

Job Description

Post: Welfare Coordinator

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Work directly with the pastoral team to ensure the delivery of outstanding pastoral care.
- Provide students with clear behaviour expectations and ensure our system of sanctions and rewards is firm and fair.
- Lead effective pastoral interventions which enable students to meet our high expectations.
- Monitor behaviour data frequently in order to offer interventions and education to fill gaps in knowledge.
- Respond to the needs of all students with a sense of urgency.
- Ensure behaviour sanctions are consistent, and the relevant staff / parents are well informed.
- Ensure behaviour records are thorough, up to date and in line with academy expectations.
- Liaise with relevant staff to ensure all students' needs are met.
- Contact parents / carers frequently in order to strengthen the three-way partnership between families, students and staff.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.