



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: WELFARE AND INCLUSION ASSISTANT**

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| Post Title | Welfare and Inclusion Assistant |
| Purpose | <p>To assist the Welfare and Inclusion Manager to:</p> <ul style="list-style-type: none"> • liaise closely with families to assist in overcoming barriers to attendance, learning and achievement. • improve working relationships with disengaged and vulnerable families. • support the Designated Senior Leader in safeguarding and promoting the welfare of pupils. |
| Reporting to | Welfare and Inclusion Manager |
| <p>Core tasks and responsibilities:</p> <ul style="list-style-type: none"> • To work alongside the Welfare and Inclusion Manager to: <ul style="list-style-type: none"> - assist the SLT and support the school by delivering a needs-led professional supportive service to children, young people and their families by building and maintaining professional relationships with partner agencies - assist the school in maintaining a high level of attendance by liaising with staff, parents/carers and other support agencies and by assessing need and incorporating appropriate interventions - assist the Designated Safeguarding Lead and Welfare and Inclusion Manager by attending statutory meetings, in the absence of the Welfare and Inclusion Manager, ensuring that the relevant reports from significant staff are presented to these meetings. - initiating referrals where there are Child Protection or Child in Need concerns, for an initial assessment of needs - co-ordinating the Early Help Assessment - regularly monitoring, re-assessing, and managing 'risk' to individuals, families, carers, groups and communities - assisting in the promotion of Child Protection Awareness in school, offering guidance on the Framework for Assessment of Need - keeping detailed, accurate and secure written records of concerns and referrals - encouraging a culture of listening to children and taking account of their wishes and feelings, among all staff - acting as a source of support and advice to staff on matters of safety and safeguarding - liaising with medical professionals when required - liaising with the school nurse - undertaking professional development activities to increase own and school's effectiveness regarding safeguarding. | |
| Generic responsibilities of all Hall Green School Staff | <ul style="list-style-type: none"> • To work consistently to uphold the school's mission statement. • To follow all school policies. • To work in a cooperative and polite manner with staff and all other Stakeholders. • To work with students in a courteous, positive, caring and responsible manner at all times. • To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised. • To take an active part in the school's commitment to the development of staff and the appraisal procedure. • To work with visitors to school in a way that upholds the school's reputation. • To seek to improve the quality of the service the school provides. |

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| | <ul style="list-style-type: none">• To present oneself in a professional way that is consistent with the values and expectations of the school.• To carry out, in good grace, any other duty deemed reasonable by the Headteacher. |
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The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.