SAFE WORKER

JOB DESCRIPTION

SPECIFIC DUTIES AND RESPONSIBILITIES

Focussed Work Activities

Focussed work activities to include:

- Provide individual and group mentoring to students experiencing difficulties in dealing with issues such as interpersonal relationships, emotion management, anxiety, behaviour problems, grief, self harm, abuse, family conflict. The ultimate goal of this counselling is to promote changes in attitudes, skills, behaviour, knowledge and/or awareness to enhance students’ well being and increase connectedness to school to facilitate learning;
- Mediation between students
- Liaison with parents
- Enabling students to identify their existing unhelpful patterns of behaviour
- Consult with parents, teachers, other agencies regarding strategies to assist students to meet their potential;
- Helping students to decide on and implement appropriate courses of action;
- Referring students to other sources of help, if appropriate, including writing referrals and checking progress of referrals;
- Writing reports of students’ progress and interventions used in counselling eg. for Brentside, CAMHS, Social Services
- Liaising when necessary with other agencies
- Co-ordinating student referrals eg to YOS and the CAF
- Attending meetings in and outside school eg. Case Conferences, Professionals Meetings, Health, Youth Offending Service
- Conduct Home Visits where appropriate
- In response to specific student needs assist staff with conflict resolution, anger management and organising peer support;
- Support staff by providing strategies for them to use with BES students
- Promote student counselling, ensuring that staff and partners are aware of the positive benefits;
- Administration duties as required
- Collect work for students who are not attending lessons
- Work with students in the Inclusion room or parents to collect if students have been excluded from lessons
- To work proactively with outside agencies/charities to provide additional opportunities support for students (eg Beat Bullying, Easy Project, Young Carers)
- Provide First Aid in the absence of the Welfare and attendance officer
- Facilitate parenting groups
- Facilitate group sessions
- Assist with access arrangements
- Liaise with Welfare Officer regarding persistent absentees and poor punctuality
- Support students out on work experience
- Support students on college placement by visiting, liaising with tutors regarding attendance and completion of work
- Attend training
SAFE WORKER

PERSON SPECIFICATION

Candidates should be able to show evidence of:

- Successful working in a large school or similar institution.
- Familiarity with the Every Child Matters agenda.
- Ability to work with teachers and managers in a complex and dynamic working environment.