



Student Wellbeing Advisor

Maternity cover
(January 2023 start)

37 hours per week, term-time only

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in last year's staff survey 100% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block is currently under construction and we are well advanced in a community project with a £2m+ project to work collaboratively with an adjacent community centre to enhance our estate even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

The College requires a Student Wellbeing Advisor to provide continuity for our students and cover the maternity leave of our Head of Student Wellbeing. We are looking for a member of staff who can demonstrate experience in a similar wellbeing role, who understands the issues facing 16-19 year old students and can utilize a range of strategies to support their well-being.

We are looking for an exceptional candidate for this key maternity cover role in the department, the successful candidate will have good interpersonal skills to communicate with students, academic and pastoral staff, student services, parents and external agencies. We expect high performance from all our staff and are looking for an impressive individual to support College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Woking College aims to ensure equality of opportunity and a wide and varied curriculum for each individual in order that every student can become an effective learner, who is able to achieve their maximum potential. Student well-being is paramount to success. Vibrant, dynamic and highly responsive to the changing needs and experiences of young people, we are proud of our excellent pastoral curriculum and the exceptional care and guidance our learners receive. The pastoral department organises a range of activities which all students take part in, including an annual trip to Safe Drive, Stay Alive, Self Esteem workshops and drugs awareness presentations. Placed within our friendly and highly experienced pastoral management team, this role has developed as a result of growth in the college and increasing student numbers.

Start Date: Monday 23 January 2023 – this is a maternity cover role

Hours: 37 hours per week. Term-time only (39 weeks per year).
The College's core day is 8.30am to 4.00pm

Salary: Actual salary: £22,386 to £25,097 per annum (37 hours, term-time only), depending on experience
FTE £26,064 to £29,220 per annum, inclusive of fringe allowance



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Staff survey results state that:

- ✓ 100% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.

- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a new Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch)
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/ Please note that CVs will not be accepted on their own.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Closing date: 9am, Wednesday 23 November 2022

Interviews: to be held shortly after the closing date

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2022
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



Job Description

Post Title: Student Wellbeing Advisor (Maternity cover)

Responsible: Assistant Principal (Support for Learning & Wellbeing)

Job Purpose: To provide maternity cover for the day-to-day tasks of the Head of Student Wellbeing supporting the Head of Year team and assisting in the management of safeguarding and wellbeing referrals

Job Responsibilities

1. To be the first port of call for any student requiring additional support for emotional, wellbeing and/or mental health difficulties, developing and using a triage system.
2. To work with relevant internal and external services regarding student welfare in order to ensure an effective and holistic service delivery.
3. To continue to run ongoing college wellbeing activities including the Anxiety group, Bereavement group and the therapy dog visits and to support the running of the College's Peer Mentoring Programme.
4. To help the Head of Year team to organise pastoral and wellbeing events, including Safe Drive Stay Alive; Drugs Awareness speakers; and health and Self Esteem events.
5. To update wellbeing content for the college website including advice and support for parents
7. To fulfil one's own responsibilities as a member of staff, in accordance with the quality standards of the College.
8. To act at all times in accordance with the College's Equality & Diversity policies.
9. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
10. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
11. To take part in the training programmes provided by the College and agree to the process of professional reviews.
12. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

The person appointed will be expected to have:

- Experience of working with young people
- Understanding of mental health and emotional wellbeing issues for 16-19 students and ability to utilise a range of strategies to support wellbeing
- Knowledge of Safeguarding (Keeping Children Safe in Education) and ability to maintain confidentiality in dealing with sensitive issues



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- Good interpersonal skills: Strong communicator in a range of contexts e.g. 1-1 with students, online, on paper, in training/presentations to large groups
- Positive approach to working with a network of partners; academic & pastoral staff, Student Services, Parents, external agencies
- Ability to work under pressure dealing with tasks logically and problem solving
- The ability to prioritise and complete tasks independently within a team environment
- A willingness to work flexibly and assist others when requested