



St. George's House

Student Welfare Administration Manager

**Job Description and Person
Specification**

September 2024

Role Profile / Job Description

Job Title: Student Welfare Administration Manager

Hours per week: 37 hours, term time only.

Location: St. George's House, Dyke Road, Brighton

Reports to: Headteacher

Role Purpose and Role Dimensions: The Student Welfare Administration Manager plays a crucial role in ensuring the overall well-being and positive development of students with social, emotional, and mental health needs at a special school. This position involves overseeing, coordinating and administering various aspects of student welfare, including attendance, admission and transition processes and safeguarding as joint DSL with the Headteacher. In addition there will be a requirement to support the Education, Health and Care plan administration to ensure that annual reviews and other statutory aspects of SEND are adhered to.

The role requires exceptional organisational and administrative skills, a deep understanding of the unique challenges faced by students with social, emotional, and mental health needs, and the ability to collaborate effectively with staff, parents, and external agencies. Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.

Commitment to Diversity:

Other Considerations:

As a member of the School Team to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. Whilst there are some pupils with EHCP's in mainstream schools, the environment in a special school is far more intense and continuously presents a variety of both mentally and physically challenging situations for staff at all levels.

Key Responsibilities:

- Contribute to and implement comprehensive student welfare and pastoral procedures that align with the school's objectives.
- Collaborate as part of the school leadership team to ensure student welfare practices are integrated into the overall school culture and curriculum.
- Support in the submission of referrals to external mental health professionals.
- Provide administrative input and support to the development and implementation of positive behaviour support and risk management plans.
- Collaborate with external agencies, such as child and adolescent mental health services, to ensure students receive appropriate support and interventions.

- Monitor and evaluate the effectiveness of student welfare programs and services, and make recommendations for improvement as needed.
- Conduct regular safeguarding and risk management assessments to identify students in need of additional support.
- Maintain accurate and confidential student records related to a range of aspects of safeguarding welfare, whilst ensuring compliance with data protection regulations.
- Support parents and guardians by providing information, resources, and guidance on accessing community services and advocating for their child's needs.
- Stay updated on current research, best practices, and legislation related to student welfare, and provide professional development opportunities for staff to enhance their knowledge and skills.
- Take responsibility as one of two designated safeguarding leads and collaborate as part of the school's safeguarding team to ensure the safety and well-being of all students, following up on any concerns or incidents as required. To support the Headteacher in the statutory duties relating the maintaining of the SCR.
- Attend and contribute to relevant meetings, such as staff meetings, parent meetings, and multi-disciplinary team meetings.
- Run the school office and all related administration tasks as required to enable this.
- Fulfil a range of office management and administrative duties, such as maintaining the school calendar, Headteacher's diary, minute/note taking, manage and maintain school resources, and oversee the maintenance, updating and quality of school displays.
- Be responsible for maintaining the school's MIS, currently Arbor, and support the Headteacher ensuring that the school census is completed and submitted correctly.
- Facilitate procurement and purchase ordering whilst liaising closely with finance team at Ropemakers School.

Green Statement

This will involve:

Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.

- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.

Key Accountabilities and Result Areas:

- Confidentiality
- Equalities and Diversity
- Safeguarding
- Health and Safety

To contribute as an effective and collaborative member of the School Team.

Key Elements:

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.
- There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

This will involve:

- Participating in training to be able to demonstrate competence.

- Participating in first aid training and taking on responsibility as First Aid Lead.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School/Academy
- Supporting Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title: **Student Welfare Administration Manager**

Essential Qualifications and Requirements

- Proven experience working with children and young people with social, emotional, and mental health needs, preferably in a school or similar setting.
- Solid experience working in administrative roles, and possession of a range of administrative skills, including the use of assistive technology.
- Good knowledge of child development and therapeutic approaches.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents, and external agencies.
- Ability to guide staff offering support, and professional development opportunities.
- Highly organised with exceptional attention to detail and the ability to prioritise and manage multiple tasks effectively.
- Understanding of relevant legislation, policies, and procedures related to student welfare and safeguarding.
- Empathy, patience, and a genuine passion for supporting the well-being and development of children and young people.
- Proficiency in using relevant software and systems for record-keeping and data management.

Note: This job description outlines the primary duties and responsibilities associated with this position. However, it is not an exhaustive list, and additional tasks may be assigned as necessary to meet the needs of the school