

# Student Welfare Co-ordinator





# Candidate Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 35 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 145 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high, but helping them overcome barriers to learning is an equally important part of our role. About 40% of our students have autism or other social communication difficulties, a quarter have speech and language needs and others have physical challenges or complex health care needs. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email [enquiries@abbey.surrey.sch.uk](mailto:enquiries@abbey.surrey.sch.uk) and one of the team will get back to you. I would also encourage you to have a look at the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk) if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson  
Head teacher



# Job Advert

**Student Welfare Co-ordinator, term time only**  
**3 Days Per Week – Wednesday, Thursday & Friday**  
**18 hours – 8.00am – 4.00pm**  
**(unpaid lunchbreak of 30 mins per day)**

**Pay scale WA6-19 to WA6-25**  
**(FTE: £29,623 – £34,275)**  
**(Actual: £12,740 - £14,741)**

We are a special school for secondary pupils from Years 7 to 11 who have learning and additional needs. We require a Student Welfare Co-ordinator to work term time only, 3 days per week, Wednesday, Thursday, Friday.

You would report to the Assistant Headteacher and be working as part of the Pastoral Support Team to promote the welfare and well-being of students by ensuring good behaviour and the provision of a safe environment. Promoting very high standards of safeguarding by working directly with all stakeholders, including students, staff, parents and external agencies.

The Abbey School converted to Academy status on 1<sup>st</sup> September 2018 and is part of the Weydon Multi Academy Trust (WMAT). We were graded Outstanding by OFSTED in 2009, 2012, 2016, December 2022 and June 2024.



# Job Description

## Student Welfare Co-ordinator Job description

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description recognizes the requirements of the current pay and conditions regulations and reflects the vision, aims and policies established by the Governors of the school.

### Job details

**Salary:** WA6-19 to WA6-25 (FTE £29,623 - £34,275pa) (Actual £12,740 -£14,741)

**Hours:** 3 Days per week – Wednesday, Thursday & Friday (8am-4pm with 30 mins unpaid lunchbreak)

**Contract type:** Permanent

**Reporting to:** Assistant Headteacher (Pastoral)

### Main purpose

The Student Welfare Co-ordinator Main Duties:-

- To work as part of the Pastoral Support Team to promote a safe and calm school environment
- To be a Deputy DSL and undertake any responsibilities associated with that role; attending multi-professional meetings or completing referrals to Children's Services
- To signpost parents to parenting course opportunities if appropriate
- To work with families as and when needed to support their children
- Help to improve student attendance and late arrivals
- To listen and offer support to students on problems, issues and concerns. Give the student a forum to talk about worries in a confidential and non-judgemental environment. Provide emotional support and strengthen self-esteem.



- To assist the Pastoral Support Team in maintaining good behaviour across the school
- To complete Early Help Assessments in line with the Surrey Safeguarding Children Partnership
- To undertake Graded Care Profile assessments
- To represent the views of the school at Safeguarding/Child Protection meetings/Child In Need meetings as directed by the Designated Safeguarding Lead (DSL)
- To work within an Equal Opportunities and anti-discriminatory framework
- To attend and participate in training to ensure professional development and competence

The Student Welfare Co-ordinator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Student Welfare Co-ordinator will carry out. The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the headteacher or line manager.



# Person Specification

Education, Training & Work Qualifications		Method of Assessment
<b>Essential</b>	<b>Desirable</b>	
Numerate and literate to GCSE or equivalent standard	Have undertaken safeguarding training	Application Form Certificates
<b>Knowledge</b>		
<b>Essential</b>	<b>Desirable</b>	
Knowledge of child development.  An insight into the needs of young children and their parents	An understanding of 'Working Together to Safeguard Children' 2024.	Application Form Interview
An understanding of Equality, Diversity and Inclusion.  A working knowledge and understanding of the Children Act 1989, particularly in relation to Child Protection and a working knowledge of the Assessment Framework and Human Rights Legislation.	Wide knowledge of other agencies.	Application Form Interview
<b>Skills and Abilities</b>		
<b>Essential</b>	<b>Desirable</b>	
High standard of communication, both verbal and written, including appropriate record keeping.		Application Form interview



<p>Ability to facilitate discussion and lead small group sessions.</p> <p>Commitment to anti-discriminatory practice.</p> <p>Emphatic, patient, supportive, diplomatic.</p> <p>Willing to learn and accept suggestions for improvement.</p> <p>Able to work with other professionals.</p> <p>Be well organised and work co-operatively with others.</p> <p>Be self-motivated, enthusiastic, creative and adaptable.</p> <p>Work independently of others.</p> <p>Enjoy being with children in a school environment.</p>		Application Form Interview
<b>Relevant Experience</b>		
<b>Essential</b>	<b>Desirable</b>	
	<p>Experience of working within a school.</p> <p>Experience of leading sensitive meetings involving multiple professionals.</p>	Application Form Interview
Full enhanced DBS clearance with Children's barred List clearance.		



## The Abbey can offer:

- Amazing students who want to learn
- A brand new, state of the art, English classroom
- Excellent IT facilities in a modern school fit for 21<sup>st</sup> century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom.
- A range of evidence-informed strategies to support teaching and learning inside the classroom.
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- On site car parking
- Westfield Health Cash Plan - <https://www.westfieldhealth.com/individual/health-cash-plan>







# Project 2022

The Abbey has recently undergone huge investment as we expand from a 2 to 3 form entry school to support Surrey County Council's SEND Sufficiency Strategy.

The Abbey now has:

- 15 x general classrooms (nine of these will be brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these will be brand-new)

In addition, there is:

- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom

This is a really exciting time for The Abbey as we watch the transformation of our school allowing us to expand and flourish in our new buildings with their first-class technology.

As part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.



# How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies> ) and send to:

**Zoe Mackie,**  
**Operations Manager**  
**The Abbey School, Menin Way, Farnham GU9 8DY**  
**e-mail: [recruitment@abbey.surrey.sch.uk](mailto:recruitment@abbey.surrey.sch.uk)**

**The Abbey School reserves the right to interview candidates before the interview date.**

**PLEASE NOTE THAT COVERING LETTERS AND/OR CVs WILL NOT BE ACCEPTED**

Interview Date;            Thursday 16<sup>th</sup> January 2025

**We look forward to receiving your application to join our  
dedicated and passionate team**

**The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.**

**The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants