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The School Prospectus can be found on our website: www.kingsmead-school.com

January 2019

Dear Applicant

Welfare Officer

Thank you for expressing an interest in this post. I do hope you will be interested in applying.

With this letter I enclose a standard application form for your completion and a job description. The closing date is 12 noon, Monday 21 January 2019.

The application form is also available in Word format on our website under Joining Us/Vacancies.

If you have any questions relating to this post, please do not hesitate to contact Jo Roberts, Administration Manager on 01984 623483 or email: jo.roberts@kingsmead-school.com.

We look forward to hearing from you.

Yours sincerely

Mrs E Pow
Business Manager

KINGSMEAD SCHOOL : INFORMATION FOR APPLICANTS

Kingsmead School is a rural Academy with a fully comprehensive intake situated near the Devon/Somerset border, close to the Brendon Hills and Exmoor. It is a magnificent area in which to live and work. Not only is there the tranquillity and beauty of the countryside but there is the rapidly growing county town of Taunton nearby and easy access (20 minutes) to the M5 for connections to the rest of the country.

The School lies in the small town of Wiveliscombe. It caters for the age range 11-16 and has over 900 daytime students. The School is very successful and is oversubscribed. Our latest Ofsted Report, in March 2017, gave an overall judgement that Kingsmead is a "good school".

We strive to live our core values of Respect, Determination, Care and Aspiration. Our educational philosophy is simple and uncompromising. We believe that challenging students to achieve academic results beyond their targets is vital in ensuring that they aim high in life. We know that students thrive and learn in an environment where they feel safe and nurtured. All students have potential to be discovered and developed and it is our duty as teachers to help them make full use of their talents and abilities. We believe that all skills and talents should be recognised and celebrated within and beyond our curriculum. We strive for quality, set high standards and have high expectations. We believe this is the key to the outstanding achievements of our students in so many fields in recent years - high expectations and a commitment to give of their best and get involved in the life of the school.

My expectations of the staff at Kingsmead are equally uncompromising, Staff, irrespective of their role, lead by example and act as positive role models for our students. We are determined to deliver the highest quality teaching and ensure the needs of all our students are met effectively.

We are confident you will find that Kingsmead is a welcoming school where students are happy and learn in a supportive, secure and purposeful environment.

We firmly believe in developing an international dimension for the school and we have strong links with Europe and also with Zambia in Africa.

Kingsmead is a pleasant and stimulating place and the staff are committed, friendly and supportive. The students are responsive and well behaved. The school is committed to continual curriculum improvement and the professional development of its staff.

We have high expectations. We expect staff to support our caring, student-centred ethos, to be supportive of each other and to set high standards for our students.

If you like the sound of Kingsmead and think you have something to offer, we would welcome your application.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to this commitment."



JOB DESCRIPTION

Section:	Secondary School – Academy
Job Title:	Welfare Officer
Reports To:	Deputy Headteacher (Personal Development Behaviour and Welfare)
Main Purpose of Job:	
<ul style="list-style-type: none"> • To provide comprehensive and inclusive welfare support for students at Kingsmead School within the Student Welfare Area. • To liaise with a wide range of school staff, parents and external agencies to ensure students receive relevant and effective ongoing social and emotional support. 	
Main Responsibilities and Duties:	
<ul style="list-style-type: none"> • To ensure that young people with emerging social, emotional and behavioural needs are supported or sign posted – these needs will be varied and might include: Self harm, medical issues, social anxiety, disaffection, mental health issues and relationship/family concerns • To support the Designated Child Protection leads as required • To liaise regularly with Leaders of Student Support and Phase Leaders to ensure appropriate interventions are provided for students identified as having emerging social, emotional, health or mental health concerns through the Phase system • To work with students with emerging social, emotional, health and mental health concerns – to ensure appropriate attendance at lessons and continuance with learning • To work with parents of students with emerging social, emotional, health and mental health concerns – to ensure maximum student participation as appropriate • To support our drop-in clinic- in 'The Base' in collaboration with the NHS School Health Adviser • To advise students on welfare/health/mental health issues • To signpost/refer students on to other areas of support in the school (SEN) or outside agencies as appropriate • To take an active role in local and national initiatives that support working effectively with students with emerging social, emotional, health and mental health concerns • To develop and maintain knowledge and understanding of students general and specific learning needs to ensure that support is provided at the appropriate level • To keep up to date with training in order to update knowledge and skills in relation to student welfare • To attend relevant meetings within contracted hours • To ensure an effective system of reporting and recording in line with school policies is in place • To produce written reports as required 	

Health & Safety Administration

- To ensure any SSP's or medical plans are in place for students with emerging concerns.

SUPPORTING PROCESSES

Problem Solving and Creativity:

- Resolving welfare issues, referring more complex problems to senior staff
- Working within prescribed procedures and dealing with day to day issues
- Using initiative to solve problems with creative solutions
- Determining own priorities, with some guidance, in order to reach deadlines

Decision Making:

- Passing on information about student welfare to senior staff

Physical Effort and Working Conditions:

- A normal school environment, although the post holder may be involved in external school activities.
- Some of the working day is spent standing, with periods of crouching/bending to engage students in activities.
- Occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs and/or physical disabilities.

Contacts and Relationships:

- Line management: Deputy Head
- Liaison with Leaders of Student Support and form tutors
- Liaison with relevant external agencies (CSC /CAMHS /School Nurse etc)
- Support the work of the school counsellor
- Liaison with the PFSAs to ensure good 'wrap around' support is given to students
- Regular and frequent contact with students, parents, members of staff and outside agencies.
- Contacts with a wide range of telephone and personal callers to pass and receive information

Knowledge, Skills and Experience:

- Ability to work with adolescents.
- Qualities required are: Discretion, empathy, commitment, sensitivity, to be non-judgmental, flexibility, to be firm, fair and consistent, to seek creative solutions to challenges
- Aptitude or experience of working with ICT including SIMS
- Administrative and organisational skills
- An education standard equating to five GCSE's, grade C and above, including English and mathematics
- Supervisory experience

Standards & Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.

