



Alfriston School Sports College

Penn Road, Knotty Green, Beaconsfield
Buckinghamshire, HP9 2TS
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January 2019

Dear Applicant

ALFRISTON SCHOOL

Role: Wellbeing Assistant, Permanent

Salary: Bucks Pay Range 3, Term-time only, 39 weeks plus 3 additional weeks to be worked flexibility during school holidays (pro rata £19,528 - £21,108)

Hours: Monday – Friday 8:30am – 4:00pm (with an additional 2 hours to be worked after 4pm as flexi time)

Required to start: As soon as possible

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 require a confident, calm and caring person to join our School Wellbeing team who provide daily and long term emotional and social support to pupils. The successful candidate will have excellent communication and listening skills, and keen to engage in further training and personal development. You will be an excellent role model and offer your support and guidance to ensure pupils are fully engaged and happy.

You will work with the Wellbeing Team to support pupils who are experiencing any barriers to learning, such as social, medical, emotional and mental health needs, whether temporary or long term. You will support these pupils through daily counselling skills and cognitive behavioural therapy programmes. Additionally, you will be goal focussed in working with staff, parents, and outside agencies in order to help these pupils access their educational provision.

To apply:

Please complete the application form and write a letter of application (preferably in word) addressing each of the bullet points in the person specification. Please email your application form to office@alfristonschool.com for the attention of The Office Manager.

The Closing Date for Applications: Friday 8th February 2019 at noon

Interview Date: Wednesday 13th February 2019

Yours sincerely

Jinna Male

**Jinna Male
Headteacher**

ABOUT THE SCHOOL AND STAFF

Alfriston is an outstanding Special School with Sports College status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. We became an Academy on 1st March 2012. The school has been delivering high quality education since 1950. All the pupils have a statement of special educational need 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.

Our website is www.alfristonschool.com

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.

JOB DESCRIPTION

REPORTING TO: Head of Wellbeing

ROLES AND DUTIES

To provide daily and long term emotional and social support to pupils, to ensure pupils are fully engaged in learning and happy.

General

- To support the wellbeing and mental health needs of pupils through therapeutic Cognitive Behavioural interventions
- To support the daily social, emotional, and health needs of pupils through counselling skills, first aid, and record keeping
- Maintain an administrative workload

Wellbeing

- Help deliver and design therapeutic Cognitive Behavioural Interventions for groups or on a 1:1 for pupils with social, emotional, or mental health needs
- Support the daily social and emotional needs of pupils through counselling skills and therapeutic self-help strategies
- 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
- Carry out administrative tasks such as writing up case notes and preparing reports
- Support the Wellbeing Team in designing therapeutic interventions and conducting research into areas of interest across the school
- Plan, run and manage a number of activity days for pupils during the school holidays

Health

- Maintain pupils' healthcare plans and medical information to ensure all information is up to date, recorded, and communicated to staff
- Support pupils with their physiotherapy needs
- Create individual risk assessments for pupils with medical and health needs
- Maintain medical policies and procedures to OFSTED standard
- Support pupils with their daily first aid needs
- Support pupils with medical needs/conditions
- Support pupils who require prescribed medication during school hours
- Maintain the First Aid stock

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PERSON SPECIFICATION

Criteria	Desirable	Essential
Experience		
Working with children/adolescents with additional needs (educational, social, emotional or mental health)		Y
Working with parents / families who need support	Y	
Working with a range of professionals and agencies	Y	
Qualifications and Training		
Psychology qualification	Y	
Training in counselling skills	Y	
Mental Health First Aid	Y	
First Aid	Y	
Knowledge and Skills		
A good knowledge of how mental health and wellbeing can affect a pupil's ability to fully access their educational provision		Y
Ability to develop and maintain strong and positive relationships whilst maintaining clear role, ethical and professional boundaries		Y
Able to manage a variable and unpredictable workload		Y
Have attention to detail in order to ensure safeguarding and medical records are accurate		Y
Ability to communicate effectively with colleagues, families and agencies		Y
The ability to challenge and support non-compliant parents/carers and young people		Y
Understanding of promoting positive relationships within the wider school community		Y
Understanding equality and diversity issues and implications for policy and practice		Y
Personal Qualities		
Ability to demonstrate a calm, patient disposition		Y
Highly developed interpersonal skills		Y
Be goal orientated in your work approach		Y
Have a flexible approach and be able to adapt to change		Y
Be emotionally resilient and able to work in challenging situations		Y
Ability to relate to young people in a positive manner		Y
Willingness to constructively challenge the work of self and others to continually improve own and team performance		Y
To show loyalty and commitment to the school		Y