

# Student Welfare Officer Candidate Pack

Montsaye  ACADEMY



# About us



"We pride ourselves on being at the heart of the local community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and its nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café



# Our Values Excellence, Resilience Aspiration



“

These are more than just words on a page—they reflect who we are today and guide our decisions’

”

As an educator of young people, what we do speaks volumes. How we do it resonates even more loudly. Our values of **Excellence**, **Resilience** and **Aspiration** underpin everything we do and have become common language throughout the academy.

**Excellence**—The spirit of Montsaye is one that celebrates excellence in all things. Our curriculum is specifically aimed at making lessons both varied and challenging by putting enquiry, thinking, questioning and independence at the heart of everything we do.

**Resilience**—Resilience in learning is about persevering through setbacks, taking on challenges and risking mistakes to reach a goal. Here at Montsaye we want everyone staff and pupils alike to have the tenacity to overcome barriers and exceed expectations.

**Aspiration**—Inspiring students and staff to be the best they can be is a whole school approach, we want our students and staff to seek new and exciting opportunities to develop themselves. At Montsaye we invest heavily in our student careers and our staff continuous professional development programmes.

# What our staff say...



**“There’s a family atmosphere amongst staff”**

**“Shared resources allow flexibility, and we are constantly evolving to further improve”**

**“Excellent team spirit”**

**“There’s a staff buzz; they rally the troops and get on board to have some fun”**

**“Montsaye staff really care about the students”**

# Staff Wellbeing



“

**‘Team Montsaye:  
staff look out for  
each other.’**

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

# Student Welfare Officer



We have an opportunity for a Student Welfare Officers to join our student support team, which is focused on providing high quality care, guidance and support for our families and students experiencing behavioural and emotional difficulties.

The successful candidate will be passionate about supporting our students and committed to providing exceptional welfare care to our students. They will be hard-working, flexible and will enjoy working collaboratively in a friendly and supportive environment where the goal is to secure the best possible outcomes for students.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

If you would like to arrange a tour of the school or to speak with a member of the team to learn more about our Academy and the role, please email the academy Business Manager Wayne Eldridge who will assist you further: [weldridge@montsaye.pfschools.org.uk](mailto:weldridge@montsaye.pfschools.org.uk)

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address : <https://www.montsaye.northants.sch.uk/about-us/policies-and-funding/>

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>

## Advert

### Contract type

- Permanent
- Part-Time
- 37 hours per week, 41 weeks per year

### Salary

- Grade G Points 8 - 12 (£25,992-£27,711) per annum pro rata

### Closing date

- 4<sup>th</sup> April 2025

### Start date:

- As soon as possible

### How to apply

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website:

[www.pathfinderschools.org.uk/join-us/vacancies](http://www.pathfinderschools.org.uk/join-us/vacancies)

Completed application forms should be accompanied by a letter of application and should be sent to:

[recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

## Online searches

As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is committed to creating a diverse workforce. We 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.



# Student Welfare Officer

## Job Description

- Grade G Points 8 - 12

### Accountable to:

- Business Manager

### Responsible to:

- Assistant Principal

### Principle Responsibilities of the post:

- To work as a front line member of the behaviour, attendance and pastoral support team providing a high level of care guidance and support for children experiencing a range of problems to promote successful outcomes.
- To support students and their families with behaviour, attendance and emotional difficulties, to address, challenge and improve/modify their circumstances in order to be successful in the school environment and make progress with their learning.

Pathfinder Schools is committed to creating a diverse workforce. We 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. Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders

### Main purpose

### Duties and responsibilities

### Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security within the school environment
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training (including safeguarding and child protection) and other learning activities and performance development as required

### Principle tasks of the post:

- To assist identified students in their social and/or emotional development through a programme of support to ensure that they receive assistance and develop through the benefits of support.
- To support students through incidents/issues that they have in order to ensure their wellbeing and safety and to ensure students demonstrate appropriate behaviours related to their social, emotional and academic development.
- To liaise with external agencies and identify appropriate provision for students & ensure that students are appropriately engaged by using EHA process as appropriate



