



KING'S LEADERSHIP
ACADEMY HAWTHORNES

STUDENT WELFARE OFFICER

RECRUITMENT PACK

PART OF



GREAT SCHOOLS
TRUST



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

Our school is part of The Great Schools Trust, a small but growing multi-academy trust situated in the Northwest of England. There are currently four Kings Leadership Academy schools within the Great Schools Trust in Warrington, Liverpool and Bolton and a student referral unit next to our Liverpool school, the Aspire Centre. There are currently plans ongoing for further expansion of the Trust.



Why King's Leadership Academy Hawthornes?

We are a growing school of committed friendly staff, a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum. We are a school centred in our Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour. It is these values that drive our behaviours and relationships, a 'lingua franca' that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people,' something we are proud of.

Our aim is to provide a curriculum for our students that enables them to access real knowledge and a chance to progress to high quality higher education or training. We also aim to create an enriched offer that provides cultural capital for all of our students, irrespective of their personal circumstances. We also privilege diversity and inclusivity and pride ourselves on the welcome we give every student and their families.

We tackle disadvantage rigorously. We provide every student with a chrome book, free breakfast and breaktime food, free residential experiences to build self-esteem and teamwork, free opportunities to join the Duke of Edinburgh scheme. We have won national recognition for Combined Cadet Force sponsored by the Royal Marines. No student is left behind and we remove barriers to learning at every opportunity.

We take the development and well-being of our staff equally as seriously.

Everyone is provided with a laptop and we have recently invested in state-of-the-art ICT infrastructure for every classroom. We hold CPD on two evenings a week – our late finish for Thursday Enrichment allows an early finish on a Friday for a second CPD session. This collaborative approach has allowed the Trust to develop a common curriculum and strong assessment policies that allow staff to focus on work life balance and having the energy to focus on the classroom, not clutter beyond it.

These approaches have led to extremely high levels of staff retention and attendance. It is place where people want to teach, where parents want to send their children and where children want to study.

If you are interested in a post at King's Leadership Academy Hawthornes, I strongly recommend you come to Bootle and see the work we do for yourself. We are situated in Bootle, two miles from Liverpool city centre. The school is within Sefton local authority.

I look forward to meeting you.

Pete Gaul

Principal

Student Welfare Officer

Salary: Scale 4 points 7-11 - £22,369- £24,054 (FTE) TTO Salary = £18,928 - £20,353

Contract: Permanent, Term Time Only

Hours: 37 hours per week

Location: King's Leadership Academy Hawthornes

Reporting to: Vice Principal

Start date: ASAP

Working at King's Hawthornes

King's Leadership Academy Hawthornes is seeking to appoint a hard-working and dedicated Student Welfare Officer.

King's Leadership Academy Hawthornes is a growing school of committed, friendly staff and a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum.

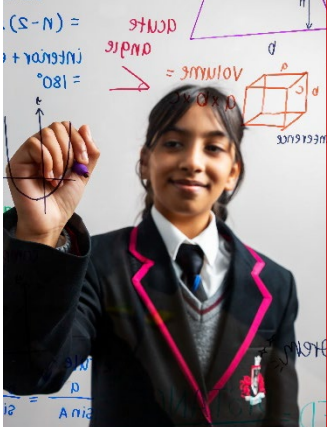
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We wish to appoint a highly motivated individual who shares our vision for making all students successful citizens in tomorrow's world.

Visits to our academy are encouraged and welcomed before applying for this post.

Key benefits

- Flexible working opportunities
- Exceptional CPD offer
- Generous benefits package
- Access to BUPA Employee Assistance Programme





Purpose of the role

The Student Welfare Officer is responsible for:

- Assisting in the smooth and efficient running of the School's Student Welfare Office
- The provision of efficient and accurate clerical support to the Welfare Office

Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.

Job Specification

- To provide medical (first aid), administering medication and welfare care to students
- To provide medical (first aid) to staff and daytime school uses if required
- Ensure all first aid, accident reports and student health details are documented accurately
- To liaise with the school nurse and all/any other relevant health care professionals
- Assist with risk assessments for all school trips and residentials for any students with medical needs
- To assist in maintaining and updating information held on school databases in particular those relating to students
- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- To assist in the routine collection of data as required
- To assist in the maintaining of archive files and historical data
- To undertake administrative / clerical tasks including routine word processing, photocopying, filing, collating reports, when available to assist
- To provide efficient and accurate clerical support to the Line Manager
- To assist with student uniform checks

Administrative

- To ensure that all administrative duties, checks and documentation completed to the required level of accuracy and deadlines
- To process, input and extract data held on the school's database systems
- To maintain both manual and computerised record and filing systems in line with requirements

General

- To assist in school emergencies as required, contacting emergency services, Senior Management etc



- To attend relevant meetings and training sessions
- To assist in such duties and activities relating to any of the above areas appropriate to the role as the Principal shall from time to time reasonably require

Strategic Direction and Development of King's Leadership Academy Hawthornes

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the academy's Performance Management policy.
- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Other

- King's Leadership Academy Hawthornes expects all colleagues to uphold the duty to safeguard and promote the welfare of learners.





Person Specification

Qualifications & Experience

- Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (E)
- Experience of working in a busy office environment / reception area (E)
- First Aid qualification (or willingness to gain one) (E)
- Experience of working in a school or similar establishment (D)

Knowledge & Skills

- Ability to build and form good relationships with students and colleagues (E)
- Ability to work constructively as part of a team, understanding school roles and responsibilities (E)
- Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and visitors/callers (E)
- Good standard of numeracy and literacy skills (E)
- Ability to use basic ICT software packages, equipment and other resources effectively (E)
- Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation (D)

Personal Qualities

- Ability to follow direction from Line Manager (E)
- Initiative and ability to work when under pressure (E)
- Able to work flexibly and respond to unplanned situations (E)
- Able to appropriately deal with confidential information (E)
- Efficient and meticulous in organisation (E)
- Sensitivity and understanding, to help build good relationships with students (E)
- Commitment to safeguarding student's wellbeing and equality (E)
- A commitment to getting the best outcomes for all students, and promoting the ethos and values of the school (E)

(E) - Essential, (D) - Desirable



Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Application and interview process

Deadline for applications: Tuesday 19th September

Interviews: W/C 18th September

Submit Applications to: Anna Dunne at a.dunne@kingshawthornes.com

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on your letter of application so please read the Job Description and Person Specification carefully before you write your letter of application.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK



- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualification
- List 99 check
- Section 128 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