- Be proactive in matters relating to health and safety.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date:

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Welfare Officer

Conditions of Service

Support Staff Salary Scale Points 13 - 16, £17,391 - £18,319 per annum, pro rata; actual salary £8,294 - £8,736

Duty Times 8.30 am – 4.00 pm Wednesday - Friday (½ hour lunch break)

Working Weeks Term time + 3 INSET days

Paid weeks 43.8091

Travelling to Kingsmead School – Wiveliscombe



Wiveliscombe is situated on the B3227 Taunton - Barnstaple Road (formerly the A361), 4 miles from the Devon/Somerset border and 10 miles from Taunton. There is also access from Junction 25 of the M5; the route is well signed through the North of Taunton. There is also access from Junction 26 via Wellington. There are two car parks, one in North Street and the other off Croft Way.

Directions to Kingsmead

From Taunton, travel along the B3227.
In the centre of Wiveliscombe, turn left at the traffic lights. The School is 150 m on the left.

How to Apply

- Complete the application form
- Using the application form, section F, and no more than two sides of A4, outline your experience to date and your reasons for applying for the post

Please forward your completed application to:

Miss J Roberts
Administration Manager
Kingsmead School
Wiveliscombe
Taunton
Somerset TA4 2NE

Timetable for Appointment

Closing Date: 12 noon, Monday 21 January 2019

Interviews: Tuesday 29 January 2019

APPLICATION FOR EMPLOYMENT WITH KINGSMEAD SCHOOL

Before completing, please ensure you have read the guidance notes in the application pack or on our website. You may use additional sheets if you need to.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.

Please return this form to the address given in the Advertisement or Application pack. This form should be typed or handwritten in black ink for photocopying purposes.	
Application for the post of	
Closing Date	
How did you hear about this job? (Name of publication if advertised)	

Part A: Personal details (Block capitals please)

Family Name /Surname	
Previous Name(s)	
Forename(s)	
Known Name: (if different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (if available)	
Email Address (only if preferred form of contact and in regular use)	
Date of Birth	

Part B: Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reasons for leaving:			
Please explain why you are applying for this post at this time:			

Part C: Employment History (most recent first)

Please give as much relevant information as possible. You must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please indicate any time spent employed as a volunteer.

Name & Address of Employer	Date From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved	Name of Educational Establishment and/or Professional or Awarding Body

Part E: Training/Continuing Professional Development.

Please give details of relevant training/developments activities		
Training Course and Organiser or Development Activity	Time spent	Outcome – Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need to.

Previous Experience: Referring to the job description, please detail your relevant experience to date and your reasons for applying

Part G: Supplementary Information

Personal Transport: For posts which involve travel away from normal place of work:	
Are you willing and able to travel to meet the requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel.	
Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part H: REFERENCES AND DECLARATIONS

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend.			
Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.			
Name of first referee			
Job Title of Referee			
Name of organisation			
Address (Including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you (eg supervisor, tutor)			
Dates of your employment		From: / To: /	
Name of second referee			
Job Title of Referee			
Name of organisation			
Address (Including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you			
Dates of employment		From: / To: /	
Declaration of Interest: Please note that canvassing support of trustees, governors or staff of Kingsmead School can lead to disqualification of your application.			
Do you have family or close relationships with any individuals involved in any aspect of the recruitment process eg trustees, governors or staff of Kingsmead school? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give name:			
Position:		Relationship:	

Declaration			
I confirm that I am entitled to live and work in the United Kingdom I am willing for this data to be held and processed by Kingsmead School and to be verified with relevant third parties. This may include previous employers. The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.			
Signed		Date	
If you apply online and are shortlisted, you will be asked to sign your application at interview.			

Confidential

Equal Opportunities-Recruitment Monitoring

This form will be kept separate from your application form. It is not referred to during the selection process

Kingsmead School values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice, making Kingsmead School a great place to work.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to data will be restricted to nominated staff within the HR Department. If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application.

Thank you for your co-operation.

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence.

Please tick ✓ the appropriate box

Name:	Job Ref:
Are you? Male <input type="checkbox"/> Female <input type="checkbox"/>	

What is your date of birth (dd/mm/yy)? / /

To which of these groups do you consider you belong?

White	Asian or Asian British
<input type="checkbox"/> British <input type="checkbox"/> Other	<input type="checkbox"/> Indian <input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Irish	<input type="checkbox"/> Pakistani <input type="checkbox"/> Other
Mixed	Black or Black British
<input type="checkbox"/> White & Black <input type="checkbox"/> White & Asian Caribbean	<input type="checkbox"/> African <input type="checkbox"/> Caribbean
<input type="checkbox"/> White & Black African <input type="checkbox"/> Other	<input type="checkbox"/> Other

Other Backgrounds

Chinese Gypsy Other

If you have ticked other to any of the above, please specify:

Do you consider that you have a disability? Yes No

N.B Under the Disability Discrimination Act 1995, a person with a disability is defined as having ‘a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities’. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS. It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.

If yes, please indicate the nature of your disability.

- Physical Impairment** **Mental Impairment** **Other**
- Mobility Impairment** **Visual Impairment** **More than 1 Impairment**
- Hearing Impairment** **Learning Disability**

Thank you for your co-operation. Please return the completed questionnaire with your application form.

Version: April 2011