

ROLE: Pupil Welfare & Access Officer

SCHOOL: Bearwood Primary & Nursery School

HOURS: Full Time (52 Week Contract)

SALARY: G scale £25,000 - £27,740

CLOSING DATE: 1st November 2020

INTERVIEW DATE: TBC

START DATE: ASAP

JOB/PERSON SUMMARY:

Job purpose:

To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for vulnerable pupils, including but not limited to, pupil premium, special needs and LAC. To assist the Headteacher / Deputy Head teacher in ensuring inclusive practice is developed to promote the highest standards of pupil achievement for all.

Note: In the context of this Job Description, vulnerable pupils are deemed to include:

- Pupils on the School's Special Educational Needs Register
- Pupils with identified specific learning difficulties
- Pupils with identified behavioural problems
- 'Looked After' pupils
- Pupils whose first language is other than English
- Pupils eligible for free school meals
- Pupils belonging to ethnic minorities
- Pupils of Romany, Gipsy or Traveller families
- Pupils who the SENCO considers have previously received, for any reason, an inadequate or compromised education

Duties:

Strategic direction and development:

1. Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability
2. Help lead and manage the creation and implementation of the School Single Plan which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it
3. Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on pupils who have special educational needs
4. Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting
5. Raise standards of individual pupil achievement and ensure that good attainment is maintained by providing a model of high quality teaching
6. Ensure that parents are well informed about the curriculum, targets, individual pupils' progress and achievement
7. Develop and maintain good relationships with parents, outside agencies and the local community
8. Work closely with external agencies to meet the needs of vulnerable pupils
9. Lead as Anti-bullying ambassador
10. Support the safeguarding team
11. Lead on attendance
12. Run parenting courses within school to meet the needs of vulnerable families

Teaching and learning

1. Identify and adopt the most effective teaching approaches for those vulnerable pupils
2. Monitor teaching and learning activities to meet the needs of vulnerable pupils
3. Liaise with other outside agencies to ensure that provision matches individual needs
4. Liaise with other schools and agencies to ensure continuity of support and learning when transferring vulnerable pupils

Recording and assessment

1. Collect, interpret and share external agency reports and guidance
2. Update the Headteacher, SENCO and Governing Body on the effectiveness of provision for vulnerable pupils
3. Develop understanding of learning needs and the importance of raising achievement among pupils
4. Attend consultation evenings and keep parents informed about their child's progress

Standards and quality assurance

1. Support the aims and ethos of the School
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings and pupil performances as appropriate
4. Uphold the school's behaviour code and uniform regulations
5. Participate in staff training
6. Attend team and staff meetings as appropriate
7. Develop links with Governors, Local Authorities and external agencies

Maintenance of Professional Standards:

1. Keep yourself fully appraised and aware of educational and other appropriate developments, whether national or local, and assess their impact on the school and the team for which you are responsible
2. Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the school

Other Duties and Responsibilities:

Undertake any other reasonable professional task as directed by the SENCO/Deputy Headteacher

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- A tax efficient childcare scheme through salary sacrifice
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Sodexo and Portsmouth payroll
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.hamwic.org and return to Peter Leddin, school@bearwood.poole.sch.uk.

THE HILLARY PARTNERSHIP

The Hillary Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.