



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

Welfare Services Assistant

Required from November 2023

20 Hours per week, Term Time

1 Year Fixed Term Contract

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

01922 720696



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Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

There are currently almost 1400 pupils on roll, including over 450 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2022, 78% of GCSE grades were 7-9 (A*/A) and 72% of A Level grades were A*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past year, we completed projects to add additional capacity through the building of extra science rooms and improving Design Technology and Art facilities.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota (HR Executive) if you would like to discuss the role further via email;

s.sahota@qmgs.merciantrust.org.uk

The Role

Job Title:	Welfare Services Assistant
Grade:	NJC Grade 4. SCP 6 – 11 (FTE: £21,968 – £24,054) Actual salary £10,214 – £11,184
Purpose of Job:	
<p>To oversee the day to day running of the Student Welfare Hub reception; being the first point of contact for student concerns. Supporting the provision for SEND and SEMH work within the school.</p> <p>The role is directly line managed by Welfare Services Manager, Mrs Hill.</p>	
JOB DESCRIPTION	
<p>The duties may include any or all of the following:</p> <ul style="list-style-type: none"> • Being the first point of contact for students with queries or concerns • Take a leading role in the promotion of positive student welfare • Work alongside the specialist teams for Special Educational Needs (SEND) and Social Emotional and Mental Health (SEMH) within the school • Oversee pupil, staff and visitors' accidents and first aid incidents, and co-ordinate support for their medical needs • Liaise with other duty first aiders/heads of year to deal with accidents and illness • Maintain first aid records and follow up on issues (using EVOLVE) • Administer medications to pupils and staff where necessary • Ensure IHCP documents are up to date and shared where necessary • Co-ordinate student lockers • To manage lost property • Keep accurate and up to date records via CPOMS and SIMS • Communicating with pupils, staff, parents and external agencies as required • Liaising with outside agencies and orchestrating support as required • Support the implementation of the attendance policy which may require communication with contact with pupil or/and family • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy • Contribute to the overall ethos and high achievement of the school • Liaise with teaching and pastoral staff • Contribute to the wider co-curricular life of the school • Being aware of and supporting diversity and ensuring all pupils have equal access to opportunities to learn and develop • Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person • Participate in training and other development activities as required • Support the Welfare Services Manager, Mrs Hill where required 	

- Carry out any other duties as may reasonably be requested by the Headmaster or other members of the Senior Leadership Team.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role

PERSON SPECIFICATION

Preferred skills, personal attributes or experience

- Skilled IT user (previous experience of SIMS, CPOMS and EVOLVE an advantage)
- Ability to relate well to children and adults;
- First Aid experience, ideally with a current First Aid at Work certificate (although this can be arranged on appointment if required). Higher level experience or qualification would be advantageous
- Ability to be flexible in approach with good multitasking skills
- Ability to complete tasks in a methodical and diligent manner
- To have strong administrative skills
- Excellent organizational and time management skills
- The ability to communicate effectively, verbally and in writing with staff, pupils and parents
- Presence, dynamism, good sense of humour and approachability.
- Ability to deal with colleagues and pupils in a manner appropriate to each
- Ability to react positively and remain calm under pressure

NB You must be suitable to work with children. This job is subject to an Enhanced Disclosure.

Closing Date: Monday 2 October 2023

Interviews: W/C 2 October 2023

Please return completed application forms to s.sahota@qmgs.merciantrust.org.uk

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary's Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

Location

Queen Mary's Grammar School
Sutton Road
Walsall
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota, s.sahota@gmgs.merciantrust.org.uk (Human Resources) to arrange a visit. Such visits are strongly encouraged.