



February 2023

Dear Colleague,

RE: WELLBEING COACH – Grade E SCP £23,620 - £25,409 (pro-rata) 37 hours per week/ Term Time (39 weeks) including Inset days.

Thank you for your recent enquiry regarding the above position. I would like to clarify that the advertised salary: Grade E SCP 10 – 14 £23,620 - £25,409 is for full-time and therefore the salary for the position advertised, over 39 weeks, will be a proportion (pro-rata) of this.

We are seeking to appoint an enthusiastic and highly motivated individual to the post of Wellbeing Coach, to join our hardworking team here at LCS. On a day-to-day basis, you will take responsibility for a caseload of students, providing 1:1, planned, target-based, wellbeing coaching. You will use a wellbeing scale to baseline new cases and evaluate with your students, planning next steps. In addition, for each week, you will plan, resource and run targeted group interventions and elective wellbeing activities for the wider student community, based on specific aspects of wellbeing. Alongside your caseload, you will see students on an ad-hoc, drop-in basis for wellbeing support and to provide a listening ear and will also be expected to communicate, as appropriately, with parents/carers and staff, under the direction of the DSL.

We are looking for candidates who:

- Have experience of supporting, advising and assisting young people
- Have excellent standards of literacy and numeracy (GCSE or equivalent in English and Maths)
- Are able to work independently but also effectively as part of a team
- Have a commitment to improve the psychological wellbeing of young people and a desire to see them thrive
- Have a flexible attitude to work and a willingness to adapt to change

The person appointed to this position will need to be flexible, well organised, professional and have the ability to communicate with staff and students at all levels. They should be numerate with excellent IT skills and the ability to adapt to new systems. Please see the Job Description and Person Specification for more details.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: jobs@littleover.derby.sch.uk

Closing date for applications: Sunday 5th March 2023

Interview date to be confirmed

We reserve the right to close this vacancy early if we receive sufficient applications for the position. Therefore, if you are interested, please submit your application as early as possible.

Information and application forms are available from the school website: www.littleover.derby.sch.uk

Please note, school will only contact successful candidates.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,



J. Wilding
HEADTEACHER

JOB DESCRIPTION

POST:	WELLBEING COACH
GRADE:	Grade E SCP 10 – 14 £23,620 - £25,409 (pro rata)
JIQ REFERENCE NO:	S-1552
JOB PURPOSE:	To assist the Safeguarding team with assisting students in achieving emotional wellbeing, academic resilience and thriving in school.
RESPONSIBLE TO:	Designated Safeguarding Lead
WEEKLY HOURS:	37 hours per week: 8.00 am to 4.00 pm Monday to Thursday 8.00 am to 3.30 pm on a Friday <i>(half hour lunch each day)</i> Job share arrangements may be considered.
WEEKS WORKED PER ANNUM	39 - Term time, including Inset days

DUTIES AND RESPONSIBILITIES:

1. To be responsible to the Designated Safeguarding Lead
2. To work in accordance with the aims and policies of the school.
3. To promote the ethos of the school and be supportive of school activities.
4. To participate in the development, planning, implementation and evaluation of time-limited and targeted work to improve the psychological well-being of students.
5. To work with individuals and small groups of students on issues affecting their academic resilience.
6. To participate in interventions that help children manage the stressors impacting on their lives at school and promote their own coping skills and emotional resilience.
7. To contribute to the systems within the school that safeguard children.
8. To contribute to external assessment and referral processes relating to safeguarding and the care of children.
9. To help in the development of materials that assist students in using skills that enable them to work on agreed goals and to thrive in school.
10. To help in the promotion of children's positive mental health within the school and support their academic achievement.
11. To participate in reviews and meetings relating to students.
12. To attend staff meetings and INSET.
13. To attend occasional meetings or activities out of school hours.
14. To participate in training and developmental opportunities.
15. To carry out any other reasonable duties specified by the Designated Safeguarding Lead and/ or Headteacher.

PERSON SPECIFICATION
WELLBEING COACH

	Essential	Desirable
1. Skills and Experience:		
Experience of supporting, advising and assisting young people.	X	
Experience of working with young people in a school, social care or similar environment.		X
Experience of working directly with vulnerable children, including safeguarding issues.		X
Good communication skills, both verbal and written.	X	
Able to develop effective relationships with children and those who work with them.	X	
Able to keep good records and contribute to assessment processes.	X	
Able to work independently and effectively within a team.	X	
Able to maintain confidentiality.	X	
Have a working knowledge of Microsoft packages.		X
2. Qualifications		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
Qualifications related to working with young people and/ or health and wellbeing		X
3. Personal Qualities		
Commitment to improving the psychological well-being of young people and a desire to see them thrive.	X	
Ability to respond positively and calmly, with students, parents and others who work with you.	X	
Ability to build rapport with young people.	X	
Emotional resilience.	X	
Solution focused approach to work.	X	
Flexible attitude to work and willingness to adapt to change.	X	
4. Other		
Hold a current First Aid Certificate or be willing to undertake the relevant training		X
Be prepared to undertake other relevant training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.	X	