



Tunbridge Wells Girls' Grammar School

KS4 Wellbeing and SEN Support

Information for Candidates

Start: November 2025



Welcome from the Headteacher



TWGGS is a forward-looking school embracing traditional values. We aim to provide pupils with a full and balanced education for life within a caring environment. Our consistent and outstanding academic record demonstrates this but, more importantly, reflects the commitment and qualification of our teachers supported by the hard work and determination of our pupils.

“The school has exceptionally high expectations of all pupils, which they consistently meet. Across the curriculum, pupils keenly engage in challenging subject content. Staff foster a love of each subject so that all pupils thrive in their phase and are well prepared for their next stages of learning. As a result, pupils enjoy school. They excel academically and flourish as well-rounded individuals.”

Ofsted, September 2023

“Working together towards high standards is part of the school ethos which encourages every pupil to achieve their full potential in public examinations, sports and artistic, cultural and community pursuits. The special, successful community in which these activities take place allows pupils to feel supported, happy and safe, and it is one which we feel very privileged to be a part of. We look forward to welcoming you to TWGGS.”

Katie Marchant, Headteacher

The confidence to achieve your full potential

The motto of our school has long been 'Give your best' and it is an approach that we encourage our pupils to take in everything that they do. We believe our environment of mutual respect affords every member of the TWGGS community the confidence to achieve their full potential in all aspects of school life. Our approaches to teaching and learning support the individual needs of pupils, while we are sensitive and responsive to the wellbeing of every child.

- **Community**

Achievements and contributions are valued and celebrated in all areas, both in and out of school, encouraging our pupils to succeed in public examinations, sports, and artistic, cultural and community pursuits. We believe that parents and carers are key partners in nurturing our pupils and aiming for this success and we involve them at every stage. By participating in our extensive programme of enrichment beyond the classroom, each pupil is encouraged to enjoy the pleasure and rewards which come from the activities themselves and from the sense of community that they engender.

- **Challenge**

We have very high expectations of all members of the school community. Our pupils enter the doors with high baselines and, as a grammar school, we encourage them to push themselves to achieve their true potential. Our staff prepare challenging lessons, and content is constantly refreshed to remain contemporary. Throughout their time at TWGGS, we prepare young people for life beyond school, equipping them with the skills to become self-assured, engaged and responsible members of society, in a challenging and competitive world. • **Character** We value the individual and ensure that all pupils

- **Character**

We value the individual and ensure that all pupils are catered for. Working together towards high standards is part of the school ethos and values, and we balance these high expectations with warmth and support. The wellbeing of all is at the heart of our approach, allowing pupils to feel respected, included, secure and, above all, happy. With happiness comes the self-confidence to strive and achieve, both academically and personally.

KS4 Wellbeing and SEN Support

Responsible for Wellbeing and SEND Support in KS4
Responsible to: DHT (Pastoral), SENDCo, KS4 Heads of Year

Kent Scheme D: £26,393 - £27,713

FTE 0.8716 (pro rata £23,004 - £24,154)

37 hours per week, term time only, plus INSET days.
8:30am - 4:30pm Mon-Thurs; 8:30am - 4.00pm Friday; with a 30 minute lunch break, unpaid.

Job Purpose

- To provide wellbeing and SEND support, and to be a point of contact for all KS4 pupils and staff, as well as KS3/KS5 pupils as needed.
- To provide support to the Deputy Headteacher (Pastoral), SENDCo and Heads of Year as needed
- To maintain appropriate records relating to the role.

Key responsibilities include:

1. KS4 Wellbeing and SEND Support

- Communicating / liaising with KS4 parents, pupils and staff regarding matters of wellbeing / learning nature, both on the request of the KS4 Heads of Year (and KS3 Heads of Year as needed), SLT, School Counsellor(s), and independently
- Supporting KS4 pupils' physical and emotional wellbeing in school, acting as a point of contact for wellbeing issues arising during the school day
- Offering / supervising a place for KS4 pupils who are struggling, supporting those with organisation / learning / confidence issues and liaising with staff, the School Counsellor(s) and parents as needed to seek to resolve wellbeing issues
- Working with KS4 individuals, groups and staff to seek to resolve a variety of friendship, relationship and personal issues, liaising with parents as needed

- Monitoring KS4 pupils' wellbeing and progress, providing positive strategies, information (including signposting to external agencies), support and guidance to build resilience, including appropriate workshops. Keeping a record of events and sharing information with relevant members of staff and parents when appropriate
- Supporting pupils with physical/ mental health challenges, including reintegration into school after extended absence
- Closely monitor EBSA pupils, liaising with parents and the attendance office. Carrying out safeguarding checks and visits where necessary
- Maintaining KS4 Wellbeing Google Classrooms as needed, to offer support in school to KS4 pupils, to share resources and to signpost to external services for pupils' physical and mental wellbeing
- Work with the Head of Year 11 and Lower Sixth on the rearrangement of forms from Year 11 into Lower Sixth. Close communication with Head of Year 11 and Lower Sixth during the transition period to support the transfer of knowledge to the new supporting team in Sixth Form
- Liaise with KS4 Head of Years to monitor academic performance to provide support where necessary
- Administration of Connect Mentoring, including the organisation of weekly appointments, meeting with mentors from Life and Soul, administering waiting lists for all pupils across the school, and reviewing feedback forms for pupils
- Supporting the triage of counselling and EWT appointments, attending
- Arranging and running wellbeing appointments for KS4 pupils to attend prior to the full school return in September, to ease the transition back to school after the summer break

Key responsibilities cont'd.

