

Briefing Pack for Applicants Student Wellbeing Officer



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

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



Contents

Section 1: Post Advertisement.....	1
Section 2: Letter from the Chief Executive – Bev Matthews.....	3
Section 3: Letter from the Headteacher	4
Section 4: About Handsworth Grange Community Sports College	6
Section 5: Job Description.....	7
Section 6: Person Specification.....	11
Section 7: The Appointment Process.....	13
Section 8: Visitors to Handsworth Grange Community Sports College	15

May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Student Wellbeing Officer

Location: Handsworth Grange Community Sports College

Pay scale: NJC Grade 6, point 21: £33,143 to 26: £37,280 gross per annum

Actual Annual Salary: £28,507 - £32,065 (Under 5 years of service)

Contract: Temporary Backfill, 37 hours, 39 weeks

Start date: 1 September 2026 to 13 July 2027 or earlier return of postholder

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a Temporary Student Wellbeing Officer to join our outstanding team at Handsworth Grange Community Sports College.

Candidates are encouraged to have an informal discussion about the role with Rachel Parks Deputy Headteacher rparks@handsworth-mlt.co.uk

The closing date is Friday 3 July 2026 at 09:00am. Interviews will take place on week commencing 6 July 2026.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the school website [Handsworth Grange](#) **Please ensure that you do not fill in a Sheffield City Council application form in respect**

of this vacancy, ***ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each school. We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission, then we look forward to receiving your application.

Suzy Mattock
Headteacher

Handsworth Grange Community Sports College's Cultural Fit


Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So.... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.

Suzy Mattock
Headteacher

Section 4: About Handsworth Grange Community Sports College

OUR MISSION, VISION, VALUES

 HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE			
Our Mission: Exceptional education for every student, every day			
Our Vision: Our vision is focussed on learner outcomes, with an exceptional education we trust that every student will:			
<ul style="list-style-type: none">- have the resilience, independence, determination and tools required to tackle obstacles.- acknowledge and celebrate their successes and the successes of others.- have high expectations of themselves and endeavour to meet these every day. Be "Successful"	<ul style="list-style-type: none">- behave in a sensible and considerate manner.- move round school in a calm and safe way, ensuring everyone feels comfortable in school.- show respect to each other and feel valued and protected in school. Be "Safe"	<ul style="list-style-type: none">- communicate with one another showing tolerance and understanding to the views of others.- talk and engage with others in a kind and thoughtful way.- celebrate other cultures and traditions. Be "Sociable"	
Our Values: Our values underpin all the work that we do and the decisions that we make:			
Be "Brave"	Be "Kind"	Be "Present"	
We believe in:			
demanding high levels of progress and achievement from all students	care and support to break down the barriers to learning	improving our students' vocabulary comprehension and reading skills	a broad and balanced curriculum that challenges everyone

ABOUT US

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

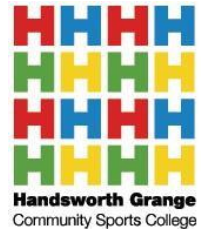
We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: Thank you for your interest in this role at our school.

Section 5: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Student Wellbeing Officer
GRADE/SALARY	NJC Grade 6, point 21 to 26
HOURS/WEEKS	37 hours 39 weeks
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	Deputy Headteacher Inclusion
RESPONSIBLE FOR	N/A
PURPOSE OF THE JOB	<p>To provide holistic support, advice and education around pupil wellbeing and mental health.</p> <p>To support, advise and guide pupils in removing barriers to learning including whole family working to promote effective participation, raise aspirations and achieve full potential</p> <p>To Lead and coordinate appropriate and timely interventions across whole school and 1:1 working.</p> <p>Act as the school's DDSL and manage and maintain safeguarding cases in line with KCSIE</p>
RELEVANT QUALIFICATIONS	<p>Minimum of NVQ Level 3 or equivalent qualification in relevant field ·</p> <p>Excellent numeracy/literacy skills – equivalent to NVQ Level 3 in English and Maths.</p>

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Provide wellbeing support and guidance to students and families.

Provide support to students and families in dealing with mental health issues.

Assist students and families in identifying mental health issues:

- Take a lead in the identification of the support needs of individual students.
- Co-ordinate sign posting to other services who provide support to families and young people and make referrals where appropriate.
- Provide continuity of support to students and families experiencing mental health issues.
- Initially assess students to identify support needed.
- Contribute to the delivery of the transition programme by working with identified students and families to provide individualised transition plans to tailor their support.
- Work with colleagues to contribute to the implementation and communication of the Mental Health Provision (Green Paper) and the whole school approach and vision for mental health and wellbeing
- Assist in the development of policies and procedures to support the development of a wellbeing provision.
- Integrate mental health topics into the curriculum, focusing on understanding mental health, recognising symptoms of mental illnesses, signposting support and reducing stigma.
- Assist in the development of processes and procedures to support students and families with mental health and wellbeing concerns.
- Raise awareness of how and where support can be accessed.
- Contribute to the delivery of CPD to staff on mental health issues and how to identify, refer and promote positive wellbeing.

Contribute to the development of partnership work with outside agencies to support the students and families with mental health issues:

- Work with the Senior Leadership, Safeguarding Manager and SENDCO to identify the needs of students at risk particularly those at risk.
- Work directly with students to manage mental health issues and how/where to seek support and promote their overall wellbeing.
- Develop individual and group programmes to support students/families managing mental health issues in accordance with trust and school policy.
- Under the direction of the Senior Leadership Team, develop and delivery mental health and wellbeing support service

Develop and maintain effective and supportive working relationships with students

Establish and develop an effective one to one / group wellbeing support service.

Develop relationships which motivate, challenge and empower students to address their wellbeing concerns.

