

This document describes the tasks of the following **upper secondary school** actors in student welfare: 1) principal/assistant principal, 2) special needs teacher, 3) study and careers adviser, 4) homeroom teacher, 5) subject teacher 6) student welfare psychologist, 7) student welfare social worker, 8) student welfare public health nurse, 9) school doctor. Student welfare at upper secondary can also include other actors, such as community and cultural instructors. Community instructors are adults who are available to students, instruct groups and promote student engagement and sense of community.

## **1. Tasks of the principal/assistant principal in student welfare**

The principal leads their upper secondary school's communal student welfare group. The principal is also responsible for the lawful implementation of student welfare at their upper secondary school. At the same time, they ensure compliance with the objectives and regulations of the education provider. Therefore, the principal has overall responsibility for safety and wellbeing at their upper secondary school. Creation of an operating culture that maintains wellbeing requires genuine engagement and commitment. The principal ensures that the personnel, students and guardians are engaged in the group and that the student welfare partners work with the group when necessary. They also set the goals for the student welfare group (such as sufficient frequency of meetings) and makes sure that different actors have clear tasks in the area of communal work.

## **2. Tasks of the special needs teacher in student welfare**

- Works with the students, guardians and staff to safeguard the students' wellbeing and conditions for studying
- As a pedagogy expert, participates in communal (and individual, when necessary) student welfare work
- Is in contact with the homeroom teacher if there is an arising concern about a student
- Under the law, can consult student welfare service professionals on an individual student's student welfare service needs
- Guides students to seek student welfare services when necessary
- Provides information on special needs education services while planning and coordinating special needs teaching at their upper secondary school.

## **3. Tasks of the study and careers adviser in student welfare**

- Provides guidance to both individuals and small groups.
- Provides guidance on further education and career choice, including when the young person is considering other options than upper secondary school
- As a guiding pedagogy expert, participates in communal (and individual, when necessary) student welfare work.
- Works with the students, guardians and staff to safeguard the students' wellbeing and conditions for studying
- Is in contact with the homeroom teacher if there is an arising concern about a student
- Under the law, can consult student welfare service professionals on an individual student's student welfare service needs.
- Guides students to seek student welfare services when necessary
- In their expert role, joins parent-teacher conferences
- Plans and coordinates guidance within their own upper secondary school.

#### **4. Tasks of the subject teacher in student welfare**

The subject teacher has responsibility for the students, classes and group assigned to them as a whole. The subject teacher is responsible for the safety and wellbeing of their group and the peace to work and a good atmosphere. The subject teacher also promotes wellbeing in the learning community. The subject teacher keeps up with and supports each student's individual learning and wellbeing.

Subject teachers

- are responsible for ensuring the students' right to a safe learning environment.
- create a safe and calm teaching atmosphere and use pedagogy to teach emotional skills and communication skills during teaching.
- knows their own students and observes the changes in their learning, wellbeing and group interactions.
- Talks to a student if there is a concern about them personally or their studies. Were this concern to continue, the subject teacher should first contact the student's homeroom teacher and, when necessary, the guardians or the student welfare group.
- When necessary and under the Child Welfare Act, reports a student to child welfare services and/or the police with the homeroom teacher.
- Under the law, can consult student welfare service professionals on an individual student's student welfare service needs.

#### **5. Tasks of the homeroom teacher in student welfare**

- Closest instructor and motivator for a student to carry out their work.
- Explains students to the educational institution's practices and are responsible for group formation among their students.
- Supervises homeroom.
- Directs students to the correct person (public health nurse, social worker, psychologist, special needs teacher, study and careers adviser, principal) when necessary.
- Monitors their students' absences, attendance and total credit units and course completions regularly in accordance with the school's guidance plan.
- Brings up concerns of a student's progress, need for support, and wellbeing (talks to the student and relays the information onward when necessary)
- Contacts the student and their guardians if there is a concern about credit units or absences. E.g. periodically talk to individual students about the P/K/4 entries.
- Monitors the progress of the student, who is in compulsory education, and notifies their guardian and other legal representative if they do not complete their studies in accordance with their study plan. Also notifies the principal and the study and careers adviser.
- Refers the student to the study and careers adviser for study planning, matriculation plan or changes in the pace of studies or if there is a risk of dropping out.
- Informs students about to graduate of their total credit units and any missing mandatory studies.

#### **6. Tasks of the student welfare psychologist**

The student welfare psychologist is an expert in mental wellbeing and learning psychology. In accordance with the Student Welfare Act (1287/2013), psychologist services refer to educational and school guidance by the student welfare psychologist, that:

- 1) promotes the wellbeing of the school and study community and cooperation with the students' families and other loved ones;

2) supports the students' learning and wellbeing as well as their social and mental capabilities.

The psychologist's tasks are related to both communal and individual student welfare work, as well as support for learning and studies. The psychologist's tasks are extensive, ranging from promoting welfare in the learning community, consultation, client work and cooperation with guardians and various stakeholders.

The psychologist's work aims to promote the students' mental and social wellbeing as both individuals and members of society, and to support the achievement of learning objectives.

