

THE GRANGE SCHOOL



**Student Welfare Support Assistant &
Deputy Designated Safeguarding Lead**

JOB DESCRIPTION

TITLE: Student Welfare Support Assistant and Deputy Designated Safeguarding Lead

SALARY: Bucks Pay Range 4 (£22,102 - £23,915 based on less than five years' service with Buckinghamshire Council)

37 hours per week (times to be negotiated)

41 weeks per year (term time only plus staff training days)

Probationary Period 6 Months.

REPORTS TO: Mrs Alison Round - Student Support Manager

RESPONSIBLE TO: Deputy Headteacher – Behaviour, Safeguarding and Attendance.

Main Purpose of the Role

To work as the member of the Student Support/Mentoring Team and directly support the Student Support Manager as part of the Safeguarding Team as DDSL.

To Provide mentoring support to identified students.

Engage in preventative work with students by delivering 1-1 or small group work sessions. Support students to develop their social and emotional skills and build resilience to be able to sustain mainstream lessons and reduce exclusions.

Safeguarding

1. To take responsibility for the recording of e-welfare forms using the school safeguarding system, to see each student and follow up any actions in a timely manner.
2. When required, attend safeguarding meetings with professionals, partner agencies and or parents as a representative of the safeguarding team.
3. Referencing the threshold document complete a M.A.R.F (Multi agency referral form) when required.
4. When required, make referrals to partner agencies, ie CAMHS/ SWITCH etc
5. To Act on any disclosures made by students in accordance with school procedures.
6. To ensure records are accurately updated and information disseminated as required in a timely manner.
7. To support the delivery of whole school safeguarding training.
8. To be responsible for receiving in and sending out & archiving of student safeguarding files.
9. To ensure the safeguarding records are updated in a timely manner.
10. To ensure Safeguarding notice boards are updated.
11. To keep updated with new DfE legislation and updates from Bucks children's safeguarding board and disseminate these to the safeguarding team.

12. When requested, support home visits in line with school procedures.
13. Work collaboratively with colleagues, knowing when to seek help and advice

Mentoring.

1. To provide mentoring support to identified students 1-1 or in small groups.
2. To ensure files are kept updated and screening tools completed in a timely manner.
3. To support the delivery of transition support.
4. To respond to students attending Stapleton House seeking support and signpost, record and share information as appropriate.
5. To build and maintain successful relationships with students, treat them consistently with respect and consideration for their development.
6. To encourage the social and emotional development of students.
7. To encourage students to participate in all aspects of school life.

Support for the School

As a member of staff at The Grange School:

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference to ensure all students have equal access to learn and develop.
3. Contribute to the overall ethos / work / aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of students, as per school policy, before school, break and lunchtime.
8. Ensure that the day-to-day housekeeping of Stapleton House is maintained to a good standard and report any issues, including those involving Health and Safety to the Student Support Manager or directly to the Premises Manager.



The Grange School

Person Specification

Job Title: Student Welfare Support Assistant and Deputy Designated Safeguarding Lead

Key Criteria	Essential	Desirable
Qualifications and Training	A good standard of secondary education (GCSEs or equivalents).	
		Safeguarding training to DDSL level or willingness to undergo the training pathway to achieve this.
Competence Summary (knowledge, abilities, skills, experience)	Experience of working or caring for children of relevant age	An understanding of child development/ emotional well-being and learning.
	Ability to work effectively with and relate well to students.	Knowledge and understanding of the National Curriculum
	Ability to work alongside teachers and other professionals	Effective use of ICT to support learning
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	
	Ability to deal appropriately with sensitive / confidential information	
	Knowledge and ability to encourage and motivate students to reach or exceed their potential.	
	Awareness of relevant policies / codes of practice and legislation associated with child	

	protection, and equalities.	
	Be flexible to changing needs of students.	
Work-related Personal Requirements	Committed to equality of opportunity.	
	Able to respond flexibly and adapt to changing and challenging circumstances.	
	Willing to challenge, persuade, motivate and influence young people.	
	Ability to maintain strict confidentiality of information received as part of job role	
Other Work Requirements	Attend appropriate meetings	
	Ability to evaluate own development needs and those of others and seek learning opportunities to address any areas needing development.	