- Meeting as needed with other members of the Wellbeing Team, KS4 Heads of Year, the Assistant Headteacher (Behaviour Standards and Culture), SENDCo, and the Deputy Headteacher (Pastoral), to consider KS4 pupil wellbeing generally, and to discuss and deal with specific issues, exchange knowledge, and consider strategies moving forward
- Attending weekly meetings with the SEND team to secure support for pupils with SEND in school, monitor their progress, meeting with parents of pupils with SEND as needed to support assessments for neurodivergence and its challenges
- Support KS4 pupils with SEND in school, as a point of contact during the school day, offering / supervising a place for KS4 pupils requiring 'time out', and liaising with staff and parents as required to seek to support their physical and emotional wellbeing, and their learning
- The above also relates to KS3 pupils, as required, on a limited basis.

2. Links with Outside Agencies and Specialist Workers

- Networking and building knowledge and contact with external agencies generally and for individual situations
- Liaison between external agencies, parents, pupils and staff, working towards the wellbeing of all concerned and at all times being aware of school policies, safeguarding, confidentiality and inclusion
- Maintaining effective contact with staff and external agencies where a pupil's education is shared between institutions
- Under the guidance and direction of the Deputy Headteacher (Pastoral), undertake relevant training; complete referrals to Social Services, Early Help, Health Needs Education (KHNES), CYMPHS and CAMHS; maintain record-keeping; and attend/ organise meetings as required

- When appropriate, and under the direction of the Assistant Headteacher (Pastoral), attend Safeguarding /Child Protection meetings as needed
- Under the guidance and direction of the SENDCo, liaising with and attending meetings with KCC Link Practitioners to support KS4 pupils with SEND.

3. Related Administrative Tasks (KS4, and KS3 as required)

- Update and maintain all KS4 pastoral and Child Protection records on CPOMS, including KS4 Child Protection files where appropriate
- Register on KCC portal part-time timetables for KS4 pupils as relevant
- Support the Deputy Headteacher (Pastoral) in the transfer of safeguarding and pastoral documentation for any pupils who leave the school during KS4 and / or at the end of Year 11
- Complete filing generated by job role
- Where appropriate, send out and collate pastoral 'round robins' for KS4 pupils
- Carry out attendance logs for pupils with particular issues.
- Prepare TINF and EHCP applications.

Other Responsibilities

- Undertake duties as specified in school policies and procedures
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils
- Participate in training and other learning activities as required and attend relevant meetings to ensure your own continuing professional development
- Any other reasonable ad hoc duties (appropriate to role) requested by the Deputy Headteacher (Pastoral), Assistant Headteacher (Behaviour, Standards and Culture), SENDCo, and Headteacher
- To ensure school equipment and records are appropriately stored and secured

Key responsibilities cont'd.

- Completing all work to a good standard, and ensuring the role is carried out in a professional manner.

Experience/skills requirement:

- Flexibility
- Able to work proactively and independently, prioritising effectively
- Ability to work calmly under pressure and able to adapt quickly and effectively to changing circumstances/ situations
- Excellent communication skills, both verbal and written
- Able to communicate with, and gain the confidence of, young people and parents
- Be an effective team player
- Computer literate particularly Google suite of Sheets/Forms/Docs/Slides; good knowledge of SIMS an advantage.

TWGGS is a diverse and inclusive school and we aim to recruit talented individuals from all backgrounds who add value to our pupils and who share our vision and ethos. We are committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

- At least one member of each interview panel will have completed Safer Recruitment Training and understanding of child safeguarding will be asked at every interview.
- References will be taken up at the selection stage and an enhanced DBS is required for all applicants.
- We will also carry out online searches for all shortlisted candidates related to suitability to work with children.

How to apply



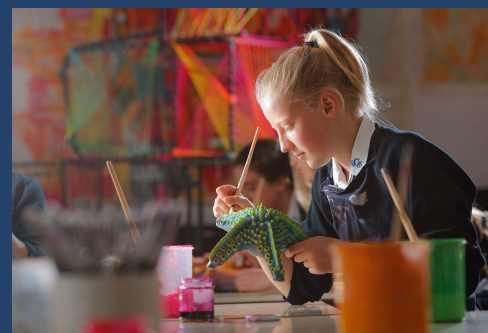
The closing date for applications is 9:00am, Monday 17th November

Interviews will be held Wednesday 19th and Thursday 20th November

Application forms should be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about TWGGS and an application form can be found on our [website](#).

Please contact Mrs Michelle Clarke, Headteacher's PA at admin@twggs.kent.sch.uk



Tunbridge Wells Girls' Grammar School
Southfield Road
Tunbridge Wells
TN4 9UJ

01892 520902
info@twggs.kent.sch.uk

▽ [Get directions](#)