



# Alfriston School

## Sports College

Penn Road, Knotty Green, Beaconsfield,  
Buckinghamshire, HP9 2TS  
Telephone: 01494 673740  
Email: [office@alfristonschool.com](mailto:office@alfristonschool.com)



November 2021

**Role:** Wellbeing Assistant  
**Salary:** 4 Days Per Week Voluntary  
1 Day Per Week Paid at Bucks Pay Range 1-2  
**Placement:** September 2022 – July 2023 (39 Weeks)  
**Hours:** 4 Days Per Week (unpaid) in Wellbeing Team  
1 Day Per Week (paid) as Classroom Assistant  
**Start Date:** 1<sup>st</sup> September 2022

Dear Applicant,

Thank you for showing an interest in the vacancy we have at Alfriston School. I hope after reading this information you feel able to apply for this post.

We are seeking a Wellbeing Assistant to provide an opportunity to work in the Wellbeing Team within a school to support the social, emotional, and mental health needs of pupils. You will gain an insight into the fields of therapeutic/counselling/CBT work, healthcare services such as CAMHS, social care services, and the educational field. The workload is a balance of research/project work, 1:1 therapeutic intervention, and general day to day admin, team work and ad hoc emotional support for pupils in need.

**To Apply:** Please visit our website [www.alfristonschool.com](http://www.alfristonschool.com) to download and complete the application form, please send a supporting cover letter with your application.

All applications are to be sent via email to [recruit@alfristonschool.com](mailto:recruit@alfristonschool.com) for the attention of Mrs Ellie Davison.

If you would like to make an informal visit please also contact Mrs Ellie Davison, via [recruit@alfristonschool.com](mailto:recruit@alfristonschool.com) who will be delighted to arrange this for you.

**Closing Date for Applications:** Friday 7<sup>th</sup> January 2022

**Interview Date:** February 2022 - TBC

Yours sincerely

*Jennifer Gray*

Jennifer Gray  
Head of Wellbeing



Alfriston is an outstanding Special School with Academy status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. All the pupils have an Education Health Care Plan and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs. At present there are 60 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

### **WHY WORK FOR ALFRISTON SCHOOL?**

Alfriston School is based in Beaconsfield. The school benefits from outstanding modern facilities, all of our classrooms are fully equipped with interactive screens and access to class sets of laptops or iPads. All teachers are provided with a laptop that is renewed every three years. The school enjoys a recently modernised performing arts and music facilities that include the use of a dance studio, sound/recording studio and performance space, along with our exceptional sports facilities that caters for a range of indoor and outdoor activities including mountain biking, trampolining, cycling, football and many others. The school also enjoys use of its spacious swimming pool designed by a bespoke architect, as part of an upgrade of the sports facilities at Alfriston, the architects developed a concertina-like roof structure that echoes the shape of the pitched roofs on other buildings in the area causing minimal sound reverberation which is beneficial for the use of our students with their Special Educational Needs.

Staff often remark that Alfriston it is a great place to work. Staff retention is high which we think reflects the supportive and friendly environment in which we work. Our pupils are inspirational and full of potential. Staff feel they are people *"You just want to be with!"* Having been rated 'outstanding' by Ofsted in July 2013 it was noted "The excellent personal and academic opportunities offered ensure that the school makes a huge difference to the lives of students. As a result, all groups achieve outstandingly well from their individual starting points."

The school culture of teamwork and aspiration is reflected in the report where it states "The headteacher has a very ambitious vision for the school. Senior leaders and managers place a significant focus on improving staff performance through regular high-quality training and checks on their work. The governing body makes an excellent contribution to the school's effectiveness and work tirelessly to raise achievement through its regular visits to check teaching and learning."

Alfriston offers a wide and diverse range of professional development opportunities for staff, including the opportunity to train with Astra School Centred Initial Teacher Training (SCITT), a local Ofsted-outstanding school-centred teacher training provider.

Alfriston School also offers staff:

- A friendly working environment
- Supportive and caring colleagues
- Excellent opportunities for professional development
- Onsite parking
- Transport links (Chiltern Line and close to the M40)
- Discount on hire of selected school facilities
- Close to local amenities





## **Job Description**

**Position:** Wellbeing Assistant

**Reporting To:** Head of Wellbeing

The position of Wellbeing Assistant at Alfriston School provides an opportunity to work in the Wellbeing Team within a school to support the social, emotional, and mental health needs of pupils. You will gain an insight into the fields of therapeutic/counselling/CBT work, healthcare services such as CAMHS, social care services, and the educational field. The workload is a balance of research/project work, 1:1 therapeutic intervention, and general day to day admin, team work and ad hoc emotional support for pupils in need.

### **General Roles and Duties**

- Respond positively to the social, emotional and behavioural needs of the pupils
- Assist the Head of Wellbeing in the development and delivery of social and emotional skills and wellbeing programmes for pupils
- Conduct research into topics of interest such as social and emotional skills and child wellbeing/mental health (including a yearlong research project)
- Reinforce the standards and expectations that exist within the Aims of Alfriston
- Assist with any admin if required in liaison with the Head of Wellbeing
- Secondly, to support the Speech and Language and Occupational Therapy Departments

### **Role as Wellbeing Assistant (4 days a week)**

- Support the Head of Wellbeing in delivering 1:1 planned evidence based therapeutic intervention work and support with pupils on issues such as self-esteem, social skills, anger, behaviour, low mood, understanding emotions, decision making, and any other needs the pupils may have
- Support the Head of Wellbeing in creating social and emotional based programmes on specific difficulties, such as anxiety and behaviour management
- Support the Head of Wellbeing in delivering social and emotional groups or any other therapeutic groups.
- Support pupils on a daily basis with any social or emotional difficulties that they may be experiencing
- Conduct research into topics such as social and emotional skills, children with learning difficulties and disabilities, different types of therapy approaches and techniques, and general wellbeing topics
- Conduct a yearlong research project into a topic of interest chosen in conjunction with the Head of Wellbeing
- Score psychometrics on pupil wellbeing and behaviour and produce reports on their progress
- Prepare material/admin/resources ready for any individual or group work at the request of the Head of Wellbeing
- Support individual pupils in managing personal issues and times of difficulty

- Carry out administrative tasks such as writing up case notes and preparing reports
- Support the Head of Wellbeing in making referrals and liaising with other agencies such as social services, health professionals, CAMHS, Educational Psychologists
- Liaise with parents regarding any difficulties they may be having at home with their child or family and discuss ways in which the school can help
- Assist the Head of Wellbeing in delivering and developing 1:1 and group health interventions, such as building self-esteem or social skills through sport or team activities
- Support pupils with their physiotherapy and occupational therapy needs

#### **Role as Classroom Assistant (1 day a week)**

- Support the classroom teacher in the learning of pupils with special educational needs

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.