



Newport Girls'
High School
Academy Trust

Student Health and Welfare Coordinator

Full time | 37 hours per week | Term time + One week
Salary: NJC Grade 5, SCP 13-17 (£30,023 to £32,046 FTE)
£25,705 to £27,440 pa (actual salary)

Welcome to NGHS



Mr A Jones
Headteacher

Thank you for your interest in the **Student Health and Welfare Coordinator** vacancy at NGHS. We are looking for a caring, organised and proactive individual who is passionate about supporting the health, wellbeing and welfare of our students. The ideal candidate will be approachable, empathetic and able to work effectively as part of a committed pastoral and support team.

This is a full-time position, working 37 hours per week, term time plus one additional week. The role offers the opportunity to make a meaningful and lasting impact on the lives of our students, helping to ensure they feel safe, supported and able to thrive both personally and academically.

NGHS is a truly special place to work. It is a privilege to lead a school where our students are not only academically driven but also kind, thoughtful and emotionally intelligent. Our staff are equally committed and supportive, working together to ensure every student flourishes. We take staff wellbeing seriously, and our Wellbeing Charter—enclosed in this pack—outlines the measures we take to support our team.

As an outstanding girls' grammar school, NGHS was rated Outstanding in all categories by Ofsted in November 2022, placing us among the top 3% of schools nationally. We are proud of our achievements, including recognition for our work in Mental Health, Holocaust Education, and awards such as the Be Kind Award and the AcSEED accreditation for emotional wellbeing support.

Our governing board is highly experienced and deeply committed to the school's continued success. Their strategic vision ensures we remain forward-thinking and inclusive. NGHS is financially secure, oversubscribed, and has successfully expanded twice in recent years with government support. Our Sixth Form is thriving, welcoming students from both NGHS and other local schools.

This is a rare and rewarding opportunity to join a school that places student welfare at the heart of its ethos. If you would like to discuss the role further before applying, please contact me or our Assistant Headteacher (Student Welfare Lead) via jobs@nghs.org.uk or call 01952 797550. I appreciate the time and effort involved in completing an application and thank you in advance for submitting it by the stated deadline.

All about NGHS

The Curriculum

The curriculum is currently divided into 50 fortnightly periods, although weeks A and B are largely very similar. As you might expect in a selective school, our curriculum is unashamedly academic and all KS3 students study both French and German as well as Biology, Chemistry and Physics as discrete subjects. All girls have a weekly PSHE lesson and two hours of PE.

GCSEs are chosen in Year 8 with a three-year KS4 in operation. This was scrutinised by Ofsted in 2019 and they agreed with our view that this model best suited our students. Year 9 students study four options (to include at least one MFL, a humanity, a practical subject and one other choice). This selection is then reduced by one in Year 10. We teach GCSE courses thoroughly with a particular focus on greater depth and preparation for A-level. Students are taught skills and knowledge beyond the requirements of the GCSE specifications.

In the Sixth Form, we have about 80-85% student retention but receive applications from girls in other schools with over 100 students in the current Year 12, demonstrating our increasing popularity. There are 18 A-level choices and AS PE with no predetermined option blocks. All students have a lesson of PSHE and PE in the sixth form to ensure a balance with wellbeing. Most girls take 3 A-levels plus EPQ in Year 13 and some take 4 subjects. Students have 9 fortnightly hours of tuition per A-level subject.

Staff Development

Our colleagues are our most valued resource. The majority of NGHS staff have been in post for 5-15 years, but there is a small turnover each year; usually colleagues leave to take up promoted posts or retire. Internal promotions also occur. Morale is high and staff work in faculty groups with similar subjects grouped together (e.g. Art & Technology). Most staff are form tutors. Recent appointments have included two early career teachers and a teacher with 25 years experience.

Opportunities for professional development have been largely exam-board specific in recent years, but the school now utilises a range of providers to offer different forms of training. In-house training is also offered where appropriate and the school has four INSET days per year plus twilight sessions in Professional Learning Groups, led by staff for staff. Calendared 'GoodPractice Weeks' enable staff to learn new ideas and skills from each other through training sessions and classroom observations. A new whole-school T&L focus for September 2024 is based around metacognition and we look forward to seeing how this will enhance our outstanding teaching and learning further.

There is a real camaraderie among colleagues. Support staff are equally valued and part of the team. We work hard together and celebrate our successes together.

Pastoral Care / Student Leadership

Often identified as the jewel in our school's crown, our pastoral system. Form tutors are the first port of call unless the matter relates to safeguarding or a more complex case. Heads of Year lead a team of tutors and our form groups are based around our fabulous House system.

Our pastoral team is supported by our Wellbeing Manager and two Wellbeing Officers (one for Years 7-10 and one for Years 11-13). Both support students and staff to stay fit and well, physically and mentally, and liaise with outside agencies. We also have two Counsellors and a Pastoral Administrator who oversees medical provision as necessary.

Attendance settles annually at around 97% across NGHS and staff work together to ensure absences are challenged in line with our attendance policy.

There are many opportunities for pupils to support each other through mentoring (academic and pastoral) and to lead activities within our House system. Positions of responsibility exist in all years.

Outside of lessons, students engage in a wide range of extra-curricular activities and a Curriculum Enrichment Week runs in June. The Duke of Edinburgh Award is also popular with nearly all students completing Bronze Award in Year 9.

NGHS in action



Clockwise

The annual staff Christmas Pantomime!

Sixth Form students enjoying a Geography trip to Iceland.