- To engage with lead the EHA process
- To assist, encourage and empower students to identify their own issues, make choices, manage crises and resolve problems in order to enable students to develop the skills of managing their issues independently.
- To review and monitor interventions with students in order to demonstrate progress with students.
- To monitor and improve pupil attendance within allocated cohort & put in place support to ensure students attend school such as home visits, AIM programme.
- To collate paperwork for and attend meetings with outside agencies.
- To be proactive in reducing bullying behaviour within the school community and educating young people about the impact of bullying on the wellbeing of all
- To liaise with teachers, parents, and students as and when required in relation to any issues concerning them in order to ensure consent and maintain high levels of communication.
- To act as an advocate for parents/children by listening to their concerns and sharing these/supporting them in sharing these with other professionals.
- To make home visits where necessary to achieve any of the above
- To collate records related to safeguarding
- To work with progress leaders to keep them informed about any barriers to progress
- To run a range of interventions aimed at improving the confidence and resilience of young people
- To identify young people at risk of grooming, CSE and unsafe behaviours and liaise with parents, child, colleagues and external agencies to ensure appropriate provision is provided
- To identify appropriate alternative provision and work with other colleagues to bid for funding in an effort to secure funding for the long term where possible
- To support the DSL in managing referrals and the resultant actions
- To liaise with parents to identify where they may need additional support and help
- To maintain timely records as requested by the school and ensure these are placed on file immediately.
- To follow protocols to ensure children are safe at all times.

***Montsaye is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

The job description is not exhaustive and the post holder may be required to undertake other duties as reasonably required by the Principal

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Person Specification

## Student Welfare Officer



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to NVQ Level 3 or equivalent, along with English and Maths at O Level or GCSE grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications beyond basic educational attainment.</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Being literate and numerate.</li> <li>Excellent interpersonal skills i.e. good listener, objective &amp; strong influencing skills</li> <li>An understanding of SEN needs and the ability to deliver a range of interventions</li> <li>The ability to work with young people experiencing challenging circumstances</li> <li>The ability to liaise with / run meetings with multi agencies</li> <li>The ability to work as part of a team.</li> <li>The ability to remain calm under pressure.</li> <li>Being well-organised, efficient and able to keep accurate detailed confidential records.</li> <li>Outstanding organisational skills</li> <li>Able to use Microsoft Office confidently.</li> <li>Appropriate level of data protection, security and confidentiality awareness.</li> <li>Being flexible.</li> <li>Being able to work on their own initiative within a framework.</li> <li>Prepared to undertake necessary training as required</li> <li>Being able to work with parents including home visits to ensure close links, identify and remove barriers to learning</li> </ul>	<ul style="list-style-type: none"> <li>Some experience in the care/supervision of the welfare of young people.</li> <li>Experience of dealing successfully with challenging behaviour, preferably in a school setting</li> <li>Experience of liaising with external agencies e.g. CAMHS</li> <li>Experience of working with families</li> <li>Having undertaken EHA training</li> </ul>
<b>Written Application</b>	<ul style="list-style-type: none"> <li>A well-constructed and legible application.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>An ability to communicate effectively in oral and written forms.</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students &amp; parents</li> </ul>	<ul style="list-style-type: none"> <li>Training in interpersonal skills.</li> </ul>

# Person Specification

## Student Welfare Officer



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Criteria	Essential	Desirable
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>A commitment to equal opportunities.</li></ul>	<ul style="list-style-type: none"><li>Examples of good practice from their own experience.</li></ul>
<b>Disclosure and Barring Service Check</b>	<ul style="list-style-type: none"><li>Willingness to provide a full Disclosure and Barring Service disclosure</li></ul>	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that academy policies are reflected in all aspect of their work, in particular those relating to:

- 1. Equal Opportunities
- 2. Health and Safety
- 3. General Data Protection Regulations (2018)
- Data Protection Act (2018)
- 4. Safeguarding children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders [Pathfinder Schools - Pathfinder Schools Vacancies](#)

# Contact us



**1** Visit us **Montsaye Academy**  
**Greening Road**  
**Rothwell**  
**Kettering**  
**Northamptonshire**  
**NN14 6BB**

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**2** Call us **Tel: 01536 418844**

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**3** Email us **Business Manager**  
**weldridge@montsaye.pfschools.org.uk**  
**recruitment@pfschools.org.uk**

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**4** Follow us **@Montsaye**



**5** Visit our website **www.montsaye.northants.sch.uk**