Develop, agree and implement time bound action plans with groups and individual students and others involved, based on a comprehensive assessment of their strengths and needs:

- Collect information, contribute to assessments and review outcomes.
- Review assessment outcomes with the individual student and consider alternative support options where required.
- Work with students to agree outcomes and record a plan of action, review points and an exit strategy.
- Work with students and families to focus on a range of strategies and structured interventions.
- Monitor progress of individual students against mutually agreed objectives at regular intervals and set new targets if appropriate including agreement on exit strategies.

Operate within legal, ethical and professional boundaries when working with students and those involved with them:

- To be part of the school Safeguarding team and work closely with the Safeguarding Manager.
- Act as a DDSL to manage allocated safeguarding caseload in line with KCSIE
- Maintain appropriate professional boundaries in all contacts and support of students, their families/carers and other professionals.
- Develop and maintain effective working relationships with key stakeholders
- Refer to and work with relevant external agencies to provide appropriate and sift support for children.
- Follow reporting and case review procedures involving colleagues and line managers as required.
- Maintain the health, safety, protection and wellbeing of students and families whilst delivering the service.
- Promote the students equality, diversity, rights and responsibilities.

Reporting and Administration

- Maintain strict confidentiality guidelines in line with schools policy.
- Provide regular information to senior leaders and other staff as relevant to help support the students and families.
- Make home visits as required following school procedures. (H&S, Lone Working)
- Provide termly monitoring and evaluation reports.
- To maintain appropriate case records according to school policy and in line with KCSIE.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Student Wellbeing Officer

Minimum Essential Requirements

Method of Assessment

QUALIFICATIONS AND TRAINING

Minimum of NVQ Level 3 or equivalent qualification in relevant field

AF/I

Excellent numeracy/literacy skills – equivalent to NVQ Level 3 in English and Maths

AF/I

Safeguarding professional development and training which will allow the requirements of the post to be fully met

AF/I

Relevant degree level qualification (or equivalent qualification or relevant work experience)

AF/I

Safeguarding and Child Protection qualification and/or evidence of updated formal training; including completion of or willingness to work towards the DDSL accreditation

AF/I

KNOWLEDGE AND EXPERIENCE

Experience of working with Secondary age students and dealing with safeguarding issues

AF/I

Experience of working with multi agencies in particularly relating to mental health

AF/I

Experience of keeping confidential records/case work notes

AF/I

Experience of working independently as well as in a team

AF/I

Knowledge of Safeguarding issues and procedures

AF/I

Strong knowledge of mental health issues affecting young people

AF/I

Knowledge of a range of strategies to help young people suffering with mental health issues

AF/I

Proven track record of working with children and young people

AF/I

Experience and understanding of child protection and safeguarding procedures

AF/I

Working knowledge of relevant policies/codes of practice/legislation and a clear understanding of the statutory framework relating to safeguarding young people and child protection

AF/I/AA

SKILLS

Flexible Interpersonal skills

AF/I/AA

Good written, verbal and IT Skills

AF/I/AA

Understanding of current mental health agenda

AF/I/AA

Ability to relate effectively with children and adults

AF/I

Ability to communicate effectively at all levels, verbally and in writing

AF/I/AA

Ability to work effectively with parents and external agencies

AF/I/AA

Good interpersonal skills including the ability to negotiate, mediate and liaise with a wide variety of stakeholders.	AF/I
Ability to work in a fast pace, busy environment where competing demands direct and influence change	AF/I
Ability to model, promote and embed high standards of working practice and challenge where necessary	AF/I
Ability to develop and maintain effective working relationships with colleagues, parents and external agencies	
Ability to keep abreast of current and changing policy and legislation	
Ability to contribute to the change process. Effectively contributes to working procedures and helps to develop, plan and monitor systems and processes	AF/I
Ability to fully utilise Information Communication Technology to support the role	AF/I
SPECIFIC REQUIREMENTS	
Committed to continuous self-improvement and relevant professional development	AF/I
Flexible approach to work to meet the requirements of the post.	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I/R
Ability to undertake advanced safeguarding training and become a Deputy DSL	AF/I
A commitment to safeguarding students.	AF/I/R
Suitability to work with children.	AF/I/R
A commitment to equal opportunities.	AF/I/R
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I/R

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA akeeton@handsworth-mlt.co.uk

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@handsworth-mlt.co.uk by the closing date.

Section 8: Visitors to Handsworth Grange Community Sports College

Satnav Address:

Handsworth Grange Community Sports College
Handsworth Grange Rd
Sheffield
S13 9HJ

Bus Routes to Handsworth

52 & 52A
30
95A

Approaching from the M1

By car (via M1)

At junction 31, take the A57 exit to Sheffield (SE)/Rotherham (S)
Follow A57 and B6200 to Sheffield
At the roundabout, take the 1st exit onto A57
At the roundabout, take the 2nd exit and stay on A57
At the roundabout, take the 2nd exit onto B6200
At the roundabout, take the 1st exit onto Sheffield Rd/B6200
Continue to follow B6200
Turn left onto Beaver Hill Rd/B6066
Turn right onto Handsworth Grange Rd
436 ft
Turn left
Destination will be on the left

Approaching from Sheffield Parkway

By Car

Take Rotherham Gateway/Sheffield Pkwy/A630, B6533 and B6066 to Handsworth Grange Rd in Sheffield
Head north on Rotherham Gateway/Sheffield Pkwy/A630
Take the B6533 exit towards Catcliffe/Advanced Manufacturing Pk/Sheffield/Business Pk
At the roundabout, take the 3rd exit onto Europa Link/B6533
At the roundabout, take the 1st exit onto Poplar Way/B6533
At the roundabout, take the 3rd exit onto Highfield Spring/B6066
At the roundabout, take the 1st exit and stay on Highfield Spring/B6066