



Pastoral and Well-Being Advisor

Contract: 35 hours per week, Term-Time Only (36 weeks) plus 4 weeks during school holidays.
Working hours: 8:30 am to 4:30 pm

Salary: £36,547 to £41,390 per annum inclusive of Inner London Weighting

City of London School is an independent day school for boys in the City of London. We are seeking to appoint a qualified term-time Pastoral and Well-Being Advisor to join our support staff team.

Key responsibilities will include:

- working with CLS staff and parents/carers in identifying pupils who present with issues related to mental health and well-being.
- managing cases on a day-to-day basis, providing interventions with individual pupils to improve mental health, and/or support effective attendance, punctuality or concentration in the classroom.
- referring pupils to and liaising with external agencies as appropriate in order to access external support, write confidential reports and support plans and attend case meetings.
- providing professional support and advice to the pastoral team at the School and contributing to the development of a strategic approach to the management of mental health and well-being provision at the School.

The successful candidate will be a qualified social worker, trained and experienced in dealing with children's mental health issues. The candidate will work closely with the pastoral team, which includes the Deputy Head Pastoral, Heads of Year, School Nurse and School Counsellors. The School will cover the costs of supervision for the successful candidate.

City of London School offers a friendly and professional working environment in the heart of the City of London. The School offers a competitive salary, pension scheme and benefits package.

Benefits of working for City of London School include:

Health and Wellbeing

- 24 days annual leave and increasing with continuous service plus bank holidays.
- Enhanced paid time off policies (sickness, maternity, paternity, adoption, and shared parental leave)
- Employee Assistance Programme
- Access to Occupational Health Services
- Corporate Gym Discount with Anytime Fitness

Financial Benefits

- Annual Season Ticket Loan via Abellio
- Cycle 2 Work Scheme via Halfords (Bicycle Loan up to £1,000 interest-free)
- Childcare Voucher and Childcare Affordability Scheme
- Up to 40% discount with Hatching Dragons Nursery
- Cheapside Privilege Card (local offers and discounts)
- Up to 25% discount off an O2 Refresh Airtime Plan.
- 21.6% LGPS Employer Contribution (2020-21 figure)

Training and Development

The School is committed to investing in the professional development of its staff. There are three dedicated staff development days throughout the year plus a robust appraisal scheme which helps support staff in developing their ideal role through training programmes and courses.

Closing Date: Friday 5 August 2022

We reserve the right to appoint before this deadline and encourage early applications.

Interview Date: TBC

How to apply: <https://www.cityoflondonschool.org.uk/about/vacancies>

City of London School is committed to Equal Opportunities and welcomes applications from all sections of the community. We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.

City of London School is committed to safeguarding and promoting the welfare of young people and requires the same commitment from all their staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK, and overseas police checks where necessary. The school undertakes further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.



JOB DESCRIPTION	
Job Title	Pastoral and Well-Being Advisor
Department	CLS
Grade	E
Location	CLS
Responsible to	Deputy Head, Pastoral
Responsible for	School Counsellors

Purpose of Post

- Under the direction of the Deputy Head, Pastoral, to be the operational manager of the pastoral and well-being service at the School including the management of a small team of School Counsellors.
- To lead on the development of systems and procedures which ensure the provision of efficient and effective pastoral and well-being services in accordance with any relevant guidance, legislative and organisational requirements and contribute to the development of a strategic approach to the management of mental health and well-being provision at the School.
- To lead on the provision of professional support and advice to the pastoral team.
- To lead on the implementation of initiatives and programmes of work as appropriate, such as the School's anti-bullying provision.
- To lead on the delivery of ongoing programmes of training to teach and support staff to ensure effective safeguarding processes across the institution.
- To manage own caseload and cases, providing interventions with individual pupils in pupils' school or personal life necessary to improve mental ill health, and/or support effective attendance, punctuality, or concentration in the classroom.

