



Wellbeing Officer

Scale 3 or 4, Full Time/Part Time (Term Time Only)

Actual salary range £14,771—£17,237 per annum

Salary dependent upon experience

8.30am-4.00pm with 30 minute lunch (35 hrs per week)

To start ideally on Monday 29 April 2019



NEWPORT GIRLS' HIGH SCHOOL

An outstanding grammar school for girls

Welcome from the Headteacher

Thank you for downloading information about the post of Wellbeing Officer. This is a **NEW POST** for NGHS and is available full time or part time as part of a job share and will be paid on the new Scale 3 or Scale 4 NJC tariff, dependent upon experience. If you are applying as a part time applicant, please be clear about the working pattern you would seek.

I joined NGHS in January 2018 and consider it a true privilege to lead our wonderful school, which focuses not only on ensuring students achieve their best, but also on providing opportunities to excel outside the classroom. Each week's diary is full of opportunity and the weekly school newsletter, 'Newport News' (available on our website) will give you a flavour of the sorts of projects that our students and staff are involved in. From a plethora of trips to local and far-flung destinations to participation in the Duke of Edinburgh Awards Scheme to maths challenges at local, regional and national level and sporting achievements galore, there is a clear desire among students and staff to work hard and to make the most of every opportunity offered to the School.

Our new school building opened in February 2018 as a result of our massive fundraising campaign 'inspiring minds'. Thanks to donations from families of NGHS students and an academies fund bid, our sixth formers now have state-of-the-art building and space to work. With an additional six classrooms, reception and office space, the school can breathe again, having been crammed into a building which we had long outgrown. Students from all years benefit from this classroom space.

Professionally, staff are supported and led by heads of faculty and there is a strong sense of community in the staff room with social events planned throughout the year. All staff belong to a T&L Focus Group (of their choice) so that everyone can work together with colleagues to consider their professional practice in an area that interests them. As a small school, there is a real sense of everyone working together when it comes to organising events and supporting house competitions. Our house system a key feature of our school and fierce (but also friendly!) rivalry is seen at house competitions. Regular attendance monitoring leads to rewards for forms with the greatest number of students hitting our ambitious attendance target.

Our curriculum is unashamedly academic with a three year KS4 programme. This means that there is time to enjoy learning at KS4 and not to be examination focussed at all times. In our Sixth



Sixth Form Atrium which provides much-needed workspace for independent study

Form, we offer a range of facilitating and practical subjects and our results demonstrate the commitment of both students and staff to enabling girls to achieve their full potential. Students from other schools join NGHS in Year 12 and thrive. Alongside the academic life of the school is a well resourced pastoral provision. A recent, well-represented parental survey demonstrated that 100% of parents feel that their child is safe at NGHS and our dedicated pastoral and safeguarding teams ensure that students' emotional wellbeing is at the forefront of all that we do at NGHS. Staff wellbeing is valued and all staff benefit from free tea/coffee/milk, flu jabs, a new colleague buddy system, social events and an understanding approach to attendance at family and child events such as nativities, sports days and personal emergencies.

Finally, I must comment on our students. They are a delight to teach and support. They are focused, attentive in lessons and keen to do their best. NGHS is a school where you can teach without the need to control unruly behaviour and whilst the students have very high expectations of their teachers, there is a genuine desire to please and to work with staff to achieve the best outcomes.

This information pack will hopefully equip you with the resources necessary to make a decision about applying for this post. I sincerely hope that you will apply. I know how much time it takes and thank you for ensuring that you meet the deadline.



