



Lead Welfare Practitioner

Job description

This position requires the post holder to provide outstanding leadership of the Artsxchange Welfare Team and concurrently be responsible for the implementation of training and effective safeguarding practices within the College. The role requires suitable experience and expert knowledge of Safeguarding and Child protection procedures, policies and the ability to ensure that the highest standards of practice are implemented, maintained and monitored at Artsxchange College. The post holder is responsible for ensuring that the College is compliant with statutory responsibilities and requirements and that as an organisation we exceed minimum expectations, leading with innovative practice to ensure that the students and families of Artsxchange College are included, kept safe and inspired as members of this learning and caring community.

The Welfare Leader will be required to contribute to the College Leadership Team and has a key role to play in reporting Safeguarding and pastoral priorities and the implementation of operational strategies for improving outcomes and participation for students.

The post holder is responsible to the Head of College and is expected to support the promotion and implementation of their vision for the College whilst upholding the ethos and values of the organisation.

The post holder may be required to work across various sites within the T4 Trust.

Key Responsibilities

1. Leadership and management of the Welfare Department

In consultation with the Head of College, lead on Welfare, Inclusion and Safeguarding.

1.1 Lead, manage and have strategic oversight of the implementation of the College's pastoral systems and Safeguarding practices.

1.2 Contribute to and facilitate the referrals, assessments and admissions process and deputising for the Operational Safeguarding Lead in their absence and ensuring that tasks are delegated and monitored as appropriate.

1.3 Ensure that communication of the College's ethos and values around student's welfare is clearly disseminated through all College literature and the website.

1.4 Ensure that all members of staff uphold the College's ethos and values through their management of communication with students and parents.

1.5 Ensure College policies related to Safeguarding and the health and wellbeing of students and families are relevant and reflect the most up to date statutory guidance and to further ensure that key information is disseminated effectively to all staff.



- 1.6 Ensure College policy priorities related to Safeguarding are practiced appropriately & efficiently by all staff, with accountability mechanisms in place to promote staff compliance.
- 1.7 Lead in the development of processes to enhance the efficiency & practice of the welfare team.
- 1.8 Facilitate regular Welfare Department meetings to ensure that processes are effective and being implemented efficiently, including weekly 'Case Management' meetings to monitor the implementation of strategies agreed for student interventions/actions.
- 1.9 Maintain an overview of the welfare department budget and running costs.
1. 10 Network/connect with support groups related to behaviour and welfare issues and disseminate information to colleagues where relevant.
1. 11 Undertake self-evaluation of the pastoral system in order to contribute to College systems of monitoring, evaluation and review.
1. 12 Collate and prepare reports for stakeholders, the LGB, T4 Board or any other appropriate body/individual at the direction of the Head of College, VEO or Trust member responsible for Safeguarding.
1. 13 To lead the Performance Management of staff within the welfare department. Undertake regular evaluation of staff progress towards agreed improvement objectives through the Colleges' appraisal, performance management and line management policies, practices and procedures

2. Designated Safeguarding Lead/Child Protection Officer

- 2.1 Responsible as the College's Designated Safeguard Lead, with responsibility for keeping the Head of College informed of systematic and individual safeguarding priorities and emerging issues. Required to work closely with all members of the staff team, responding effectively and promptly to safeguarding/child protection concerns raised by staff or students or highlighted through other means,
- 2.2 Work with the Head of College, Safeguarding Director and the board of governors to ensure all College safeguarding policies are up-to-date and effectively implemented.
- 2.3 Manage the preparation of all paperwork and systems with the assistance of the Welfare Department and Office Manager in readiness for external review/inspections. To ensure that the Single Central Record is accurate and representative of the personnel working with or providing services to the College.
- 2.4 Actively raise awareness of safeguarding / child protection issues with all staff, ensuring the maintenance and promotion of safeguarding practices – continuing dialogue of safeguarding matters with staff at daily briefings/de-briefings and during formal/informal discussions with eth staff team/individuals.



