



Bolingbroke
Academy

Safeguarding and Welfare Assistant

An exciting opportunity has arisen for a Safeguarding and Welfare Assistant to develop their career within our passionate and ever courageous community

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

The Role

The Safeguarding and Welfare Assistant role is crucial in ensuring the safety and well-being of students, with a focus on attendance and communication.

Reports to: TBC
Start date: November 2025
Contract: Permanent, Term-time only plus 2 weeks, 8am to 5pm Monday to Friday
Salary: Ark Support Payscale Grade 5, Point 8-12 (30,288 - £32,148) - Subject to pro-rata
Closing Date: Monday, 20th October 2025

Key Responsibilities

Safeguarding and Pupil Welfare

- Drive a minimum of 96% attendance of pupils to school and parents to school progress and review events.
- Monitor attendance and punctuality to school and lessons.
- Create systems for review and communication to parents for excellent attendance and raising absence.
- Work with the Civitas tutors to arrange welfare meetings within Community time, or alternative times.
- Set up and arrange School Attendance panels with the Head of Year and linked member of core team.
- Collect attendance data for children in alternative provision.
- Maintain high expectations of students and families in a trauma-informed manner.
- Assist in the oversight and monitoring of CPOMS and SENSO software.
- Support the creation of safety plans and risk assessments.
- Attend meetings and home visits as required.
- Ensure children have the correct uniform and manage monitoring processes, resources, and communication with parents.
- Use and review the CCTV system to locate young people and assist in ensuring their safety and well-being.

Administrative Support

- Proficiently use Bromcom for contact and tracking of communications.
- Assist in the maintenance of records and reports.
- Provide written and verbal reports as required.
- Support and contribute to improving educational outcomes by working with colleagues and partners towards shared common objectives.
- Engage and empower children, young people, and families and their support networks, actively eliciting their feedback to ensure person-centred/family-centred interventions.
- Contribute to or coordinate the construction of outcome-focused intervention plans informed by best practice, guidance, and an understanding of the organisational context.

Other Responsibilities

- Complete requisite administrative tasks in an efficient and effective manner.
- Participate in and contribute to team development initiatives.
- Be an effective role model for other members of staff.
- Be committed to personal development and attend training as requested, including any mandatory training identified for this post.
- Be trained as a First Aider and Fire Warden for the school.

Person Specification

Qualifications and Skills

- Right to work in the UK.
- The role is subject to an Enhance DBS clearance
- Experience in safeguarding and pupil welfare.
- Proficiency in Bromcom, CPOMS, and SENSO software.
- Strong organizational and administrative skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with staff, students, and parents.
- Strong attention to detail and ability to manage multiple tasks simultaneously.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to work on own initiative, as well as a member of a team.
- Excellent inter-personal skills with the ability to work as part of a team.
- Compliance with the academy's Health & Safety policy.

Personal Characteristics

- Enthusiastic and proactive approach to work.
- Ability to engage and build positive relationships with internal staff, parents, carers, and the wider school community.
- Strong problem-solving skills and ability to work under pressure.
- Commitment to continuous professional development.