



Student Wellbeing Assistant

The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

The Vacancy

Student Wellbeing Assistant

The Department

Health and Wellbeing Department

JOB TITLE: Student Wellbeing Assistant

LINE MANAGED BY: Mental Health and Wellbeing Lead
START DATE: May 2024
PAY RANGE: AHS Pay Range 3

JOB PURPOSE

To provide effective and efficient support in order to maximise the wellbeing and achievement of students. To support the implementation of the school's whole-of-school approach to **wellbeing**, helping **students** develop social and emotional skills through targeted strengths-based programs and strategies that build resilience, coping skills and positive relationships.

DIMENSIONS

30 hours per week, 08:30 - 15:30 Monday - Friday, with a 30 minute unpaid lunch break (to be taken at a time by mutual agreement), term time only, plus Inset Days.

PERFORMANCE STANDARDS

The Student Wellbeing Assistant will work with the Wellbeing and Safeguarding Manager playing a key role in the oversight, promotion and implementation of a range of interventions designed to enhance student wellbeing.

Participate in initiatives to support the wellbeing of individuals or groups of students.

Contribute to a whole school approach supporting and promoting Wellbeing and Mental Health.

The Student Wellbeing Assistant will be judged against the job description and any targets set up as part of the appraisal process.

PRINCIPAL ACCOUNTABILITIES

Key Aims:

Main Duties:

- To follow the Student Mental Health Strategy
- Provide support for students in Wellbeing, and to be available for drop-in sessions before school and during break and lunch times
- Evaluate support for each student and signpost appropriately (eg. WSM, HeadofYear, DSL, SEND, Family members, external agencies such as Kooth or CAMHS)
- Prepare resources and run interventions with students both 1:1 and in groups
- Record interventions undertaken using systems within school, such as Cpoms
- When appropriate, facilitate sharing of relevant student information with appropriate staff in school, family members and external agencies
- Provide support for the pastoral team as required
- Work with student wellbeing leaders
- Prepare wellbeing resources for distribution to students, staff and parents
- Develop online resources to support student wellbeing and mental health
- Help to maintain and update wellbeing notice boards around school
- Contribute to the promotion and planning of initiatives such as Mental Health Awareness Week, and Wellbeing days in school
- Liaise with other professionals where appropriate, such as BucksYoung Carers
- Play a role in safeguarding/child protection issues

Self Evaluation and Improvement:

Contribution to whole school self-evaluation will take the form of:

- Being involved in whole school surveys
- Helping to develop and implement the team improvement plan
- Participating in the Appraisal process
- Participating in CPD activities

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

PERSON SPECIFICATION

Experience

- Work with young people - eg in a youth group or school/college environment
- Administration experience

Skills and knowledge

- Ability to establish and develop strong relationships
- High standards of communication (verbal and written)
- Organisational and administrative skills
- Competent with common IT systems
- Time management and planning
- Able to respond calmly to unexpected situations
- Ability to work flexibly as a member of a team to achieve agreed objectives
- Ability to handle confidential information sensitively, and knowledge of relevant data protection and safeguarding practices (although training will be given on this)

Personal qualities

- Strong interpersonal and communication skills
- Sensitivity and understanding, to help build good relationships with colleagues and pupils
- A commitment to promoting positive mental health and wellbeing
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil wellbeing and equality
- Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people

HOW TO APPLY FOR THE ROLE

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: hr@ahs.bucks.sch.uk or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Friday 17th May 2024 Interviews: W/c 20th May 2024

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. For this role we are open to discussing the possibility of reduced hours, {remote working}, flexible start and finish times, or compressed hours.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.