- 2.5. Ensure that all staff and volunteers are aware of the College's safeguarding policies and are appropriately trained to recognise and deal with safeguarding / child protection issues.
- 2.6 Ensure the timely induction of new staff to the College in relation to safeguarding necessities.
- 2.7 Ensure timely and accurate communication with parents, students, Education/Support staff and external agencies in matters relating to child protection – Ensure that Parents/Students/Staff and external agencies/partners understand that the Welfare Team act as first contact for matters related to child protection & Safeguarding
- 2.8 Responsible for the co-ordination and administration of child protection procedures at College, including the management of disclosures and professional decision making related to progressing matters through MASH and external partners/agencies.
- 2.9 Ensure that accurate records pertaining to Child Protection & Safeguarding are maintained/monitored and adhere to the highest standards of confidentiality and storage.
- 2.10 Ensure that communication mechanisms and processes are in place to keep parents and appropriate external partners informed of actions being taken in relation to Child Protection and Safeguarding interventions related to their child/young person in their care – exercise professional judgement to seek and share information with senior colleagues related to such processes.
- 2.11 Ensure that records pertaining to students on roll who are subject to Child Protection Plans or known to 'Children Social Care' (CSC) are monitored and maintained to contain the most recent, up to date reports relative to the student.
- 2.12 Liaise with other professionals to ensure that children who are known to CSC are monitored and where appropriate, take part in/arrange for representation at child protection conferences, reviews and other professional meetings related to the care of individual students.
- 2.13 Ensure that institutions receiving Artsxchange College leavers are aware of any safeguarding / child protection issues in line with national and local guidelines and College – this will be achieved through liaison with the Sixth Form & Post Sixteen Leader.

3 Responsibilities as a contributor to the College Leadership Team

- 3.1 To promote the vision and aims of Artsxchange College through communication with staff, families, external partners and visitors to the College, modelling the highest standards of personal behaviour and professional etiquette at all times, recognising the responsibility of a senior leader to be an ambassador for and representative of the College at all times.



- 3.2 To provide professional leadership and management to secure improvement in achievement and attainment for all students, modelling flexible communication strategies to support staff to raise standards of teaching & learning and instil a sense of aspiration among the student cohort.
- 3.3 To contribute professional expertise, knowledge and opinion at Senior Leadership Level to support the constructive advancement of systems and procedures that aim to secure the highest possible standards of practice at Artsxchange College– To actively support the Head of College in securing the strategic goals, vision and aspirations for driving improvement at the College.
- 3.4 To ensure the effective management and appraisal of members of the staff team as directed by the Head of College – primary responsibility for the management and strategic leadership of the Welfare Dept.
- 3.5 To support the Head of College with ensuring accountability mechanisms are implemented and applied equitably throughout the staff team, facilitating meetings/interventions in line with College policy where matters of staff discipline need to be addressed.
- 3.6 To support the Head of College to maintain a safe working and learning environment for staff and students at Artsxchange College through contributions to policies, reports, audits and the production of communication documents and processes directed towards safe working practices and maintenance of a safe physical environment.
- 3.7 To provide analysis of monitoring reports related to student/staff performance, supporting the early identification of patterns of behaviour or emerging challenges and planning interventions for improved practice.
- 3.8 To support the development of progressive staff practices by identifying training and development opportunities for individuals, department areas and the whole staff team in line with development priorities.
- 3.9 To contribute to the development and maintenance of the College SEF/SIP document and supporting to implement strategies towards attaining the goals contained within that document.
- 3.10 To play a significant role in preparation for inspections, including the preparation of reports for the LGB, T4 Trust Board/individuals and Ofsted.
- 3.11 Represent the College at a variety of meetings as directed by the Head of College and T4 Trust Board members, contributing on matters beyond the remit of Safeguarding and matters related to the Welfare Dept.
- 3.12 To deputise for the Operational Safeguarding Lead as reasonably directed.
- 3.13 To fulfil wider roles and activities as reasonably directed by the Head of College.



Working with the Multidisciplinary Teams

4. Ensure that all training has been undertaken to enable registration as a Registered Social Worker with Social Work England.
 - 4.1 Work according a multi-disciplinary model - ensuring safeguarding issues are prioritised with high quality service delivery through partnership work and shared vision to improve outcomes for children and families
 - 4.2 Continue to improve the interface between statutory services and the College, ensuring that decisions around children's risk and interventions are both appropriate and implemented
 - 4.3 Ensure the maintenance of accurate case records to include information and analysis, procedures and statutory duties in line with national school and local policies, practices and procedures.
 - 4.4 Carry out assessments of needs and risk, liaising with other specialists and agencies as necessary, so that they have the knowledge and information to construct optimal packages of care for the students of Artxchange College.

This job description provides a comprehensive definition of duties and expectations of the post. This description of duties and expectations is not however exhaustive and the Head of College may request/direct the fulfilment of further duties reflective of the responsibilities of this senior leadership position. This Job Description will be reviewed as part of the performance management cycle but may be subject to modification or amendment at any time throughout the course of the year following consultation with the post holder.