



Bethany
since 1866

Pupil Welfare Officer

The School

In addition to being a registered charity, Bethany is a co-educational, independent boarding and day School for pupils aged 11-18 years. There are 360 pupils in the School, including 90 boarding pupils. The majority of pupils remain in the School until they are eighteen and most proceed to University. There are 71 pupils in the Sixth Form and in 2021 95% of grades achieved at A level were A*-C. The 2021 GCSE pass rates was 98% at 9-4 (A*-C) grade.

Bethany enjoys an ever-growing reputation, both locally and further afield, for the quality of its teaching and pastoral care. As a result, pupil numbers are very buoyant. In recent years the School has undertaken a programme of building development, including the construction of an indoor swimming pool, an extension to the sixth form building as well as a dedicated fitness building. The next phase of this development will include a purpose built performing arts space.

The School is a Christian foundation with a strong community life. All members of staff are expected to be in agreement with the Christian values and to attend Chapel with the pupils. The School is well known for its high level of pastoral care for pupils. In addition, it enjoys an international reputation for the education of dyslexic pupils. Class sizes are small, rarely reaching more than eighteen pupils, and considerably less in the Sixth Form.

The School is set in beautiful Kent countryside and the 60-acre campus is spacious and attractive. It lies in the hamlet of Curtisden Green, mid-way between Goudhurst and Marden. Central London is less than an hour's journey from Marden Station, as are Dover and the Channel Tunnel. For a small School, the high standard of sporting success and the extensive games programme are made possible by the expertise and commitment of the teaching staff outside normal lesson time. The Duke of Edinburgh Award Scheme also enjoys remarkable success, as do the Performing Arts. We have a hugely successful pupil/teacher/exchange programme with a senior School in Taiwan.

The School is forward thinking in all aspects of teaching, learning, and curriculum and has created a 10-year vision, Bethany 2026, for its education provision.

Bethany 2026 is a School, which is:

- Providing an innovative education relevant to the 21st century;
- Encouraging the virtue of learning in young people delivering 21st century learning habits;
- Living our Christian values through excellent pastoral care;
- A flourishing School investing in the future.

Furthermore, the School has a unique philosophy of learning centred on developing excellent learning habits in its pupils in order to instil in them the 'Virtue of Learning'. All teaching staff are encouraged to undertake their own action based research through a teacher-led Professional Learning Community model. In recent years the curriculum has been enhanced further and now includes GCSE Dance, and level 3 courses in Economics and Computing. In addition, all full-time staff are provided with a laptop computer and all pupils from Year 7 have their own laptop. This is complimented by a revised Computing curriculum in Key Stage 3 which includes coding and the opportunity for pupils to develop core computing skills. As a School we make use of Microsoft 365 for supporting teaching and learning and have a number of staff who are Microsoft Innovative Educators. We have used Teams to deliver a highly successful remote learning program during lockdown.

General Salary and Conditions

This is a term time role, working 36 weeks a year. Working Monday to Friday 9.45 am to 4.15 pm. Salary range is between £17,000 - £20,000 per annum depending on skills and experience.

The post is subject to the completion of a confidential medical questionnaire and the self-certification of medical fitness together with the normal DBS checks.

In September 2016 Bethany School also introduced Benenden Health Care to its employees. Benenden Health Care is a not-for profit health organisation which was set up over 100 years ago to help reduce the NHS waiting times. It offers its members local consultations and tests, physio, and rehab as well as psychological support and financial support if anyone is suffering from a life-changing condition.

Meals on duty are provided and in addition the School participates in a Contributory Pension Scheme for support staff.

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Application

An application form can be obtained from our website under About Bethany or by contacting Human Resources on recruitment@bethanySchool.org.uk

The closing date for applications is 12 noon on Thursday 26th May and we are looking for a September 2022 start. The post is subject to the receipt of two satisfactory references, completion of a confidential medical questionnaire, and an enhanced Disclosure & Barring Service check.

Pupil Welfare Officer

Job Description

Purpose of the job:

Supporting the Deputy Head Pastoral and School nurses in providing excellent and additional pastoral support for the pupils within Bethany School.

Main Duties and Responsibilities:

The postholder will undertake all duties and responsibilities in compliance with regulatory, legislative and school procedural requirements.