With all good wishes,

Michael J Scott
Headteacher

Pastoral & Safeguarding Provision

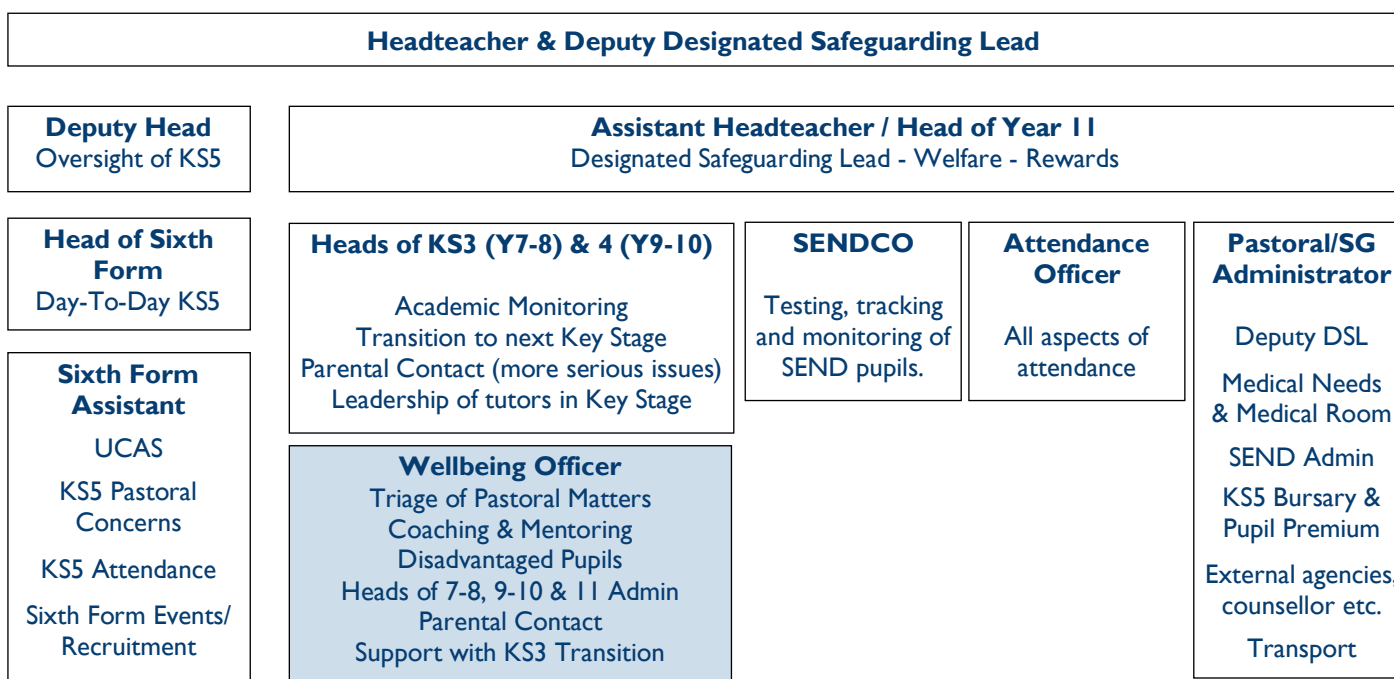
Appointed to the role of Assistant Headteacher in September 2018, Hayley Clarke leads the pastoral and safeguarding provision at NGHS. The team she leads is enthusiastic, pupil-centered and effective; they work well together to provide outstanding pastoral and safeguarding provision to the whole school. The school uses the CPOMS system to log and track concerns of an academic, pastoral or attendance nature and has a good relationship with Telford & Wrekin LEA. The team's workload is constantly evolving; as with any pastoral team in any school in the country, students can present with more common issues that you might expect in our context as a high performing, high ability girls school, but also changes to the world around us definitely bring new challenges. Whilst demanding, this also ensures that the job is never dull (!) and it is a privilege to support NGHS girls on their journey to life in our sixth form and beyond.

Our Heads of Key Stage/Year are all excellent teachers and have demanding timetable loads and it is our intention to maintain these, whilst building in an additional support staff post to support students whose moments of need do not fit around the school timetable! The school is also taking more applications from students on Pupil Premium and some who require some coaching



and mentoring. This will form an integral part of the role. The diagram below shows how this new post will fit in to the structure. The job description follows on the next page. It will evolve in time and can be tweaked a little to take into account the expertise and interests of the successful candidate.

If you have any specific questions about the post, please email Miss Clarke via h.clarke@nghs.org.uk



This ↑ post

Job Description - Wellbeing Officer

PASTORAL SUPPORT

- ⇒ To be first line of support to the Heads of KS3, KS4 and Y11 to enable them to discharge their duties as teachers
- ⇒ To support students in distress and who present pastoral matters to a member of the pastoral team
- ⇒ To attempt to resolve conflicts between students in a professional manner
- ⇒ To try to find solutions to student worries/concerns by liaising with Heads of Key Stage, other colleagues, parents etc.
- ⇒ To signpost students to other services within school or outside via the Pastoral/Safeguarding Administrator
- ⇒ To gather information from other staff about the progress of individual students as required
- ⇒ To log incidents and student/parent meetings on CPOMS and ensure that any safeguarding disclosures are passed immediately to the DSL or Headteacher (Deputy DSL)
- ⇒ To act as liaison with parents if calls are incoming when Heads of KS are teaching and ensure all messages are passed on in a timely fashion.

TRANSITION

- ⇒ To support the Head of KS3 with the induction and primary visits programme including acting as a point of contact for primary schools when visits are arranged
- ⇒ To participate in our visits to primary schools
- ⇒ To attend the new parents welcome meetings in summer term (for which time in lieu will be given)

COACHING & MENTORING

- ⇒ To coach/mentor and support pupils as required, particularly those for whom the school receives Pupil Premium or Forces funding (KS3 and KS4)
- ⇒ To provide academic support if appropriate, dependent upon subject knowledge and stage
- ⇒ With senior staff, to contribute to Year 11 GCSE mentoring groups
- ⇒ To produce reports on the impact of coaching
- ⇒ To promote high levels of attendance, participation and progress to students in discrete groups.

LUNCHTIME SUPERVISION

- ⇒ To undertake, as part of a team, lunchtime supervision daily to ensure the safeguarding of the site and our students during the lunch break
- ⇒ To engage with students at lunchtime to build up a strong rapport/trust and to handle any issues in liaison with the SLT member of staff on duty and/or Heads of Key Stage/Year
- ⇒ To support the student Health & Wellbeing group in their endeavours including Crafternoon sessions.

STAFF WELLBEING

- ⇒ To support the Assistant Headteacher and Headteacher in promoting staff wellbeing.

