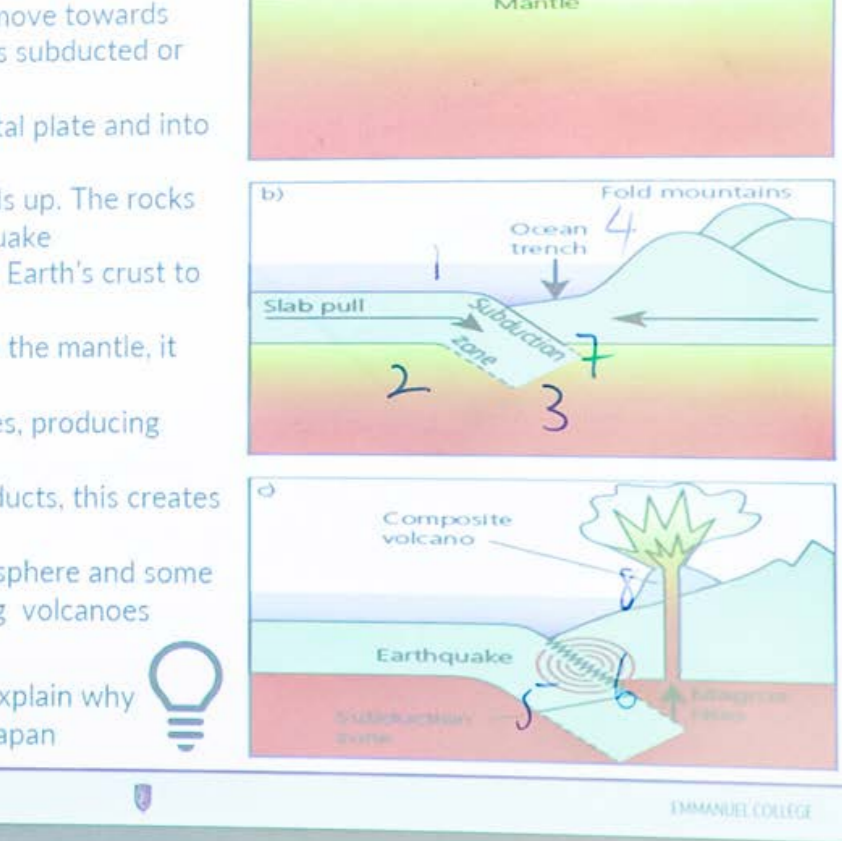




EMMANUEL COLLEGE
Emmanuel Schools Foundation

HEAD OF STUDENT WELFARE

VALUED, CHALLENGED, INSPIRED



“WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

WELCOME

Dear Applicant

I am delighted that you are interested in applying to be the Head of Student Welfare at Emmanuel College.

We truly believe that Emmanuel College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who believes that all students should receive exemplary holistic care that is the result of the successful partnership between students, teachers, support staff and parents.

Emmanuel College is an exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. These high standards are maintained because of a relentless commitment to expectations and routines.

As Head of School, I am looking for staff who care deeply about securing the best life chances for the young people

in our care. I am also interested in learning about you as a person and what you might offer the College beyond the classroom.

We believe that we are an outstanding school, not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want our College to be a place where staff come to work excited about the their day and looking forward to strengthening the relationships they have with colleagues as well as students.

If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.

Nat Ogborn
Head of School

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

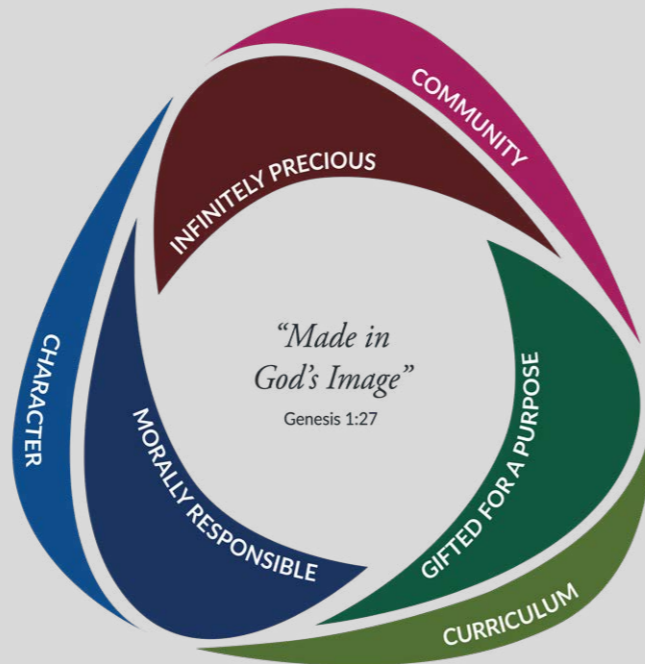
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



“
ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“
**SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**

SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The Emmanuel staff body is an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.

In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, Emmanuel staff enjoy a number of additional benefits. These include a daily lunch allowance, free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs.

There is a sense of real community amongst the Emmanuel staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball – new players always hugely welcome!





“
OPEN MINDS, A THIRST FOR
KNOWLEDGE AND INTELLECTUAL
ACADEMIC CURIOSITY”

ACADEMIC EXCELLENCE

The Emmanuel College curriculum is designed to engage all students, no matter their background, in a broad and balanced range of subjects. Highly effective teaching and learning principles share our practice and are embedded within every classroom.

Our curriculum enables students to:

1. acquire the knowledge and cultural capital they need to succeed in life;
2. cultivate strong character and the intellectual discipline to apply their learnt knowledge correctly.