### **Communal student welfare**

Communal student welfare is work that can apply to both groups and the entire learning community. As a partner in the school community, the psychologist can be a part of

- the educational institution's communal wellbeing group as an expert in their field
- developing the educational institution's communal operating culture
- promotion and monitoring of safety and wellbeing
- the educational institution's crisis team
- the development and assessment of different operating models in student welfare (such as safety plans for the student community)
- planning and implementation of planning parent-teacher conferences, transitions through the institutions, and theme days

To support the wellbeing of the groups, the psychologist can

- consult with the institution's personnel
- observe the groups' actions
- work with student groups

### **Work with individuals**

The psychologist assesses and plans the student's individual work, primarily with the student and/or their guardian. The psychologist's work with individuals is confidential and voluntary for the students. Their work with an individual customer may include

- Examination and assessment of the student's learning, studies or development
- Meetings with the student
- Consulting with teachers
- Planning of support measures and teaching arrangements
- When necessary, referral to further studies or treatment
- Support and guidance for individual students with difficulties in emotional development, social interactions or learning.

The psychologist joins the multidisciplinary group of experts with the consent of the pupil and/or guardian.

Further information about services: [Student welfare services | Western Uusimaa Wellbeing Services County](#)

## 7. Tasks of the student welfare social worker

The student welfare social worker is an expert in social services, social interaction, and wellbeing. In accordance with the Student Welfare Act (1287/2013), social worker services refer to educational and school guidance by the student welfare social worker, that:

- 1) promotes the wellbeing of the school and study community and cooperation with the students' families and other loved ones;
- 2) supports the students' learning and wellbeing as well as their social and mental capabilities.

The social worker focuses on social relationships, reinforcing functional capacity, and promoting the student's holistic wellbeing. Their tasks are related to both communal and individual student welfare work. These tasks include customer work, student welfare work in accordance with the curriculum, and multidisciplinary cooperation within the upper secondary school and external parties. The goal of the social worker is to also promote cooperation between guardians and the upper secondary school.

### Communal student welfare

The social worker's work in communal student welfare may include:

- the educational institution's communal wellbeing group as an expert in their field
- developing the educational institution's communal operating culture
- promotion and monitoring of safety and wellbeing
- development and assessment of various student welfare models
- the educational institution's crisis team
- consultation with the educational institution's personnel, sans the student's identifying data
- working with student groups, in which the support for community wellbeing is planned and/or carried out with the teacher, other personnel, and students

### Work with individuals

The social worker assesses and plans the student's individual work, primarily with the student and/or their guardian. The social worker's work with individuals is voluntary for the students. The social worker's efforts with the individual and customers may include:

- Survey and assessment of a student's overall situation
- Support meetings with students
- Support and advice for parenthood
- Cooperation with the students' guardians and/or other parties
- Referral to support measures outside the school
- The social worker joins the multidisciplinary group of experts with the consent of the student or guardian

Further information about services: [Student welfare services | Western Uusimaa Wellbeing Services County](#)

## 8. Tasks of the public health nurse in student welfare

The public health nurse is an expert in promoting health at schools and educational institutions. Their task is to promote and support health and wellbeing along with learning and studies.

The nurse is responsible for health care expertise in school and student health services and works with a physician and other professionals. Their tasks have to do with the school or educational institution's community and environment, individual pupils or students, families, and multidisciplinary cooperation.

Pupils, students and guardians can contact their school or educational institution's public health nurse by telephone, with a non-urgent message through Lunna, secure email, or by coming to the open clinic without an appointment. Appointments can also be made electronically.

The tasks of a public health nurse in School and Student Health Services include:

- monitoring and promoting growth, development and wellbeing, including mental health support
- organising and carrying out periodic health examinations and, as necessary, finding out the need for support of those who do not attend these examinations
- health advice
- assessment of the need for support
- carrying out additional and follow-up appointments
- psychosocial support for pupils, students and families
- guidance in self-care
- referral to a physician or other specialist when necessary
- cooperation with other student welfare actors in accordance with the individual's needs (e.g. consultation, working with a partner, multidisciplinary expert groups)
- consultation and support for learning, school attendance and studying
- cooperation with services external to the school or educational institution (consultations, network and care meetings)
- help with planning for in-school care and support for pupils and students with a long-term illness
- cooperation with guardians and families
- open walk-in clinics
- sexual and reproductive health services
- vaccinations
- first aid and related care work with other actors at school

Further information about services: [Student welfare services | Western Uusimaa Wellbeing Services County](#)

## 9. Tasks of the school doctor

The doctor is a medical expert regarding student health and that of the school community as a whole. They work as a partner of the public health nurse. Seeing the doctor requires an appointment. Appointments are booked through the public health nurse.

The school doctor's work includes

- preventive screenings through health examinations, review of issues that arise and referral to treatment when necessary

- examination of difficulties in studies, learning and capability and planning of further measures with other actors. The public health nurse provides referrals to the school doctor when they or some other student welfare actor has assessed the need for a medical assessment.

Diagnosis, treatment, and follow-up of illnesses is the responsibility of the health centres. Students who suddenly fall ill are referred to the health centre's clinic.