETS**

**St Paul's Way Foundation School**

<b>JOB DESCRIPTION</b>	
<b>Post Title</b> : Primary Wellbeing and Family Support Officer	<b>Grade</b> : Scale 5 £27, 009- £28,497
<b>Department</b> : Foundation School	<b>Responsible to</b> : Pastoral AHT

**Key Purpose of the Job**

1. To provide additional academic and pastoral support for vulnerable children and their families to ensure they are able to fully access the provision available at SPWF.

**Accountabilities**

1. To be responsible to the Inclusion Manager – Primary Phase, Head Teacher – Primary Phase and Governing Body and to participate in the school's performance management.

**Safeguarding**

1. To be the first port of call for safeguarding concerns in the Primary Phase
2. To liaise with Children's Social Care and other outside agencies and professionals to ensure that appropriate responses are taken and support is in place where safeguarding concerns are raised.
3. To attend safeguarding related meetings, internally and externally.
4. To ensure appropriate records, files and minutes are maintained and kept confidentially.

**Pupil Support (Learning)**

1. To provide learning support for identified individuals and groups of pupils in their normal timetable.
2. To provide additional support for identified individuals and groups of pupils through planned interventions.

**Pupil Support (Wellbeing)**

1. To work with the attendance team to monitor attendance and punctuality and support families with poor attendance and punctuality.
2. To provide emotional support and mentoring for vulnerable pupils.
3. To provide behavioural support for pupils and monitor the behaviour of key identified pupils.

**Family Support**

1. To contribute to the planning and running of workshops and groups for parents.
2. To provide guidance and support for families to address issues related to family functioning and parenting skills.
3. To liaise with outside agencies to identify appropriate support to signpost or refer parents to.
4. To support the Senior Leadership Team in communication with parents to foster a positive partnership between home and school.

**Professional Conduct**

1. Adhere to the St Paul's Way Trust Code of Conduct at all times.
2. Be aware of the high profile of St Paul's Way Trust and to uphold its standards at all times.
3. Work effectively as a member of a growing team by establishing and maintaining good working relationships and to ensure that care is taken when communicating with others to avoid any unnecessary conflict.



- 4. Encourage an atmosphere of supportive co-operation and respect.
- 5. Ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.
- 6. Ensure that punctuality is maintained throughout the day.
- 7. Manage own workload and plan time effectively.

**Other Professional Requirements**

- 1. To provide occasional lesson cover in identified curriculum areas.
- 2. To contribute to extra-curricular activities for pupils.
- 3. Undertake other duties as directed by the Head Teacher – Primary Phase.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

**Conditions of Service**

Governed by the National Agreement on Teachers’ Pay and Conditions, supplemented by local conditions as agreed by the governors.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

The offer of the post is subject to the receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.

**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council’s Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed: \_\_\_\_\_  
Post holder

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Head Teacher**

**PERSON SPECIFICATION**

The following details are the essential and desirable criteria, which will be used to select the candidate(s) for this post.

<b>Attributes</b>	E= Essential D= Desirable	<b>Evidence</b> A= Application I = Interview O= Observation
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>GCSEs Maths and English grade C or above, or equivalent</li> <li>Recent experience with Primary-age pupils</li> </ul>	E E	A A
<b>Professional Knowledge and Experience</b> Experience of: <ul style="list-style-type: none"> <li>Working both as a team member</li> <li>Working with outside agencies</li> <li>Raising achievement for all pupils</li> </ul> The ability to: <ul style="list-style-type: none"> <li>Identify pupil and family needs and act upon</li> <li>Effectively manage pupil's behaviour in a positive manner with consistent, clear boundaries following the school's behaviour management policy</li> <li>Communicate both verbally and in writing to a range of audiences</li> <li>Make professional use of ICT</li> </ul>	E E E  E  E  E E	A / I A A / I  A  A  A/I A
<b>Personal Characteristics</b> <ul style="list-style-type: none"> <li>Well organised, calm and positive</li> <li>Effective team member</li> <li>Ability to work on own initiative and be flexible in approach</li> <li>Have high expectations of all pupils, staff and self</li> </ul>	E E E E	I A / I A / I A / I / O
<b>Commitment</b> <i>Demonstrate a commitment to:</i> <ul style="list-style-type: none"> <li>Promoting parental and local community involvement</li> <li>Working as part of a team with teaching and support staff</li> <li>Furthering your own professional development</li> <li>Promoting and safeguarding the welfare of children and young people within the school</li> </ul>	E E E E	A A / I A I

All experience should be recent. The appointment and interview process will be value-based to ensure the successful candidate's values and attitudes are in line with those at St Paul's Way Trust School. Issues relating to safeguarding and promoting the welfare of all children will also be thoroughly explored.