OCCASIONAL ADDITIONAL DUTIES

- ⇒ To support the Assistant Headteacher with the Rewards programme including Student of the Half Term and attendance rewards
- ⇒ To help supervise educational visits (including residentials if your home circumstances allow)
- ⇒ Very occasionally to provide cover for absent colleagues, particular in PSHE lessons.

TRAINING

- ⇒ To train and act as a First Aider
- ⇒ To undertake minimum L2 safeguarding training and contribute to the safeguarding team as/when necessary
- ⇒ To train as a Minibus driver (if licence allows) and in agreement with postholder/Headteacher.

PROFESSIONAL STANDARDS

- ⇒ To be a role model to students through personal presentation and professional conduct
- ⇒ To co-operate with the Headteacher in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
- ⇒ To be familiar with the School and Department handbooks and support all the School's policies
- ⇒ To establish effective working relationships with professional colleagues and associate staff
- ⇒ To strive for personal and professional development through active involvement in the School's performance management procedures
- ⇒ To be involved in extra-curricular activities such as making a contribution to clubs and visits
- ⇒ To liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare
- ⇒ To undertake any reasonable task as directed by the Headteacher
- ⇒ To consider the needs of all students and to act with their best intentions in mind.

Plus any additional responsibilities directed by Line Manager which are commensurate with the level of this post.

Working Hours: 8.30am - 4.00pm Monday-Friday
Half hour lunch (12.00-12.30pm)
35 hours per week
Term time only
Any additional hours paid in lieu.

Person Specification

This role is very much about finding the right PERSON to work with our students and staff. The Person Spec. is not exhaustive, but will be used to shortlist applications. Therefore, we strongly advise that you tailor your letter and application form to show how you meet the essential criteria and as many of the desirable ones as possible.

Area of interest	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum Level 3 qualification (A-levels or equivalent) • Maths & English GCSE Grade C or above (Grade 4+ in new framework) 	<ul style="list-style-type: none"> • Degree • Other relevant qualifications • First Aid at Work or higher • Car Driving licence • If licence class D1 holder, willingness to drive school minibus
Experience	<ul style="list-style-type: none"> • Experience working with and/or coaching and/or supporting young people • Experience talking to different audiences (adults, children, co-workers) 	<ul style="list-style-type: none"> • Previous school-based experience • Conducting meetings with parents and/or other professional services
Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of how to keep children safe in a school environment • Microsoft Office packages • Understanding of how to support young people in times of need • Understanding of the possible issues that girls at NGHS may present and ways to overcome these 	<ul style="list-style-type: none"> • School database systems (e.g. SIMS/CPOMS) • Local knowledge of signposted services for young people • Local knowledge of primary schools in and around Newport/Telford
Personal and Professional Qualities	<ul style="list-style-type: none"> • Ability to work as part of a team • Sense of Humour • Empathy with students and colleagues • Enhanced DBS & identity checks • Professional approach to conduct, dress and attendance • Excellent references 	<ul style="list-style-type: none"> • Creative, enthusiastic individual • Good work-life balance • Willingness to contribute to the wider life of the school (sport, music, drama etc.) • Positive and energetic approach

Application Process

Please complete the application form and a covering letter addressed to Mr M J Scott, Headteacher which should not exceed two sides of A4. The letter should address your particular strengths and how your experience to date has prepared you for this particular role. Please use the person specification above.

Applications may be submitted via email to headteacher@nghs.org.uk or by post. NGHS is committed to safeguarding and promoting the welfare of young people in our care. We expect all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check. In line with safer recruitment practices, if the successful applicant has worked abroad, a certificate of good conduct will be requested at the point of provisional offer.

All applicants are expected to include two referees; one of whom should be their current or last Headteacher (if not working in a school at this time). The School reserves the right to request a reference from any previous employer. References for all shortlisted candidates will be taken up prior to interview.

The closing date for applications is 9.00am on Friday 22nd March

Rehabilitation of Offenders Act 1974

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs, or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act. These details should be enclosed in a separate, sealed envelope marked 'confidential' – for the attention of the Chairperson of the appointing body. The envelope should state clearly the name of the school and the work for which you are applying and be returned with your application form.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The Authority is entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment.

Therefore, successful applicants will be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Disclosure and Barring Service, who will also forward a copy to the Authority. Information received from the DBS will be kept in strict confidence and will be destroyed in accordance with guidelines laid down by the DBS.

The disclosure of a criminal record will not necessarily bar you from appointment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed, and any factors which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light.

Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply or accept or do any work in a 'regulated position', such as the post you are applying for.

Equal Opportunities Policy

NGHS is an Equal Opportunities Employer.

The School's Equal Opportunities Policy states that it will give equal treatment to all persons within its organisation regardless of sex, marital status, race, colour, nationality, national origin, ethnic origin, sexual orientation, disability, age and not allow any individual to be disadvantaged by any other condition which cannot be shown as justifiable.

Health

Appointment to the post will also be subject to a satisfactory health record. A medical examination may be required by the School.





For more information about the post, please contact

Mr M J Scott (Headteacher)

Tel: 01952 797550

headteacher@nghs.org.uk



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