1. Main Duties & Responsibilities

- To receive updates and concerns from tutors to assist with monitoring pupils' behaviour, attendance and punctuality; analyse data, recognise trends and work with pupils, parents/carers and colleagues to identify and implement interventions to bring about improvement.
- To respond to concerns from tutors/heads of year/parents (in collaboration with the pastoral team) about developmental or behavioural changes; anticipate and manage pupil behaviour constructively, promoting self-control and independence.
- In collaboration with Learning Support, to lead on making the appropriate referrals and completion of necessary paperwork to access external support e.g. Child and Adolescent Mental Health Services and/or Children's Services forms and collaborative referrals.
- To establish constructive relationships with external agencies/professionals to support pupils and their families in seeking the help that they require.
- To participate in half-termly meetings with the Education and Welfare Office from CoL with the Deputy Head (Pastoral) to discuss pupil well-being matters and agree plans and actions.
- To report Children Missing in Education to the relevant Local Authority and lead on making arrangements with Local Authorities to support these pupils.
- To supervise pupils waiting for referrals or experiencing mental health challenges.
- To carry out home visits to identify any potential risks to pupils and make referrals when appropriate.
- To contribute to the ongoing development of the PSHE schemes of work in collaboration with the pastoral team.
- To coordinate and facilitate meetings of the Anti-Bullying Council, work with senior academic staff and others as appropriate on points of discussion and actions arising.
- To attend meetings as appropriate, including meetings with pupils, parents, external agencies, staff and management and appropriate parents' information evenings
- To lead on communicating with all staff, raising awareness of issues with particular pupils, and advising staff on proposed support plans and interventions .
- To ensure all necessary administration in respect of the pastoral and wellbeing service is completed in a timely fashion in accordance with all appropriate guidance, legislative and organisational requirements.
- To lead, in collaboration with the Deputy Head Pastoral, Heads of Year and School Counsellors, on the provision of information and training concerning relevant areas of social care and mental health and well-being for young people.

- To lead on the delivery of INSET to staff as part of a rolling programme of pastoral INSET during term time.
- To support the DSL with the safeguarding training of new staff and support staff.
- To ensure the safeguarding training for Counsellors and the School Nurse is up to date, ongoing and that information sharing is robust and appropriate.

General

1. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
2. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
3. To undertake any other duties that may reasonably be requested appropriate to the grade



PERSON SPECIFICATION	
Job Title	Pastoral and Well-Being Advisor
Department	City of London School
Grade	E
Trent Position Number	{61B0070/001}

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application **(A)**, interview **(I)** or test **(T)** as indicated below.

Professional Qualifications / Relevant Education & Training

Qualified social worker with training and experience in dealing with children's mental health issues. **(A)**

Excellent knowledge of agencies relevant to children's social work such as Child and Adolescent Mental Health Services and Children's Services and when and how to make appropriate referrals to them. **(A) / (I)**

Excellent knowledge of Safeguarding in a school setting to protect pupils. **(I)**

Technical Skills & Knowledge Required

Ability to manage the provision of pastoral and wellbeing services in a school setting.

Ability to develop systems and procedures to support the efficient and effective provision of pupil welfare and mental health services.

Ability to develop and deliver initiatives in support of the mental health and wellbeing of pupils. Ability to work collaboratively with a team of pastoral staff and provide professional advice on casework.

Ability to devise and deliver training to teaching and support staff on safeguarding issues.

Ability to demonstrate professional skills and knowledge in providing effective support plans to pupils which remove or reduce the risk of harm. **(I)**

Effective written communication skills in order to write feedback, briefings and confidential reports on children's mental health and behavioural issues which give the information necessary to make effective decisions about a child who may be at risk **(A)/(I)**

Effective oral communication skills to discuss confidential and sensitive behavioural and mental health issues with parents/carers, pupils, school staff and external agencies. **(A)/(I)**

Excellent interpersonal skills with the ability to build effective and constructive relationships with others including parent/carers when dealing with difficult situations or difficult issues.

Ability to identify trends in behaviour and analyse data to spot pupils at risk. **(I)**

Attention to detail, ability to work with numerical data and methods of highlighting recurring absences. **(I)**

Experience Required

Social work experience within a Children and Mental Health Setting environment or social work experience within a Local Authority Children's Services environment assessing mental health issues, supporting behavioural issues, school attendance and children/pupils at risk. **(A)/(I)**

Experience of attending case meetings in a professional capacity with external agencies advising on concerns and agreeing support plans and interventions. **(A)/(I)**

Experience of discussing confidential and highly sensitive matters with parents/carers and children in person in order to identify and implement appropriate interventions to improve behaviour or mental ill health issues. **(A)/(I)**

Other Relevant Information (eg. working hours or desirables if applicable)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

