



Fitzharrys School

Abingdon Learning Trust

STUDENT WELLBEING MANAGER
RECRUITMENT PACK

May 2023

About

ABINGDON LEARNING TRUST

From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

We believe in investing for all of our futures.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:

AT:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

Student Wellbeing Manager
Fitzharrys School

1 September 2023

Permanent /Part-time (15 hours per week worked across two days) for 39 weeks per year (term-time only plus 15 hours across Inset days). This is a job-share post with another part-time member of staff and some flexibility will be required.

Support Staff Grade 8 point 18 (£14.17 per hour, pay award pending)

Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Board, I would like to thank you for applying to work at Fitzharrys.

We are extremely proud of what the school has achieved under its current head, Will Speke. If you join the school, you will find a strong sense of common purpose among your colleagues; a commitment to widening the opportunities available for young people; a sense of ambition reflected in the great results that our GCSE and A level students achieve; and, of course, a group of youngsters who embody the school's key values of trust, decency, sincerity and truthfulness.

As governors we are a mixed group, comprising parents, members of the local community, employers and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a student. We believe that our support, and the challenge we provide, are part of what makes Fitzharrys a good school.

We hope you will be inspired to work here and will want to be part of Fitzharrys' journey to becoming an outstanding school. You will receive good support, and opportunities provided for professional development outside the school, without the anonymity that you might experience in a larger trust.

We look forward to your application.



Introduction to FITZHARRYS SCHOOL

Fitzharrys is a fantastic school where students are given an array of opportunities to develop, thrive and achieve high aspirations. Our superb team of staff are committed to helping every student reach their full potential. They work with care and expertise to bring the very best out of our students. This is evident in the enthusiasm, focus, and achievements of our students.

There is real warmth in the welcome you receive when you join Fitzharrys. The sense of pride and belonging is evident in the school, as is the support and challenge. We want our students to be the very best they can be, and we do everything we can to make that happen.

Our Ofsted report, consistently strong results, high attendance, and impressive behaviour for learning all illustrate the ethos of Fitzharrys. We pride ourselves not only on our students' academic and extracurricular achievements, but also on their approach to every challenge and opportunity; integrity is a key characteristic at the school.

We have high aspirations for our students, and our clear approach to teaching and learning, through our Fitzharrys Lesson Standard, ensures consistent high-quality teaching in every subject area. Students study a carefully designed curriculum, balancing skills, knowledge and understanding.

Staff and students see that the biggest opportunity is in their learning, yet the wider opportunities we provide for students are exciting, engaging, and enhance the personal development of our students. This includes school productions, sports tours, ski trips, the Duke of Edinburgh award, and our school camp. Fitzharrys students have the chance to develop and progress both in and out of the classroom.

Our social media pages and events calendar give a sense of what our students achieve and the opportunities they have; we are incredibly proud of what our students accomplish from year 7 through to year 13.

We always welcome people to come and visit us. Meeting our staff and students will give you a real insight into what our great school has to offer.



DESCRIPTION

JOB PURPOSE:

To play an important role in the Pastoral team by providing support for the Head of Year

To provide guidance and care for students

To cover lessons when teachers are unavailable.

OBJECTIVES:

To support students in their academic and personal development through care, consistency and clear expectations

To support the school's ethos, nurturing ambition, confidence, independence and resilience to support all students as they progress to the next stage of their learning and their future

To model and nurture empathy, compassion and cooperation so that all students value and respect differences and diversity in an inclusive school and society

To ensure that covered lessons proceed effectively so that students can continue to make effective progress and standards are maintained in the absence of their regular classroom teacher

MAJOR AREAS OF RESPONSIBILITY:

- A. Student progress – Support individuals and groups of students in achieving better progress.
- B. Student attendance - Liaise with parents to promote and ensure excellent attendance.
- C. Year team ethos – Provide programmes of support for students with extra needs and investigate and deal with issues that may arise.
- D. Administrative support – Provide administrative support to the head of year - this will include filing, inputting data, creating reports, producing letters etc.
- E. Parent liaison – Communicate with parents on a wide range of issues affecting the year group.
- F. Covering lessons – Deliver work set by teachers in their absence.

KEY TASKS:

- A1. Manage the assigned 'case load' of students so that they make demonstrable progress towards achieving their potential and addressing issues.
- A2. Provide support to staff that ensures all students meet the expectations of our behaviour policy.
- A3. Promote high aspirations for achievement and the creation of independent and resilient learners.
- A4. Motivate students through their participation in lessons and year group activities.
- A5. Enable students to learn from their mistakes and develop positive habits.
- A6. Analyse progress data to decide which students need additional support and share the information with year teams and Leadership Team.
- A7. Produce and deliver interventions for individuals and small groups to improve their behaviour, monitoring the effectiveness of the work.
- A8. Produce and deliver interventions for individuals and small groups to improve their academic progress, monitoring the effectiveness of their work.



