



NORTHAMPTON HIGH SCHOOL

G D S T
GIRLS' DAY SCHOOL TRUST

Job Description

Role	Student Wellbeing Practitioner
Job Purpose	To provide an effective, high-quality wellbeing service to pupils in the Junior and Senior School and first aid care to all members of the school community.
Accountable to:	Deputy Head Pastoral Care and Guidance
Accountabilities	<p>1) Health & safety</p> <ul style="list-style-type: none">a) Providing a listening ear for pupils suffering anxiety or worry during the school dayb) Assist the nurse in supervising the medical rooms (including care of sick, injured and distressed individuals until better and further care can be arranged with parents, hospital, dispense drugs as appropriate etc.) at agreed times of the day.c) Work with the nurse to offer basic administration support when required. <p>2) Pastoral care</p> <ul style="list-style-type: none">a) In consultation with the Heads of Year and in line with school policy, implement front-line strategies to ensure that the most vulnerable students and those with particular personal needs/problems (e.g. students who suffer with anxiety, those self-harming) are identified and appropriately supported.b) Offer open access 'drop in' sessions for students where they are able to receive support and advice in areas such as relationships, eating disorders, mental health concerns, managing stress and risk-taking behaviours.c) Work closely with the Heads of Year, Deputy Head Pastoral, Deputy Head of Junior School and the School Nurse to share information about pupils in order that further support is put in place for pupils who need it, including referral to external agencies where relevant. <p>3) Teaching and learning</p> <ul style="list-style-type: none">a) Play a supportive role in the school PSHEE programme, under the guidance of the Head of PSHEE.

	<p>4) Communications</p> <p>a) Uphold confidentiality in line with legal (common law and statutory) duty of confidentiality to students and maintain records accurately, confidentially and safely, always with regard to GDST safeguarding policy and procedures.</p> <p>5) Management of resources</p> <p>a) Ensure that all dispensed treatment given and all supplies used are recorded; record the dispensing of drugs following drug protocols.</p> <p>b) Assist the nurse in ensuring that all first aid supplies are replenished to meet minimum requirements by regular inspection of stocks and dispensing records.</p> <p>6) Training & development of self and others</p> <p>a) Maintain and improve professional knowledge and competence, keeping up to date with well-being issues relevant to work in schools.</p> <p>b) Maintain appropriate First Aid, Mental Health First Aid and Safeguarding qualifications as appropriate.</p> <p>7) Supporting the work of the GDST</p> <p>a) Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.</p> <p>Any other duties that the Headmistress may from time to time require.</p>
General requirements	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> Work towards and support the school vision and the current school objectives outlined in the School Development Plan. Contribute to the school's programme of extra-curricular activities. Support and contribute to the school's responsibility for safeguarding students. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. Engage actively in the performance review process.

	<ul style="list-style-type: none"> h. Adhere to policies as set out in the GDST Council Regulations, ORACLE for schools and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Excellent written and verbal communication skills	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
High standard of work, decision making and competence	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Ability to embrace, initiate, manage and sustain change positively	Desirable
Teaching skills / Ability to organise group sessions	Desirable
A willingness to be trained in the use of SIMS	Essential

Knowledge Base

Knowledge of child protection procedures and confidentiality issues	Essential
An understanding of child development and issues affecting young people	Desirable

Qualifications/Attainment

Evidence of commitment to continuing professional development	Essential
Up to date First Aid at Work Qualification (we offer training for this)	Essential
Willingness to undertake Mental Health First Aid Training (if not already completed), Safeguarding Training and any other relevant training for this post	Essential

Experience

Experience with working with children and families	Desirable
Some experience in counselling	Desirable

Attitude/approach

Professional and approachable attitude	Essential
Enthusiastic re professional development and willing to learn and undertake further training	Essential
Motivated	Essential
Reliable	Essential
Well Presented	Desirable