



Vacancy Information Pack

School Name:	Helston Community College
Job Title:	Student Welfare Officer – Post 16

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Helston Community College

Job Title:	Student Welfare Officer – Post 16
Pay Point / Pay Range:	TPAT Point 8
Full Time Equivalent Annual Salary:	£25,273 (if paid 37 hours over 52 weeks) pro rata
Actual Annual Salary for this Role:	£17, 626 pa [30 hours] £21,739 pa [37 hours]
Contract Type:	Permanent
Hours Per Week / Weeks Per Year	Hours : The role is available as either 30 hours over 4 days or 37 hours per week over 5 days Term Time incl. INSETs [39 working weeks / 44.849 paid weeks]
Closing Date:	Midday on Monday 17 th June 2024
Proposed Shortlisting Date:	TBC
Proposed Interview Date:	TBC

An exciting opportunity has arisen to join our very successful College and play a crucial role in our Post 16 team. We are seeking a motivated person who will support individuals and groups of students with pastoral, emotional and behavioural needs, as well as promote and develop leadership and teamwork within the student community.

The successful candidate will have strong interpersonal and organisational skills. You will be experienced in providing support to young people and have the ability to motivate and inspire by being a positive role model.

Responsibilities:

- Provide confidential advice and guidance to students facing personal, emotional and practical challenges;
- Work with parents and outside agencies to ensure the health and wellbeing of students;

- Support the behaviour team in the consistent implementation of the behaviour policy;
- Monitor all attendance and absence for Post 16 and maintain accurate records;
- Organise and support Post 16 students with work placement, including liaison with employers;
- Organise annual Post 16 Apprenticeship Fair;
- Manage the Post 16 Centre and facilitate study sessions.

This is a fantastic opportunity to join a dedicated team of staff at Helston Community College who are committed to providing the best possible education for our students. In return, we are able to offer staff a secure, supportive environment with continuous professional development, as well as excellent benefits including a Local Government Pension Scheme and access to wellbeing services.

To find out more about Helston Community College, please visit:	www.helston.cornwall.sch.uk
To discuss this position please contact the Head of Post 16	Email – kryan@helston.tpacademytrust.org Telephone – 01326 572685
Application packs can be downloaded from:	www.tpacademytrust.org/web/application_pack/604811
Please email your completed application form and equality & diversity monitoring form by the closing date to:	aatkinson@helston.tpacademytrust.org

Please note that successful candidates will be informed via email.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.

School Information for Applicants	
School Address:	Church Hill, Helston, TR13 8NR
School Telephone Number:	01326 572685
School Email Address:	enquiries@helston.tpacademytrust.org
Name of Headteacher:	Alex Lingard
Website Address:	www.helston.cornwall.sch.uk



Welcome to Our School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

Thank you for showing an interest in applying for this role at our College. I hope the information below will give you a clear insight into our College and the main aims and priorities we share for all our students and staff.

At Helston Community College, our students matter: each one an individual, valued and appreciated. We are ambitious for all of our students and are committed to providing a learning experience that consists of high challenge combined with appropriate support, and effective teaching in a safe and disciplined environment.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our wonderful College. Please contact Angela Atkinson, HR Manager on the telephone number provided if you would like to arrange to look around.

General Background

Our College is a place where doors of opportunity are opened for young people, and we encourage them to make the most of every opportunity that comes their way. We provide a diverse curriculum, allowing students to develop knowledge, skills and talents in a broad range of subject areas. We challenge students' thinking and encourage them to learn from setbacks, so that they become resilient learners who can respond effectively to future challenges. We urge our students to believe in themselves, to take responsibility for their own learning and personal development, and to work hard so that they achieve their very best.

We believe that Helston Community College is a unique place and has something special to offer its students and staff. The relationships between staff and students were recently recognised by OFSTED as being 'very strong'; students say that they are very proud to study here and staff are overwhelmingly proud to work here.

We are one of a few schools in Cornwall to have a Sixth Form, with approximately 200 students enrolled on courses recruiting from the College's Year 11 and also from other secondary schools in the area. Our aim at Post 16 is to provide an excellent education and to develop the skills to allow students to make the transition from College to the next stage of their lives. We are proud of our College and students for good reasons.

Helston Community College joined Truro and Penwith Academy Trust in January 2023. TPAT is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall. The Academy Trust works with local schools to ensure that young people in Cornwall have access to the best possible learning experiences.

Staff Organisation

Information on key members of staff can be found on the College website:
www.helston.cornwall.sch.uk

Our Curriculum

Our intent is to plan and teach an inspiring, coherent and memorable curriculum that inducts students into “powerful knowledge”.

Structure of the Curriculum

Years 7, 8 & 9 – Key Stage 3 (Key knowledge and skills are built up across a broad range of subjects, creating a foundation for future study).

Years 10 & 11 – Key Stage 4 (Examination courses begin, predominantly GCSE courses).

Yrs 12 & 13 – Post 16 (Focused study on a small number of examination subjects, A levels and Applied courses).

Key Stage 3 Statutory Curriculum

All young people will study as part of the secondary curriculum:

Key Stage 3 core curriculum: English, Maths and Science.

Key Stage 3 foundation subjects: Art, Design & Technology, History, Geography, Modern Foreign Language, Computing, Music, PE, Citizenship.

Religious Education.

Relationship and Sex Education.

Key Stage 4 Statutory Curriculum

All young people will study as part of the secondary curriculum:

Key Stage 4 core curriculum: English, Maths and Science.

Key Stage 4 foundation subjects: Computing, PE, Citizenship and Religious Education.

Relationship and Sex Education.

A course in at least one of the Arts; Design and Technology, Humanities; Modern Foreign Languages and all four if they wish.

Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:	Angela Atkinson, HR Manager
Contact Email Address:	aatkinson@helston.tpacademytrust.org
Contact Telephone Number:	01326 572685

Please note that CVs will not be accepted.

Application packs can be downloaded from: www.tpacademytrust.org/web/application_pack/604811

Closing Date:	Midday on Monday 17 th June 2024
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Completed applications must be returned to the email address above and be received by the closing date provided.

Interview Date(s):	To be confirmed
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To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.