- B1. Promote punctuality and regular attendance as key values of the school.
- B2. Assist in monitoring lateness in the morning by recording students who arrive between 8.50-9.00am.
- B3. Contact parents about students who are regularly late and put in place plans to improve punctuality and monitor their effectiveness.
- B4. Contact parents about students who are regularly absent and put in place plans to improve attendance and monitor their effectiveness.
- B5. Manage parenting contracts to improve student punctuality and attendance.
- C1. To support the Head of Year with transition work at the entry to each new Key Stage, supporting with the supporting administration and induction processes to secure smooth transitions
- C2. Foster an ethos of mutual self-respect across the year group.
- C3. Get to know all students in the year group to provide advice to staff about their personal needs.
- C4. Investigate incidents involving students and collect evidence where required.
- C5. Ensure students are wearing the correct uniform as described in the uniform policy.
- C6. Provide information and support for the tutor team.
- C7. Encourage students to become involved in school events and extra-curricular events.
- C8. Create additional activities for students in the year group and look for innovative ways of inspiring students.
- C9. Be a role model for all students.
- C10. To support the Head of Year with the planning and completion of key events linked with the year group for example Wider Learning Days, FitzActive (enrichment days), leavers Prom etc...
- D1. Produce reports for students and maintain a database of interventions.
- D2. Produce letters for parents.
- D3. Input incident reports onto Bromcom/ePraise.
- D4. Provide administrative support for the Head of Year.
- E1. Call parents as directed by the Head of Upper School or Assistant Headteacher.
- E2. Hold meetings to establish and review parenting contracts.
- E3. Ensure parents know what their children's targets are and how they can help them achieve those targets.
- E4. Help explain the school's expectation about behaviour, punctuality and uniform.
- E5. Organise the year team parents' consultation evening.
- F1. Receive work from cover manager and monitor all students completing the work set.
- F2. Take the electronic attendance register for classes supervised.
- F3. Manage the behaviour of students in the classes being supervised.
- G1. To work with the Assistant Headteacher: Personal Development and Heads of Year to support the students' personal welfare and development.

ADDITIONAL DUTIES

To act as a member of the pastoral team, assisting with duties as and when necessary:

- type/produce documents
- input data
- other duties as required

OUTCOMES

The outcomes that are associated with this role are to work as part of the pastoral team who:

- Are consistent in their practice
- Share good practice with other team members and other members of the workforce
- Act as role models in managing clients effectively
- Act as role models in demonstrating professional pastoral support

The outcomes associated with the specific role are:

- Effective communication
- A proactive approach to meeting the needs of students and parents
- An individual and team belief in continuous improvement that is evidence through activity
- Planned and coordinated work schedules
- An ethos where problems are minimised and managed
- Effective teamwork where everyone is treated with dignity and respect

ACCOUNTABILITY:

The Student Well Being Manager post is accountable to the link Head of Year.

Safeguarding

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Person

SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/ Training	<ul style="list-style-type: none"> Good levels of proficiency in English and Mathematics. Functional ICT skills. 	<ul style="list-style-type: none"> Further qualifications i.e. GCSE, A level, Degree.
Experience	<ul style="list-style-type: none"> Experience of working with young people. 	<ul style="list-style-type: none"> Working in a school environment. Working in a classroom environment.
Knowledge	<ul style="list-style-type: none"> Ability to learn new and relevant skills 	
Skills/Attributes	<ul style="list-style-type: none"> Effective interpersonal skills Interacts with others on the basis of mutual self respect Remains calm under pressure Works effectively in a team Able to be flexible over hours during the working day Very trustworthy and ensures confidentiality is never broken 	<ul style="list-style-type: none"> Leading small group activities
Personal Qualities	<ul style="list-style-type: none"> Ability and willingness to work to get the best from all children Commitment, enthusiasm and energy Patience, resilience, and consistency Commitment to own personal and professional development Willingness to be involved in the wider life of the school community Emotional intelligence and empathy 	





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.

The appointment is for September 2023 and is part-time, and permanent (job-share with another part-time member of staff).

Fitzharrys School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here: [Policies - Fitzharrys School](#)

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

How to APPLY

The application window opens on 5 June 2023 for a two- week period, with applications to be received by 12 noon on 19 June 2023.

To apply, an application form and applicant monitoring form should be downloaded from [Vacancies - Fitzharrys School](#), completed and sent to: recruitment@abingdonlearningtrust.org

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please do contact Will Speke, Headteacher, by email to head.4127@fitzharrys.oxon.sch.uk or by phone on 01235 520698 for an informal discussion about the role.

We look forward to receiving your application.

