

CRISPIN

ASPIRATION • COMPASSION • EXCELLENCE

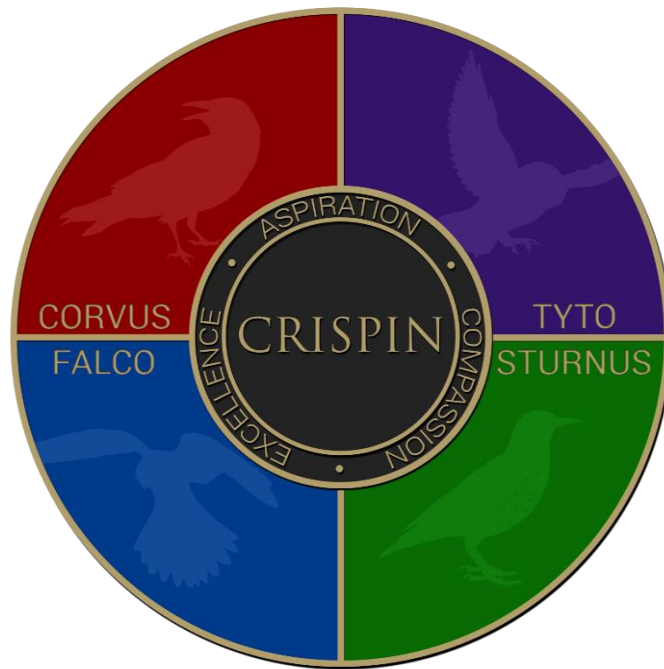
STUDENT WELLBEING OFFICER INFORMATION FOR CANDIDATES

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ADVERT

Student Wellbeing Officer

Permanent contract to start as soon as possible. 35 hours per week Monday to Friday 08:00-15:30 less 30 minutes for lunch. 192 contracted working days per year, school and training days to be agreed with your line manager, Grade 13 (points 6-11) starting salary £19056 (£12.38 per hour). This post attracts membership to the Local Government Pension Scheme. In addition to your contribution to the pension scheme we also currently contribute 24.4% of your gross pay into the scheme.

This is a fantastic opportunity to work as the Student Wellbeing Officer in a collaborative, supportive and happy school. To be part of a cohesive, forward thinking inclusion team, led by the inclusion manager. Are you driven by the desire to ensure students progress as well as possible? If so then we would love to hear from you.

Crispin is a friendly, inclusive and highly successful school of 1060 students. It is rated as 'good' in all areas and many strengths were highlighted in our most recent Ofsted report. Students at Crispin achieve excellent examination results and the school has a strong reputation. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. We are looking for a committed and inspirational Student Wellbeing Officer to join our highly successful team. We would be delighted for you to visit Crispin or for you to have the opportunity to discuss the post prior to an application. If you wish to do either, please contact the Headteacher's PA by email at: headspa@crispinschool.co.uk.

Closing date for this post: 10:00 Monday 15 January 2024.

To apply for this role either complete the Support Staff Application Form in the Vacancies Section on our website or simply click on the quick apply button on tes.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

Supported by the Governing Body, our staff work hard to deliver a rich and challenging curriculum to prepare young people for the next stages of their education and careers. Staff at Crispin are fully supported and developed to reach their potential.

It is an exciting time to join the Wessex family as we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Extended Leadership and other opportunities to develop your career.
- Excellent collaboration across Trust Schools, extensive learning communities and specialist subject leads, to enhance the learning of our young people and enhance your development.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with a specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.

JOB DESCRIPTION

Post Title:	Student Wellbeing Officer
Purpose:	To work with students who are vulnerable and failing to improve their conduct in school, supporting the Safeguarding Team to complete its duties
Reporting to:	Deputy Headteacher
Liaising with:	Senior Leadership Team, Heads of House and support staff, teaching staff and tutors.
Working Time:	Full time
Salary/Grade:	Grade 13
Disclosure level:	Enhanced

Main (Core) Duties:

- Be involved in responsibility for safeguarding and child protection across the school.
- Take part in strategy discussions and inter agency meetings and contribute to the assessment of children.
- Advise and support other members of staff on child welfare and child protection matters and liaise with relevant agencies such as the local authority and police.
- Be involved in the supervision of the internal supervision room, organising students when they arrive and ensuring students are kept on task.
- Promote positive student behaviour in line with school policy and keep students on task.
- To support in any restorative process required to support the student re-engaging with their lessons. Liaise with staff and other relevant professionals and provide information about students as appropriate.
- To respect confidentiality at all times.
- To plan and deliver a rolling programme of intervention in line with the Conduct Coordinator, both in and out of the classroom to support students who can find mainstream classrooms challenging.
- To create bespoke sessions tailored to the needs of individuals and/or groups in order that progress in self-esteem and conduct can be demonstrated and measured in a school setting.
- To take part in 'On Call' duties on a rota.

General

- To be part of a cohesive, forward thinking inclusion team, led by the inclusion manager
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and inclusion and ensure all pupils have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- Support first aid as required
- To respect confidentiality at all times
- To undertake administrative duties when required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



PERSON SPECIFICATION

Description	Method of Assessment
<p>Qualifications</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Strong English, Mathematics, ICT and communication skills <p><u>Desirable</u></p> <ul style="list-style-type: none"> • First Aid at Work certificate (training will be provided to successful candidate) • Safeguarding training (training will be provided to successful candidate) 	<p>Application form Interview Certificates</p>
<p>Experience</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Experience of working with children/young people from 11-16 • Good communication skills and the ability to work as part of a team • Ability to help resolve conflict and deal sensitively with difficult situations, adopting restorative solutions • Ability to be reliable, resourceful and take the initiative • Ability to balance priorities and changing demands under pressure • Ability to work independently within agreed boundaries <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Some experience of working with children and young people with complex needs 	<p>Application form Interview</p>
<p>Personal Knowledge and Skills</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • An understanding of the principles of inclusion • A commitment to promoting equal opportunities and meeting individual needs • Awareness of confidentiality • Competent personal skills in dealing with young people • Commitment to helping every student achieve his / her potential • Ability to work as part of a team. • Able to manage time effectively. • Ability to be flexible to the needs of the children. • Effective communication, interpersonal and organisational skills. • Ability to use ICT to support students' learning. • An ability to work with a wide range of colleagues including senior leaders. 	<p>Interview References</p>

PERSON SPECIFICATION CONTINUED

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to the importance of coaching and restorative justice
- Commitment to inclusive education
- Commitment to safeguarding and promoting the welfare of children and young people

Interview

Personal Qualities

Essential

- Empathy for children with special needs.
- Patience, empathy and compassion.
- Positive attitude to student development.
- A genuine interest in children and young people and a willingness to support and assist them towards independence.
- Good communication skills, flexibility, accuracy, ability to prioritise workload, strong organisational ability.
- Seeks to work collaboratively to resolve conflict.
- Enthusiasm to support young people to develop intellectually and personally.
- A strong commitment to ongoing professional development.
- Resilience.
- High degree of emotional intelligence.
- Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers.
- The ability to speak fluent English.
- To be calm under pressure.
- Highly organised.

Interview

References

Desirable

- Possess an excellent sense of humour

Crispin School, Church Road, Street, Somerset, BA16 0AD

Tel: 01458 442714 **Email:** office@crispinschool.co.uk **Web:** www.crispinschool.co.uk

Headteacher: Paul Reddick BA (Hons), MA, MA Ed

Part of the Wessex learning Trust: Head Office: Station Road, Cheddar Somerset BS27 3AQ
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