- Work directly in conjunction with the Deputy Head Pastoral, School nurses, School Counsellor, Heads of Year, Housemasters, Designated Safeguard Lead (DSL), and Deputy Designated Safeguard Lead (DDSL) on matters relating to pastoral support and wellbeing of the selected pupils who need additional (non-medical) welfare support.
- Provide, where relevant additional administrative pastoral support to support pastoral processes and procedures.
- Liaise with parents / carers / professionals with regards to pastoral support being provided, wellbeing and ongoing support being provided to specially selected pupils.
- Support Heads of Year, Tutors, Housemasters (for boarders) in dealing with the more acute pastoral needs of selected pupils.
- Contributing to raising standards and achievement for utilising the structures within the school such as support plans,, safety plans and health plans.
- Support and enable pupils once they 'exit' or are struggling with their mental health to return to class or go home.
- Demonstrate empathy with those experiencing challenges within the school community.
- Reinforce positive behaviour.
- Support staff in understanding behavioural issues relating to poor behaviour being a reflection of underlying concerns or issues for pupils.
- Contributing to pastoral reviews (both statutory and not statutory) of selected pupils' progress.
- Providing regular feedback to Pastoral staff and School Nurse.
- Support with pastoral administrative and clerical tasks for the pastoral staff such as minuting meetings or taking pupil statements.

- Work collaboratively with all pastoral staff and with the promotion of PSHCE, Relationship and Sex Education, and the work done by the school in relation to promoting those with identified protected characteristics such as LGBTQ+.
- Maintain positive professional relationships with all colleagues.
- Be aware of and follow relevant school procedures and policies, especially surrounding behaviour, sanctions, praise and SEND.
- Take appropriate action to support child protection and the safeguarding of children.
- Promoting positive links between home and school and the wider community.
- Respecting the sensitivity and confidentiality of information about pupils' and the school.
- Being a positive role model for the pupils' and parents.
- Attend relevant in service training.
- Undertake any other reasonable duties as required by the Deputy Head Pastoral, School Counsellor or School Nurses.
- Adhere to all School Policies to include but not be limited to Safeguarding and Child Protection, Code of Conduct and Health & Safety.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

NB: This job description outlines a range of main duties and is a guide to the work that you will initially be required to undertake. It is not exhaustive and can be varied in consultation with the postholder to reflect changes in the job or the organisation

Person Specification Skills

Post Title: Pupil Welfare Officer

		CRITERIA	MEANS OF ASSESSMENT		
			Application	Interview	Tests
Qualifications	Essential	Good basic education to A Level or Level 3 standard.	✓		
		IT Literate	✓		✓
	Desirable	First Aid Training	✓		
		Degree	✓		
Experience and Knowledge	Essential	Experience of working within an educational setting in a pupil facing capacity	✓		
		and/or			
		Experience of working with pupils / young people	✓		
		Awareness of and compliance with school procedures and policies, including child protection and reporting any concerns as appropriate		✓	
	Desirable	Experience of working within a pastoral setting	✓	✓	
		Experience of working within KS3 and / or KS4	✓	✓	

		CRITERIA	MEANS OF ASSESSMENT		
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Specific skills and abilities	Essential	Ability to act on own initiative		✓	
		Ability to motivate and encourage children		✓	
		Ability to observe and monitor progress and maintain records		✓	
		Ability to work from instructions		✓	
		Able to maintain confidentiality		✓	
		Ability to keep issues in perspective		✓	
		Willingness to assist and participate in the wider aspects of school life			✓
Interpersonal skills	Essential	Excellent skills in oral and written communication;	✓	✓	✓
		High level of attention to detail and accuracy.	✓	✓	
		Ability to work as part of a busy team		✓	
		Ability to work using own initiative.		✓	
		Be a good collaborator		✓	
	Desirable	Ability to use an information management system		✓	✓

		CRITERIA	MEANS OF ASSESSMENT		
			Application	Interview	Tests
Safeguarding Children	Essential	In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:	✓	✓	
Personal Qualities	Essential	High expectations and standards of achievements for all		✓	
		Suitability to work with children			
		Evidence of commitment to promoting the health, welfare and safeguarding of children	✓	✓	
		Good communication skills with both adults and children	✓	✓	
		Calm and patient	✓		
		Caring		✓	
		Resilient and realistic		✓	
		Motivated		✓	
		Non judgemental		✓	

