



Claverham Community College

Student Welfare Advice Officer

Information for Applicants

Principal: Mr P Swatton

North Trade Road,
Battle,
East Sussex
TN33 0HT
Tel: (01424) 772155
Fax: (01424) 774106
e-mail: recruitment@claverham.org
Website: www.claverham.org

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Dear Applicant.

Re: Post of Student Welfare Advice Officer

Thank you for your enquiry regarding the vacancy for the above named post. The post is 7.5 hours per week 8.45am – 4.45pm one day per week, term time only and will be paid on Single Status Grade 9 point 23 – 25 £25,215 - 27,239 (actual is £4,430 – £4,786 per annum).

We are looking to appoint a Student Welfare Advice Officer to provide a professional and confidential service to our students in order to promote emotional health and well being and enable students to overcome barriers to learning and help them deal with the difficulties they may face. You will work well individually, be forward thinking and able to work using your own initiative to plan and evaluate, managing a varied caseload.

In return we offer access to Battle Sports Centre and a competitive employee pension scheme.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.e-sussex.sch.uk by the closing date of Friday 23rd November 2018. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton

Principal

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Claverham Community College
JOB TITLE:	Student Welfare Advice Officer
GRADE:	Single Status Grade 9
RESPONSIBLE TO:	Deputy Principal

MAIN PURPOSE OF THE ROLE:

To provide a high quality, professional personalised advisory service for identified young people in the school setting and to provide an easily accessible drop in service.

Key Tasks

1. To work with partners and senior leaders to draw up and implement intensive programmes of support for a caseload of identified young people at risk of substance misuse, involvement in crime, homelessness or teenage pregnancy or being vulnerable to underachievement and engaging in behaviour associated with risk and receive appropriate support and intervention.
2. To conduct appropriate assessments, with young people, their families and other agencies. This will then assist in the drawing up of any single plan around the child.
3. To support families and young people in reinforcing agreed plans of action and provide advice on parenting skills, where appropriate.
4. To work closely with other partners in supporting parents and young people through the process and leading on key elements of work to resolve conflict and prevent family breakdown.
5. To run a drop in service for students at lunchtime.
6. To ensure that young people engage with educational provision that may be offered to them and provide specialist advice, resources and consultation where appropriate.
7. To regularly report back to the Senior Leaders on the progress of the provision and to monitor the effectiveness of the support package implemented and adjust where required.
8. To liaise in the first instance with the school's Child Protection Officer with respect to safeguarding and child protection.

9. To keep careful records and monitor young people's progress, both prior to and following intervention, responding to concerns that may be raised by schools, parents or young people and seek appropriate solutions.
 10. To establish good working relationships with the pastoral management team, senior school staff, teachers, governors, parents and other external agencies in the public and voluntary sectors.
 11. To develop and deliver flexible and creative programmes of intervention for working with vulnerable young people aimed at addressing issues of teenage pregnancy, homelessness, substance misuse, crime prevention and preventing escalation.
 12. Apply sensitive approaches when handling issues pertaining to confidentiality, information sharing, consent to treatment, the rights of young people and the responsibilities of parents and professionals.
 13. Link closely with other members of Children's Services, where relevant, and ensure that young people identified as requiring additional support are referred on accordingly.
5. Undertake any other reasonable task as requested by the Principal.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



EAST SUSSEX COUNTY COUNCIL

Person Specification

Post Title: Student Welfare Advice Officer

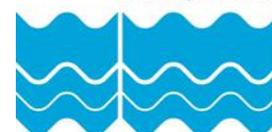
Location: Claverham Community College

Grade: Single Status 9

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Mentoring skills. • Excellent interpersonal and communication skills and ability to engage with young people and other professionals. • Assess individual needs and monitor progress. • Draw up detailed Assessments for young people and help address issues of need and concern. • Maintenance of good productive working relationships with colleagues within the College and other services. • High level organisational skills. • Management of workload and meeting of targets and deadlines. • To communicate clearly and confidently, orally and in writing, and to give constructive feedback. • Excellent time management skills. • Ability to work jointly with Health professionals to deliver multi agency packages of support. 		Application Interview

Education & Qualifications	<ul style="list-style-type: none"> • Evidence of literacy, numeracy and ICT skills (GCSEs or equivalent). • Willingness to take on additional training to gain the skills necessary. • A recognised Level 4 Qualification in an appropriate subject. 	<ul style="list-style-type: none"> • A recognised professional qualification, e.g. social work, youth work, nursing or equivalent. 	Application Interview
Knowledge	<ul style="list-style-type: none"> • Understanding current government strategies regarding children, young people and families. • Understanding of issues affecting the families of young people out of education or involved in risky behaviours. • Knowledge of the issues faced by young people who are experiencing emotional difficulty which may manifest itself in harming behaviours. • Understanding of different therapeutic approaches which can be used to support emotionally vulnerable young people. 	<ul style="list-style-type: none"> • Knowledge of agencies which are available to support young people and their families. 	Application Interview
Experience	<ul style="list-style-type: none"> • Experience of successfully working with vulnerable young people and their families and having an understanding of their needs. • Experience of conducting assessments of children and young people with complex needs. 	<ul style="list-style-type: none"> • Experience of working in an educational setting. 	Application Interview
Personal Attributes	<ul style="list-style-type: none"> • Enthusiastic and motivating attitude. • A commitment to achieving the best outcomes for young people. 		Application Interview

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| | <ul style="list-style-type: none">• Professional integrity and confidentiality.• Flexible approach and committed team member.• The ability to embrace new ways of working and to contribute to the development of a service. | | |
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EAST SUSSEX COUNTY COUNCIL

Occupational Health

This section is to make you aware of any functions you may be expected to perform or to which you may be exposed, in relation to the post you are applying for, which may have an impact on your health. If successful in your application, this information will help you identify any health related conditions which may impact on your ability to perform the job enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving and handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	X
Working at height	<input type="checkbox"/>
Shift/Night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and/or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood/body fluids	<input type="checkbox"/>

The Selection Process

The interview process will involve:

- A tour of the school;
- Meeting with the Deputy Principal and Pastoral Team;
- Q&A with students;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 23rd November 2018.