



# Job Pack

## Student Services Welfare Officer

Start Date: ASAP

32.5 hours per week, term time only

Permanent Post



**Weald of Kent**  
Grammar School

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## About Us

Weald of Kent is a selective Girls Grammar School for 11-18 year olds with a roll of approximately 1550 students including our co-educational 6th Form. The school is one of the highest performing schools in the Country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style 6th Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99.4% of students achieved 5 GCSEs grades 9 to 4 and A\* - C (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 72% of our students achieving A\*-B grades. The cohort gained the highest A\*-A % for six years, at 38%. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

## Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

## Thinking School

Weald of Kent is committed to developing fully the independent thinking skills possessed by our students. We were officially accredited as a Thinking School by Exeter University in March 2014. Our whole staff has been trained in the use of Thinking Maps, Thinkers' Keys, Habits of Mind and De Bono's 'Thinking Hats' which are used throughout the school to stimulate our students' thinking. We aim to develop our students' ability to move from sharing *what* they know, to *how* they know something.

## Staff Development Opportunities

As an accredited 'Investors in People' school we are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme	Mentoring-Coaching programme
CPD days and a range of workshops	Investment in Excellence (IiE)
Performance development programme	Embedding Good Teaching
Relevant external courses and training	Embedding Outstanding Teaching
Thinking Schools training	Embedding Outstanding Leadership

## Student Services Team

The purpose of the Student Services Team is to provide key support for the learning and welfare of all Students. Members of the team work at the Tonbridge or Sevenoaks site with team members in leadership positions, spending time at both sites. The team is led by the SENCO and consists of a range of posts including the Inclusion Manager, Assistant SENCO, Attendance Officer and Teaching Assistants.

The Support Staff at Weald of Kent make a strong contribution to Students' learning and achievement. Support Staff provide highly effective support and create additional capacity to Teachers, enabling them to make effective use of their time, professional knowledge, skills and understanding.

### The Post

<b>Job Title:</b>	Student Services Welfare Officer	<b>Reports to:</b>	Inclusion Manager
<b>Team:</b>	Student Services	<b>Start date:</b>	ASAP
<b>Grade:</b>	KR5		
<b>Hours:</b>	32.5 hours per week (8:30 – 16:00 Monday to Thursday, 8:30 – 15:30 on Fridays) Term-time only (39 weeks worked per year)		

The purpose of the post-holder is to provide administrative and student facing support for the Student Services Department which covers student welfare as well as Special Educational Needs. To take responsibility for the medical room and be the first point of contact for First Aid across the school.

#### Accountabilities

- Provide a professional and efficient administrative service for the Student Services Team to implement the First Aid policy.
- Use good communication skills to be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required.
- Be familiar with and comply with a full range of policies and procedures relating to child protection, health & safety, security and confidentiality reporting all concerns to the appropriate person to ensure Students' wellbeing.
- Contribute to the overall work/aims of the School, appreciating and supporting the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
- To work as part of the whole school team and contribute to the plans to ensure the school meets its aims.

#### Specific Duties – Welfare Officer

- First point of contact for First Aid; recording, administration, monitoring and procurement.
- To deliver an effective Reception service for the department, dealing with incoming telephone calls and emails from staff and parents.
- Monitor student attendance and liaise with the School Attendance Officer to communicate needs.
- Ensuring appropriate information is available to all staff on the medical and welfare needs of the Students.

- Managing appointments with counselling staff and external agency staff
- Oversee the administration of the counselling programme on both sites
- Oversee First Aid supplies across the school, ensuring supplies are maintained.
- Management of the Health Care plans and PEEPs for students with medical needs.
- Oversee the collection of work for Students not able to attend lessons where such arrangements have been approved by the Head of Year.
- Under the direction of the Inclusion Manager, be able to use a range of strategies to deal with the emotional wellbeing of the student to ensure their learning and welfare needs are met.
- In conjunction with the Inclusion Manager, assist with the effective implementation of the Peer Mentor programme
- Liaison with the School DSL, School Nurse and visiting specialists as necessary..
- Monitor, with the Inclusion Manager, the day-to-day management of the Student Services work areas, creating a safe, effective and stimulating environment.
- Encourage Students to take full responsibility for their own behaviour in order to maintain the required standards of discipline and Students' wellbeing, health and safety.
- Demonstrate a flexible, calm and proactive attitude in responding to the day to day needs of an Outstanding Grammar School.

## About You (Person Specification)

	Essential	Desirable
<b>Qualifications</b>		
NVQ Level 3 or equivalent or experience in relevant disciplines	✓	
Specific training in specialist area of student learning support eg literacy support, behaviour management		✓
<b>Experience</b>		
Early Help or other external agency liaison		✓
Family Liaison experience		✓
Evidence of working successfully in a support role with Students	✓	
First Aid (training will be offered)		✓
<b>Skills &amp; Knowledge</b>		
Able to demonstrate a high level of communication skills with a range of stakeholders	✓	
Able to demonstrate effective planning to help support the delivery of outstanding lessons	✓	
Confident in own ability to be effective and to take on challenges	✓	
Ability to relate well to Students, colleagues, parents and Governors	✓	
Effective behaviour management	✓	
Able to support Students in maintaining high standards	✓	
Up to date awareness of curriculum development	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
<b>Personal Attributes</b>		
Ability to inspire, challenge and motivate Students	✓	
Have a positive approach to education with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Clear vision and educational philosophy	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b> – A commitment to inclusive education	✓	

## The Package

**Salary:** Kent Range 5: £18,059 - £19,863      *Actual salary for 39 weeks of the year (£13,385.46 – £14,722.59)*

### Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

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## The Application Process

Application forms can be found on our website and should be sent to Human Resources, [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications:                      Tuesday 19 March 2019, 9am

Interview day:    To be confirmed

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

