

Job Description: Welfare Officer (DDSL)

Role: Welfare Officer (DDSL)

Reporting to: Welfare Lead

Location: Ark Kings Academy

Contract: Permanent

Working Pattern: 39.5 hours per week, Monday to Thursday 8:30 – 5:00pm and Friday 8:30am – 4:40pm. 2 weeks to be agreed and worked in Easter and Summer as agreed with principal.

Salary: Ark Support Scale 8 Pay Points 20 – 28 (£26445 - £32798)

The Role:

To act as a deputy designated safeguarding lead to ensure all students are appropriately safeguarded and safe from harm.

To provide support for vulnerable pupils and families, including EAL support, within the academy, working closely with SLT and the Inclusion Team.

This role will be based on the Secondary phase site.

Key Responsibilities (DDSL):

You will work closely with the Senior Leadership team and Welfare team to:

- Implement the academy's Safeguarding and Child Protection policies and procedures in line with national, statutory and Ark requirements.
- Maintain detailed, accurate, confidential and up-to-date records on all cases of safeguarding and child protection
- Maintain confidentiality at all times in line with Data Protection, Freedom of Information and Child Protection legislation and guidelines
- Provide support and guidance to other staff to assist them in undertaking their own roles effectively
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm
- Provide impartial information to parents about relevant local services available to parents, children and families
- Communicate regularly with parents and nurture good relations and effective dialogue between parents and teachers about children's progress.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the appropriate procedures for children in need and significant harm
- Attend multi agency meetings and provide reports for professionals

Other:

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person specification: Welfare Officer

Qualification Criteria

- Right to work in the UK
- Evidence of recent relevant professional development in the area of Safeguarding or a record of Continuing Professional Development activities
- Qualified to degree level or equivalent (desirable)
- Professional social work qualification (desirable)
- Good literacy and numeracy – GCSE Maths and English or equivalent
- Mental Health First Aid Qualification (or willing to undertake)
- DSL trained (or willing to undertake)
- English and maths GSCE (or equivalent) at grade C or above)

Knowledge, Skills and Experience

- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age and their families.
- Experience of working with young people.
- Experience of working with multi-agencies.
- Experience of dealing with challenging young people and managing difficult situations calmly and confidently.
- An understanding of safeguarding and child protection procedures
- Works well as part of a team
- Able to analyse and interpret data
- Able to balance competing priorities and use own initiative to meet deadlines
- Experienced and effective communicator with a wide range of stakeholders

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Has a genuine desire to involve themselves fully in the life of our school
- Belief that every student should have access to an excellent education regardless of background
- Highly organised and able to prioritise between the competing elements of the role
- Highly developed social intelligence with a wide range of stakeholders
- An optimist who enjoys a challenge
- Sense of humour
- Excellent written and oral communication skills
- Ability to influence and participate in the academy processes
- Proactive and innovative demonstrable approach to work
- Demonstrates an innovative and proactive approach to work
- Evidence of well-developed ICT skills
- Exercises sound judgement, especially relating to confidentiality and discretion
- Can inspire others to be the best they can be
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.