

# Pupil Welfare Officer

Ellis Guilford School

Start: January 2024



**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
Education  
Trust*

## Dear Candidate



Thank you for your interest in the vacancy for a Pupil Welfare Officer at the Ellis Guilford School.

I joined Ellis Guilford School as Principal in September 2020, together with a new senior leadership team, determined and committed to improving the life chances of the young people at Ellis Guilford. It is a great honour and privilege to be asked to lead a school of over 1300 pupils. We are undergoing a period of rapid improvement and want to recruit only the very best people to help us on our journey.

We are looking for a highly skilled individual passionate about supporting student learning and wellbeing and seeking a challenge to make a difference in our school. The successful candidate will be a strong team player, with good interpersonal skills, adaptable and able to use their initiative.

You will be joining a vibrant and dynamic team who only want the very best. If you are an individual who would thrive in this type of environment, we want to hear from you.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers, or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people, we would very much like to hear from you.

If you would like to visit the school or discuss this role further before making an application, please contact our HR department: 0115 913 1338, [hr@ellisguilfordschool.org.uk](mailto:hr@ellisguilfordschool.org.uk).

Yours sincerely,

**Chris Keen**  
**Executive Principal**

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

**“This is a school where everyone is given the chance to belong and succeed.”**

Ofsted 2023

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# ABOUT ELLIS GUILFORD SCHOOL

**We are a mixed secondary school, catering for children between the ages of 11 and 16 years, located in Old Basford Nottingham.**

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

## **Our on-site facilities include:**

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Sports fields including 5-a-side football pitches;

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Multi-Use Games Area marked up for netball and football;

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Astro Turf perfect for football;

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Dance studio complete with sound system and mirrored wall;

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Hall complete with a stage;

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Interactive whiteboards in classrooms;

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Modern and open-plan library with wide range of reading materials



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century

# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# Pupil Welfare Officer

## JOB DESCRIPTION

### LOCATION

Ellis Guilford School, Nottingham

**Weeks per year:** 39

**Hours per week:** 37, Monday to Friday

**Grade:** EGS Grade E, NJC points 12 – 19,  
£21,069.86 - £23,956.47 pro rata  
(£24,496 – £27,852 FTE)

**Reporting to:** The PA to the Executive Principal and Head of School.

### THE ROLE

To manage a help desk for pupils to gain support and access to appointments throughout the school day. Supporting high quality administrative provision and assisting in delivering health and welfare care under the guidance of the PA to the Executive Principal and Head of School. To be the Lead First Aider across the school.

### KEY RESPONSIBILITIES

- Provide first aid/health support for pupils when at the help desk.
- Promptly report first aids and sickness using school IT systems.
- Ensure all first aid equipment is fully stocked.
- Support prompt attendance in lessons by effectively triaging pupils with first aid/health and welfare needs including those with special needs, ensuring their safety and access to learning activities.
- Provide general support for pupils coming to the Help Desk and signpost to the relevant pastoral team/tutor.
- Use school IT systems appropriately to record pupils arriving late/leaving school site for appointments.
- Establishing good relationships with parents and carers when contacting on the telephone, acting professionally at all times.

- Provide administrative support to the PA to the Executive Principal and Head of School regarding general welfare paperwork.
- Promote positive values and attitudes, good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.

### OTHER RESPONSIBILITIES

- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal

### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

You can find out more at:

[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)



<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE Grade A-C (or equivalent) in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualification in a relevant subject</li> <li>First Aid at Work</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Using IT in the workplace</li> <li>Working within a team</li> <li>Providing care or health and welfare support to others</li> </ul>	<ul style="list-style-type: none"> <li>Working with children or young adults</li> <li>Working in a school office-based environment</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Working knowledge of Microsoft Word applications</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a customer service environment</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Aspire to support young people whilst in their education</li> <li>Able to work flexibly and be adaptable to change</li> <li>Excellent administrative and organisational skills</li> <li>Proven high quality interpersonal skills both in person and on the telephone</li> <li>Calm under pressure</li> <li>Confidence to deal with student first aids and sickness</li> </ul>	<ul style="list-style-type: none"> <li>Willing to undertake further training</li> <li>Able to build positive relationships quickly</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> <li>Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked.</li> <li>Candidates must demonstrate an understanding and acknowledgement of the individuals responsibility for promoting and safeguarding the welfare and children and young people.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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