We have very talented sportswomen with regular wins in local and regional finals. Here is our winning badminton squad.

There is a real sense of friendship and camaraderie between students at NGHS.



Job Description - Student Health and Welfare Coordinator

Purpose of Role

To take a leading role in supporting pupils' health and wellbeing so they can participate fully in school life

Summary of core responsibilities

Medical Care & First Aid

- Act as the lead First Aider, responding to medical issues for students and staff, including emergencies.
- Administer prescribed medication during the school day, ensuring parental consent and secure storage.
- Monitor and manage student medication (e.g. EpiPens), liaising with parents for replacements when needed.
- Provide minor medical care and escalate serious concerns to the Safeguarding Lead.
- Maintain accurate medical records in SIMS, update staff on relevant medical needs, and ensure appropriate provision for school trips.
- Support students returning after injury or absence, including risk assessments and personal evacuation plans.
- Coordinate with external health professionals and agencies, including school nurses and local authority medical officers.

- Organise and support vaccination programmes and routine health inspections.
- Conduct monthly audits of First Aid kits and maintain emergency medical equipment and supplies.
- Ensure pupils with allergies have appropriate provision, including liaison with the Catering team.
- To attend and contribute to professional meetings where there is a health/medical need for the student.

Pastoral Support

- Provide first-line support to Heads of Year and respond to students in distress or with pastoral concerns.
- Help resolve student conflicts and worries, working with staff, parents, and external services.
- Support student attendance and behaviour, and log incidents and safeguarding concerns on CPOMS.
- Act as a liaison point for parents when pastoral staff are unavailable, ensuring timely communication.

Training & Communication

- Coordinate staff training on medical conditions (e.g. asthma, diabetes, anaphylaxis) with the School Nurse Service.
- Provide First Aid updates and engage in ongoing CPD, including mental health first aid.

- Raise awareness of health and medical issues among staff and students.
- Attend weekly pastoral meetings and contribute to the termly Health & Safety Committee and policy reviews.

Additional Duties

- To support school staff with administrative tasks linked to student data.
- Support lunchtime supervision and student engagement to ensure site safety and wellbeing.
- Assist with educational visits, including residentials where possible.
- Provide occasional cover for absent colleagues as part of a wider support team.



Person Specification



Criteria	Essential	Desirable
Qualifications	- Valid First Aid at Work certificate - GCSE's (including English and Maths or equivalent) - Safeguarding training (or willingness to complete)	- Mental Health First Aid or equivalent - NVQ Level 3 or above in Health/ Social Care or Education - Counselling or youth work qualification
Experience	- Experience administering first aid and medication in a school or similar setting - Experience liaising with parents and external agencies - Experience maintaining accurate records	- Experience working in a pastoral or wellbeing role - Experience supporting students with medical conditions - Experience using SIMS or similar school systems
Knowledge & Skills	- Understanding of child protection and safeguarding procedures - Ability to manage confidential information appropriately - Strong interpersonal and communication skills - Ability to work independently and as part of a team	- Knowledge of SEND and inclusion practices - Awareness of trauma-informed approaches - Ability to mediate and resolve conflict - Familiarity with CPOMS or similar safeguarding software
Personal Attributes	- Empathetic and approachable - Organised and detail-oriented - Professional and discreet - Calm under pressure	- Flexible and adaptable - Committed to equality and diversity

Staff Well-being Charter

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.



A Staff Well-being Committee which meets termly



Complimentary tea, coffee, sugar and milk in the staffroom



Staff Menopause Ambassador with appropriate support for all



A buddy for new staff who join NGHS for their first year



Counselling service free to all staff both in-house and externally



Golden Space in the Car Park; awarded weekly on rotation!



An annual flu jab for all staff available upon request each winter



Greater PPA time than national and no mainstream cover



Measured approach to lesson observation, drop-ins and good practice weeks



Calendared weeks with no evening meetings/events



Childcare vouchers scheme for those who have children in regular day care



Annually reviewed Workload Policy; designed by staff for staff to support reducing workload



Deadlines well publicised and annual calendar consultation



Staff social evening each term - let your hair down and relax



Communications policy which protects time outside of school day



No student or class data collected for data's sake



A flexible and generous approach to family appointments, children's events, nativities, sports days etc.



SLT Open Door Policy at all times including urgent email for non-school days



Dedicated marking time for all staff



Complimentary Christmas Dinner for all staff each year



Cake, laughter & friendship in the staffroom



Dedicated classroom wherever possible for all teaching staff



Thank You Friday reward scheme for staff to share appreciation of colleagues



A firm commitment to the current DFE Staff Wellbeing Charter



Please complete the application form including the supporting statement (section 5), which should not exceed two pages (font size 11). Please share your career to date and how you feel this experience meets the advertised person specification. We anticipate a strong response and we will score applications fairly against these criteria alone. A **personal letter** showing an understanding of our school is preferable to a generic letter of application. NGHS is an equal opportunities employer. We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We particularly welcome applications from colleagues from under-represented backgrounds. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad.

Informal discussions about the post can be arranged. Please email jobs@nghs.org.uk to arrange.

Completed application forms should be emailed to jobs@nghs.org.uk no later than **Friday 2 October 2026 at 9am.**

Interviews will take place shortly after this deadline. Referees must include your current or most recent employer. Referees will usually be contacted at the point of shortlisting. Letters of application should be addressed to our Headteacher Mr A Jones. Please apply ASAP as we may close the advertisement prior to the date above should sufficient applications be received.

CVs are unnecessary and will not be accepted. We wish you every success and thank you for your application.

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