Emmanuel College is committed, for all students, to:

1. have access to an ambitious, coherent, knowledge-rich curriculum that allows all students to acquire and apply knowledge;
2. experience a straightforward delivery of said curriculum, supported by effective sequencing of topics with long-term learning at its core;
3. engage in reliable assessments that accurately gauge students' progress through the curriculum and further embed knowledge.



THE PERSON

We expect all applicants to be well qualified, self-motivating, adaptable and imaginative, and keen to join a team that is committed to providing exceptional holistic care for all students. The successful candidate will need to be a people person, who can communicate effectively with students and families who may be experiencing vulnerability or challenge.

The successful candidate will be competent in dealing with parental queries and the handling of sensitive information. They will need to be able to manage and analyse data using computer systems such as CPOMS. They will need to be discerning in deciding if a student requires support with a key priority being to support students in returning to their lessons. They will need to be able to maintain an atmosphere of calm control in an emergency situation which can sometimes happen in relation to a welfare or medical need. They will listen without prejudice to Mental Health and Welfare concerns offering support and referring on to other professionals as necessary. They will be required to follow and develop a range of established

procedures in responding to a variety of student needs and will liaise closely with other members of the Pastoral Team. They will be critical in leading safeguarding in the College, and will often be the first person to respond to referrals, working under the Designated Safeguard Lead.

There is no requirement that individual members of staff should be Christians, but it is essential however that all staff understand and enthusiastically support our mission, ethos and values. There is a remarkable unity of purpose within the current staff team as individuals unite around our core beliefs that people are infinitely precious, gifted for a purpose and morally responsible. A desire to work with the most deprived in our communities and those with low academic starting points, as well as with the most able and those from more privileged backgrounds, is an essential prerequisite.

If, prior to submitting your application, you wish to visit Emmanuel College to find out more about the role and the College, then you would be most welcome.

GENERAL INTEREST

“

WE BELIEVE IN EXCELLENCE IN CHARACTER DEVELOPMENT, LEARNING ACROSS THE CURRICULUM AND SERVICE TO OUR COMMUNITIES”





“

**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE **ROLE**

Head of Student Welfare and Deputy Designated Safeguarding Lead, working as the lead of an established team and contributing to the wider school community. The successful candidate will be responsible to the AVP Student Support for:

Undertaking the duties of the Deputy Designated Safeguarding Lead including:

- assessing referrals as they come in on CPOMS and deciding on the urgency of action required and allocating to relevant staff;
- completing referrals and liaising with external professionals (or directing one of the team), attending meetings and updating records as necessary;
- working directly with the DSL to provide and analyse accurate data to inform preventative actions;
- exemplary record keeping with oversight of school systems and ensuring that data is monitored and updated regularly.

Line managing the Student Welfare team as Head of Student Welfare including:

- allocating tasks to staff in the area and line managing the Student Welfare Officers, overseeing the quality of work with students, parents and external agencies;
- ensuring students in the area are referred for legitimate reasons and overseeing arrangements for activities do demonstrate time spent in both areas is meaningful;
- reviewing all tasks and traffic of students to the area to ensure emails and students referred to the area are addressed in an efficient and appropriate way;
- liaising with the Head of Year teams, tutors, students and parents on strategies of appropriate support, referrals and sign-posting to services.

Medical and Student Welfare oversight including:

- organising the daily running and upkeep of first aid records, ensuring systems are in line with policy and most effective to aid the students who need it;
- creating, analysing and reviewing systems to ensure all medical and welfare needs are met according to medical and welfare plans; staff are updated where relevant and plans are put in place to help meet students' individual needs, liaising with the appropriate professionals involved;
- managing the Targeted Intervention programme, providing or coordinating feedback to the wider pastoral and staff team as and when necessary.

THE OPPORTUNITY

This is a rare opportunity which would suit someone wanting to make a difference in the lives of our more vulnerable students.

PERSONAL SPECIFICATION

You will have:

- 5 GCSEs or equivalent A*-C including Maths and English (essential);
- further training at degree level relevant to the post (desirable);
- level 3 Safeguarding Training (essential);
- experience of working with vulnerable children and young people in a school setting (essential);
- experience of leading a team (desirable);
- experience of using IT systems and Microsoft Office 365 (essential);
- experience of undertaking administrative tasks (essential);
- experience of contributing to meetings with staff, students and agencies (desirable);
- UK driving license and access to own car (desirable but must be available to travel to meetings);
- First Aid training (desirable).

PERSONAL ATTRIBUTES

The successful candidate will:

- be strongly self-motivated and personally resilient (essential);
- possess exceptional levels of personal integrity (essential);
- be committed to supporting and developing students with a wide range of educational needs (essential);
- have the ability to keep calm and focussed in pressurised situations (essential);
- demonstrate the ability to maintain effective working relationships and work collaboratively with colleagues at all levels (essential);
- have strong interpersonal skills both written and oral (essential);
- be a creative thinker and able to anticipate and solve problems (essential).



“

A PLACE WHERE ALL STUDENTS AND STAFF HAVE EQUALITY OF OPPORTUNITY AND SUPPORT”



APPLICATION DETAILS

Vacancy details:

Term time only plus 5 days

Monday to Friday – 40 hours per week

SCP 25-32 - £31,426 - £37,237 actual annual salary

Some negotiation on salary may be possible for an exceptional candidate

Deadline:

Closing date: **Wednesday 19 July at 9:00am**

Interview dates to be confirmed

Please note that depending on the applications received, this vacancy may close early

How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit www.emmanuelcollege.org.uk or call HR on 0191 461 4156 or email hr@emmanuelctc.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



EMMANUEL COLLEGE

Emmanuel Schools Foundation

Principal **Matthew Waterfield MA**

Emmanuel College, Consett Road, Gateshead, Tyne and Wear, NE11 0AN

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www.emmanuelcollege.org.uk



**EMMANUEL SCHOOLS
FOUNDATION**