



Recruitment Pack

Student Welfare Officer

QE School, Crediton

Closing Date: Friday 14 April 9am

Ted
Wragg TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?



Queen Elizabeth's School

Letter from the Headteacher

Welcome to Queen Elizabeth's School or QE, as it is often affectionately known. Thank you for taking the time to find out more about this role at QE. I hope the information in this pack is helpful and I look forward to receiving your application.

QE is a place where all people are empowered. Our curriculum challenges students, inspiring their curiosity and creativity. We believe in the power of a broad and balanced curriculum and ensure a range of subjects are available. Through excellent teaching we aim to develop knowledge and understanding of the world and instil the values of respect, reflection and resilience in our learners. Our vision is to be a place where all people in our community progress and are engaged and fulfilled. You will need to embody our ethos, vision and values in everything you do. We are an inclusive school that is absolutely committed to providing the best possible educational experience and delivering exceptional outcomes for all our young people.

We believe in an approach to learning that equips students with a 'growth mind-set', intrinsic motivation and the skills of how to learn and be successful. Our students are well behaved, friendly and respond exceptionally well to good teaching. The overwhelming feeling in our school is one of friendliness. Our staff are fantastic and determined to deliver our core purpose - Educating to Empower.

I look forward to hearing from you; please visit our website for more information about the school and contact us if you have any questions. Please do get in touch via Mrs Anna Field, Personnel Assistant anna.field@qe.devon.sch.uk

Yours sincerely

Paula Smith - Headteacher



Key Details

Job Title: Student Welfare Officer

Location: Queen Elizabeth's, Crediton

**Salary: Grade D, 7 -12 1267.5 hours per annum,
Starting salary £16,750 per annum (pro rata)**

Closing Date: Friday 14 April 9am

Interviews: W/C 24 April

Required From: ASAP

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



How to apply

If you would like an informal conversation about this role please contact Anna Field, anna.field@qe.devon.sch.uk

Please use the application form available on the Trust website and email it to: anna.field@qe.devon.sch.uk



Queen Elizabeth's School

Job Description

Key Purpose of Job

To support the development of safeguarding and child protection policies, training and procedures and guidance for Queen Elizabeth's School and to assist in the coordination of referrals, arranging action and reviewing services for children and families.

Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at QE and support vulnerable families. Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children. To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium children.

Key Responsibilities of the Post

- To implement QE / DFE child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer students to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for students.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings.
- To support the care of children where their living arrangements are at risk of breakdown.
- To support those students who are LAC, contributing to Annual Review and PEP meetings and liaising with social services as appropriate.
- To ensure that vulnerable students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to QE from planning and interventions meetings are successfully carried out and monitored.
- To collate and produce statistical information with regards to safeguarding and student groups.
- To plan and assist on safeguarding training within school.
- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague's in Children's Services as required, some of which may take place outside of normal working hours and offsite.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within QE.
- To maintain confidentiality at all times.
- To liaise and coordinate with colleagues and outside organisations regarding the Early Help Assessment Tool and to coordinate and monitor all referrals and recommendations with the academy.
- From referrals, develop a register of students who are 'At Risk' or have child protection plans.
- Contribute to the overall ethos/work/aims of the academy including our co-operative values.
- To undertake other relevant duties commensurate with the grading of the post including covering Ready to Learn room, first aid and attendance when needed.
- Assisting in the supervision, training and development of staff.



Person Specification

Qualifications and Experience	Essential/Desirable
Educated to GCSE level or above including a minimum of GCSE grade C in English	Essential
Current First Aid at work qualification (or the commitment to obtain and maintain one)	Essential
Experience of working in a learning environment with young people	Desirable
Reception/Front of house experience	Desirable
Customer service focussed experience	Essential
General administration experience	Desirable
Using a range of ICT packages	Essential
Working knowledge of School systems	Desirable
Passionate belief in the potential of all young people	Essential
Ability to work without close supervision	Essential
Good interpersonal skills including; a welcoming, professional and approachable style, the confidence to deal with complex situations appropriately, the ability to be assertive when required	Essential
Effective planning and organisation skills	Essential
Strong communication skills, able to; build positive professional relationships with young people, parents and colleagues, construct formal and informal communications to a high standard, remain calm and seek constructive solutions when dealing with pressured situations, be a good ambassador for the school, respond professionally to enquiries in person, by email and telephone.	Essential
Numeracy, literacy and ICT skills at a level appropriate to the role. Competent Microsoft office (Outlook, Word & Excel) user.	Essential
Able to manage confidential information appropriately and with discretion.	Essential
Resilient, able to respond well under pressure.	Essential
Positive, confident and constructive in approach with high levels of enthusiasm and energy.	Essential
Able to use initiative to solve problems	Essential
Flexible and adaptable in approach	Essential
Willingness to participate in ongoing training & development	Essential
Able to work effectively as a member of a team	Essential
Respect for all members of our community and able to model this respect	Essential
Understanding of safeguarding issues and able to promote the welfare of children and young people.	Essential
Suitability to work with children	Essential

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.