ABOUT THE GRANGE SCHOOL

We are a mixed, non-selective 11-18 Foundation secondary school situated in the market town of Aylesbury and ten minutes from the Chiltern Hills – an area of outstanding natural beauty. We are close to Oxford, High Wycombe and Milton Keynes and surrounded by delightful market towns and characterful villages.

We are a supportive team with community sitting at the heart of everything we do. A community where passion, creativity and inspiring a love of learning are celebrated and embraced. Where your relentless professional commitment to supporting and empowering students is both valued and rewarded.

Our Aims:

We aim to equip all students with the adaptability and flexibility to meet the demands of a rapidly changing world and to promote a sense of responsibility towards others, the school and the wider community. The support and guidance of students is based on a Year system and aims to develop co-operation, involvement and respect in all students.

A broad and balanced curriculum is provided for Years 7 to 9. In Years 10 and 11, all students will study English, Mathematics, Science, PE, RE and PSHCE (Personal, Social & Health and Citizenship Education). Students can then choose from a range of additional GCSE, BTEC and vocational courses. We offer a range of traditional and vocational courses at Key Stage 5. The curriculum in all Key Stages is further enhanced through wide ranging extra-curricular experiences.

We aim to attract energetic and conscientious staff who have a commitment to the education of our students. The professional development of all staff is an important focus for the school. We strive to create a learning environment, which serves the needs of all the members of our diverse and vibrant community.

The Grange is more than just a school:

- We are the enablers for young people to overcome the barriers of selection and facilitate them to fulfil their academic potential, creative talent and sporting capabilities.
- We are a flourishing community based on an ethos of mutual respect. Where collaboration to create a culture of self-confidence enables both students and staff to flourish. Where a broad



and balanced curriculum, a pioneering transition timetable, wide-ranging extra-curricular programme and an established reputation for outstanding pastoral care creates confident and responsible young people, who are well adjusted to meet the ever-changing demands of the 21st century.

- We are a team that values your personal development through our innovative CPDopoly programme. Where our weekly "sharing good practice" sessions allow us to collectively expand and develop unique and innovative teaching practices to further inspire our students.
- We are an environment that understands the importance of downtime for our staff. Where our dynamic Staff Social Committee prides itself on offering a varied programme of social activities and events to allow the opportunity to relax and have fun as a team.

What people say about us:

"It genuinely is a pleasure to work at a school that listens to and takes on board the opinions and ideas of all staff to create a fantastic learning environment for all."

Mr Haycock, Subject Leader for Business

"I've loved every second of working at the Grange School – I wouldn't want to be anywhere else"

Mr Russell, Subject Leader for Drama

"I love working at the Grange – everyone is supportive and friendly and most of all we are like one big family"

Mrs Pomery, First Aid Officer

"The teachers all treated my son as their own son - that is how much they cared. You have an amazing team at your school and I will be forever thankful for the support your teachers gave..... I will always remember how incredible the teachers at the Grange were."

Parent of Year 11 student

"The Grange was my number one choice for Sixth Form. It's hard not to notice the vast knowledge and passion that the teachers possess for their subjects and passionate teachers create interesting lessons which helps engage students."

Emily J, Head Girl 2019/20

"The Grange is a school that really cares for their students and carries your best interests at heart. It possesses a warm paternalistic style, which is important as it makes you feel safe and valued. It's certainly been a significant factor in my development so far and I am confident it will be the school that helps me to get to my next step."

Mitchell R, Head Boy 2019/20

"It is always a pleasure interacting with the students and staff of the Grange School. The many projects I've been involved with have been well organised and have provided fantastic opportunity for the young people involved to extend their learning in an enterprising, thought provoking and challenging manner."

Melvina Brown, Aylesbury Methodist Church

