

Post: Wellbeing Assistant

Date of Issue: August 2023



**Wellingborough
School**

Founded 1595



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award might be the 'big five', but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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The Role

Start Date: As soon as possible

Contract Type: Term time, Permanent

Reporting to: Wellbeing Manager

Hours: Part Time, 18.75 hours per week, 8am to 2.45pm over 3 days; This includes 30 min daily unpaid lunch break.

Salary: From £10,124 to £11,193 per annum (depending on experience), based on working full academic year. This includes holiday allowance.

We are seeking to appoint a Wellbeing Assistant to work within the Wellbeing Team. This is an exciting opportunity to join a committed and enthusiastic team in a pupil facing role. You will provide support for the provision and monitoring of specialist services for students, with a particular focus on Wellbeing activities.

You will act as a first point of contact for students, you will provide advice and guidance to students, referring them or signposting them to access appropriate support. You will play a key role in the delivery of proactive and fun interventions designed to develop emotional resilience.

The successful candidate will have excellent communication and interpersonal skills, possessing the ability to respond sensitively to a diverse range of issues. It is essential that you have a good understanding of issues affecting students and potential barriers to accessing and succeeding in education.

Key Responsibilities:

- Support the Wellbeing Manager in one-to-one sessions with students with low-level intervention and help assess what kind of intervention is required across the School.
- Be available as an Active Listener for students.
- Liaise with the staff most closely linked to the welfare and wellbeing of those students to whom support is provided.
- Liaise with the parents of those students to whom support is provided.
- Work with DSLs in all areas of the School to support student interventions.
- Work with the School Nurses and the Learning Development team.
- Support the pastoral leads in all areas of the School with their pupil support system e.g. pupil leaders, Anti-Bullying Ambassadors & Peer Mentors.
- Develop a relationship with young people on respect and trust, ensuring they have a safe place to develop their emotional intelligence.
- Mentor, coach, and support individuals.
- Work within a Wellbeing Team to identify the needs of young people and assist in the delivery of personal development programmes.
- Support the Wellbeing Manager with regard to initiatives including PSHCE, assemblies and parent information sessions.

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- Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, and local policy developments.
- Maintain appropriate hard copy and electronic records to support ongoing work

Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster

The Process

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org

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**Person Specification
Wellbeing Assistant**

Competence	Essential	Desirable
<i>Qualifications</i>		
Degree in youth work/children's work	YES	
JNC recognised	YES	
Diploma in Counselling or Psychotherapy or CBT		YES
BACP Accreditation		YES
Qualification in working with children and young people.	YES	
<i>Skills & Experience</i>		
An understanding of the developmental, emotional, social and educational issues of children and young people.	YES	
An awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds.	YES	
Knowledge of local mental health, MASH and CAMHS Services		YES
A knowledge of the Children's Act and legislation pertaining to children.	YES	
Minimum of 2 years' post qualification experience	YES	
Minimum of 3 years' experience of working with children and young people.		YES
Experience of facilitating groups.	YES	
Experience of working as part of a multidisciplinary team.	YES	
<i>Personal Qualities</i>		
Strong communication skills, particularly verbal.	YES	
A calm approach to challenging situations.	YES	
An open and friendly approach to instil an aura in pupils that they would be able to confide in you.	YES	
Patience, tolerance, and sensitivity	YES	
A mature and non-judgemental outlook	YES	
Ability to work independently, manage own caseload and use initiative	YES	
Flexibility to work with a developing organisation	YES	
Able to work as part of a team	YES	
An interest in on-going professional development	YES	
A sense of humour	YES	
Able to demonstrate suitable characteristics necessary when working with children	YES	