

Saltley Academy



Welfare Assistant Candidate Pack



Washwood Heath
Multi Academy Trust
Respect Collaboration Aspiration



Headteachers Welcome

Welcome to Saltley Academy. Thank you for considering a career at Saltley Academy and showing an interest in the role of Welfare Manager within our School.

We are a vibrant and forward-thinking educational institution committed to providing an exceptional learning environment where every student can flourish. Our staff are at the heart of what we do, and we are dedicated to creating a supportive and dynamic workplace where professional growth and personal development are encouraged.

Saltley Academy is a leading educational institution situated in Birmingham. Our mission is to inspire and empower students to achieve their full potential through a commitment to excellence, inclusivity, and innovation. We offer a range of academic and extracurricular opportunities designed to support and challenge our students, preparing them for success in their future endeavours.

Our values include:

- Excellence: Striving for the highest standards in all aspects of our work.
- Inclusivity: Creating an environment where everyone is valued and respected.
- Innovation: Embracing new ideas and approaches to enhance teaching and learning.
- Collaboration: Working together to achieve common goals and support one another.

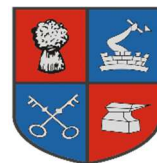
Our staff are passionate, dedicated professionals who contribute to a thriving and positive school environment. We invest in our team by providing opportunities for continuous professional development and fostering a culture of support and collaboration.

Saltley Academy is part of the Washwood Heath Multi Academy Trust.

This Candidate Pack is designed to give you an overview of our academy, the role we are recruiting for, and the qualities we seek in our candidates. We hope it helps you understand what makes Saltley Academy a great place to work and guides you through the application process.

Paul Marano

Headteacher





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About Our School

We are proud not just of our examination results, but also our commitment to valuing each individual/pupil, celebrating all the cultures of our city and country and being the best we can be.

Our 'Academy Pledge' as a Rights Respecting School is as follows; "Saltley Academy is founded on the principle of all respecting the dignity and rights of each and every individual. Respectful relationships are at the core of this learning community, which will enable our young people to respect all whom they meet and to understand and develop the skills they need to embrace the responsibilities of being an outstanding learner and an active, contributing and content citizen."

Saltley Academy provides outstanding learning opportunities for our pupils, in a safe and caring environment. Our pupils feel that they belong to the school, have a voice and are treated equally. Being a member of Saltley Academy transforms not only your life but all the lives of our Academy community. We work alongside other schools and institutions, so we can inspire our pupils to be outstanding, life-long learners, who are also taught and guided by the inspirational staff here at Saltley Academy.

With the skills and personal qualities that are required for a happy and successful life and career, Saltley Academy prepares pupils for adult life, as respectful and responsible citizens in multi-cultural Britain. In a school where real success is recognised and celebrated, Saltley has the highest expectations for academic progress and personal standards. We also encourage our pupils to believe in what they can achieve. Providing every opportunity possible for them, we aim to be a shining example of excellence in teaching and learning.

School Vision & Ethos

Saltley Academy is committed to developing outstanding learners. This means that all students will have the opportunity, guidance and care to ensure that:

- They achieve academic excellence;
- They are respectful and respected;
- They are safe, guided and cared for, while developing independence, resilience and creativity;
- They develop as happy, successful, respectful and responsible citizens, who will play a positive role in the school, the community and society as a whole;
- They develop the skills and qualities needed to do this, which will prepare them for further study and the world of work;
- They have a wide range of enriching experiences and different learning opportunities;
- They have access to excellent teachers, quality support staff and superb facilities and technology;
- They are able to be the best they can be.

Curriculum Overview

Our ambitious curriculum at Saltley Academy is built to inspire and challenge students, giving them opportunities to develop and become outstanding learners. It aligns with the WHMAT strategic vision for teaching and learning as it is both broad and rich, underpinned by our principle of respecting the rights of all in our community, and meets individual needs, allowing all students to secure outstanding achievements.

We aim to provide our students with a breadth of knowledge, skills and experiences that enable them to reach their full potential academically, culturally, socially, morally and spiritually. As a Rights Respecting School, Articles 29 (the goals of education) and 31 (the right to leisure, play and culture) are central to the aims of our curriculum.



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At Saltley Academy students will:

- Experience a broad, rich and inspiring curriculum
- Be literate and numerate
- Learn to become active citizens
- Learn and develop the Saltley Outstanding Learner Qualities needed for success in life, including becoming confident, articulate orators
- Prepare for and secure the foundations for future progression

Outstanding Learner

The ten Outstanding Learner Qualities (OLQs) that students learn about and are expected to develop are embedded in each aspect of the school and feature in the form time and assembly curriculum. We see these qualities as integral to success and becoming life-long learners.

- Respect – Show it to earn it
- Independence – Show your skills
- Resilience – Show commitment
- Communication – Be understood
- Innovation – Be creative
- Leadership – Take responsibility
- Reflection – Take time to evaluate
- Knowledge – Apply it
- Collaboration – Be a team



Broad and Rich Curriculum

At KS3, the curriculum is broad, and students experience the full National Curriculum through each subject's learning journey, giving them opportunities to explore each subject and become junior experts e.g. junior historians whilst learning the key knowledge and principles required. Each learning journey has been carefully planned for all to make progress towards goals, sequenced to make sense and build on prior learning. Subjects make links with each other which allows students to make further meaningful links with knowledge information and skills and gives them further opportunities to recall and practise this knowledge and skills. Our curriculum at KS3 inspires students to develop the skills of enquiry and curiosity in order that they become lifelong learners.

