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Job Title: Welfare and Early Help Plan Assistant

Grade: 4/5 dependant on experience (£17,681-£19,446 pro rata) plus Crawley and First Aid Allowances

Accountable to: Assistant Principal – Pastoral Support

Hours: 30 hours per week, Term time only role

Purpose

To plan, develop, organise and monitor EHP (Early Help Plan) systems and procedures as part of an administrative and operational hub that supports the school's welfare and pastoral team. To provide a First Aid service for students ensuring their medical needs are catered for and to oversee the running of the Medical Room. You will be expected to discharge the school's duty of care and safeguarding responsibilities to ensure the well-being of all students. Additional pastoral duties may also be required.

Key Accountabilities

The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:

- Provide administrative and organisational support that meet the needs of the school's welfare and pastoral team, in particular focusing on EHPs. You will be required to deal with correspondence and communications with parents
- Provide an effective communication service, liaising with pupils, carers, staff and external agencies by telephone, email, letter or in person
- Ensure the Safeguarding and Child protection policies are applied and vulnerable groups of students are supported appropriately, including providing supervision for students within the limits of responsibility defined by the head of department
- Coordinate, manage and promote the implementation of Early Help Assessments in ICC
- Contribute to the completion and implementation of the Early Help Assessments
- Support the implementation of the Early Help Assessment across all agencies, including the development of the role of Lead Professional
- Consult and engage with Young People and their families with regard to the

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services available through Early Help

- Liaise with external agencies in relation to the welfare needs of students
- Provide administrative support for other pastoral requirements
- Be responsible for completion, and on-going updating, of statutory forms, and the timely submission of relevant returns, including those to external agencies
- Produce the vulnerable register half termly
- Manage record keeping systems and processes
- Provide a service in, and oversee the running of, the Welfare Room, taking responsibility for students' medical needs within the school ensuring procedures and policies are followed, in line with statutory requirements
- Liaise with other external and internal professionals around their referral processes e.g. the onsite Well-being consultant, school nurse, or A.P.C.
- Provide administrative support for Child Protection and Child in Need meetings if requested
- Collate internal child protection referrals, record and action if requested
- Instigate meetings and prepare documentation/reports to support them
- Arrange for counselling/support sessions if directed
- Support in the administration of alternative provision programmes
- Undertake word processing and IT based tasks including operating relevant equipment and advanced IT packages
- Input data into 'Go4Schools', undertaking analysis and interpretation of data and producing reports when required
- Attend meetings and training events when required, taking notes/minutes as requested
- Co-ordinate hospitality arrangements for onsite meetings
- Provide local Health and Safety monitoring including accident and incident reporting
- Undertake other duties commensurate with the grade of the post as may be reasonably required by the Line Manager

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Role: Inclusion, Welfare and Early Help Plan Assistant

Person Specification

Level of Knowledge

- Knowledge and understanding of operational procedures, preferably within a pastoral team
- Some knowledge of a management information system and understanding of the collection, reporting and use of data
- Knowledge of the principles of managing situations and a reasonable knowledge of child health and general First Aid procedures

Qualifications

- The equivalent of 5 GCSEs to include Level 2 English and Maths.
- Appropriate ICT skills
- Current First Aid Certificate – preferably in Paediatric First Aid

Experience

(preferred but not essential)

- Experience of working as part of an administrative team providing effective operational support
- Evidence of personal and professional development through work related experience
- Previous experience in administering First Aid

Skills

Key Skill 1

Ability to operate within a demanding administrative service and work under pressure to sometimes meet demanding deadlines

Key Skill 2

Demonstrate good oral and written communication skills and adapt written style to meet the needs of different audiences

Key Skill 3

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Demonstrate ability to organise own work load and act with initiative where appropriate

Key Skill 4

Good level of IT skills including MS Office applications and Management Information Systems

Key Skill 5

Work efficiently with close attention to detail in order to deliver an effective service.

Competencies

- Works well as part of a team valuing others' differing perspectives.
- Continually seeks opportunities to improve tasks that are within their area of control.
- Models and reinforces excellent behaviours