Our curriculum is ambitious for all and academic rigour is integral to every curriculum pathway at KS4. Students are carefully matched to their pathway to ensure they are able to reach their potential, achieve academic success and continue their learning at Post 16 on the course of their choice. The English Baccalaureate suite of subjects is the most ambitious pathway, giving a breadth and depth of curriculum that will enable any chosen path in further education. The majority of students will take the Ebacc, while students who demonstrate the commitment, resilience and aptitude required, will also study separate Sciences instead of Combined Science. The majority of students will achieve 9 GCSEs at the end of Year 11, with selected students working towards 8 GCSEs, with an addition focus on the core subjects English and Maths.

Our curriculum maintains the flexibility needed for some of our students with high level SEND, either in mainstream or in the Bridge (our Resource Base for pupils with Autism). We are able to offer Asdan for preparation for life skills, and allow students to work towards Entry Level in the core subjects before taking the GCSEs in these subjects.



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Job Description

Post Title: **Welfare Assistant**

Salary Scale: Grade 2

Reporting to: Welfare Manager

Location: Saltley Academy, Belchers Lane, Birmingham

Contract Type: Permanent – Term Time Only (+3 Weeks)

Start Date: September 2026

Core Purpose:

To support the day-to-day wellbeing, safeguarding, attendance and pastoral needs of pupils, working under the guidance of the Welfare Manager to ensure a safe, supportive, and inclusive school environment.

Key Responsibilities

Pupil Welfare & Pastoral Support

- Provide first-line support for pupils experiencing emotional, social, or welfare concerns.
- Assist in the supervision of pupils who are unwell, distressed, or require time out of class.
- Support the delivery of welfare and pastoral interventions as directed by the Welfare Manager.
- Promote positive behaviour and support pupils in managing their conduct.
- Support with Home Visits under direction of Welfare Manager.

Safeguarding

- Maintain vigilance for safeguarding concerns and report issues promptly in line with school procedures.
- Assist with accurate recording of welfare and safeguarding-related incidents.
- Liaise with staff to support vulnerable pupils as directed.

Medical & First Aid Support

- Provide basic first aid under the supervision of the welfare manager (training will be provided if not already held).
- Assist with administration of medication in accordance with school policy.
- Maintain welfare room standards and resources.

Attendance & Punctuality Support

- Support attendance monitoring processes and follow-up activities as directed.
- Assist in engaging with pupils to encourage good attendance and punctuality.
- Alongside the Welfare Manager, provide targeted interventions for Emotional Based School Avoidance pupils (EBSA).

Transport & Supervision

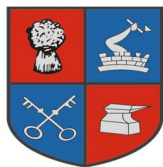
- Drive the school minibus (where required) to transport pupils to and from school during home visits, under the direction of the Welfare Manager.
- Undertake or be willing to undertake training for Minibus Driver Certification (MiDAS or equivalent).
- Ensure the safety and appropriate supervision of pupils during transport.

Administrative Support

- Maintain accurate records and documentation relating to welfare procedures and protocols.
- Submit referrals to external agencies for pupils that require targeted welfare support.
- Assist with communication with parents/carers where appropriate.
- Support the organisation of welfare-related activities and resources.

General Duties

- Work collaboratively with staff, parents, and external agencies.



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- Uphold school policies and procedures, including safeguarding and health & safety.

Safeguarding Responsibilities

Saltley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check and all relevant safeguarding checks.

Person Specification

Post Title: **Welfare Assistant**

The person specification outlines the key qualifications, experience, and attributes required for the role of Welfare Assistant at Saltley Academy.

Criteria	Essential	Desirable
Qualifications & Training		
Basic level of education (e.g. GCSEs or equivalent)	✓	
GCSE (or equivalent) in English and Maths	✓	
Willingness to undertake training (safeguarding, first aid, minibus driving)	✓	
First Aid qualification		✓
Experience		
Experience of working with children or young people (paid or voluntary)	✓	
Experience supporting pupils with emotional/behavioural needs		✓
Experience working in a school environment		✓
Experience liaising with families or external agencies		✓
Skills & Knowledge		
Good communication and interpersonal skills	✓	
Ability to build positive relationships with pupils and staff	✓	
Ability to remain calm in challenging situations	✓	
Basic understanding of safeguarding (or willingness to learn)	✓	
Ability to maintain accurate records	✓	
Knowledge of behaviour support strategies		✓
Understanding of attendance processes		✓
Personal Qualities		
Caring, empathetic, and approachable	✓	
Reliable, punctual, and professional	✓	
Ability to maintain confidentiality	✓	
Flexible and adaptable approach	✓	
Commitment to safeguarding and inclusion	✓	
Other Requirements		
Full, clean driving licence	✓	
Minibus driver trained OR willingness to undertake training (MiDAS)	✓	
Willingness to undergo enhanced DBS check	✓	

Saltley Academy is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace where everyone feels respected and valued. We encourage applications from all individuals regardless of race, gender, disability, sexual orientation, or age.

We are part of Washwood Heath Multi Academy Trust, welcoming students from 11 years old to 16 years old, providing a standard of academic excellence for secondary and education. We are very proud of the positive learning experience offered to our students and the support available to ensure they achieve their full potential. **We:**



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- offer an excellent induction programme within a friendly and supportive environment
- offer a whole range of opportunities to further develop colleagues' teaching skills and leadership potential, including a Supportive NQT Induction Process & Policy, Career Pledge for Teachers to support at each stage of career, paid opportunities to upskill via apprenticeship levy (right up to masters level).
- are creative and innovative in our approach to all aspects of school life
- have motivated, vibrant, multi-ethnic students and staff
- have a strong family ethos where individuals are respected and valued
- are part of the WHA Trust that provides numerous professional development opportunities

Informal conversations are warmly welcomed. Please contact **Janice Croseale – PA to the Headteacher** jcroseale@saltley.academy