



**Student Wellbeing Assistant
(Extended)**
Candidate Information Pack
February 2026

Learning Today: Leading tomorrow

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents and carers consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting which adds so positively to our working and learning environment. Please do not hesitate to come and visit us

I very much look forward to meeting you.

Ms Naseema Akbar

Headteacher



Student Wellbeing Assistant

Purpose: Student Wellbeing Assistants are part of a team assisting the senior leadership group in securing the safety and welfare of students before/after school, during break and lunchtimes. This will involve effective supervision of students in and about the school premises, greeting students at the school gates when on duty and contributing towards making these times a positive, safe and worthwhile experience for all our students.

Responsible to: Assistant Headteacher/Operations Manager

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children. Please see our [Child Protection Policy and Procedures](#)
3. Be responsible for supporting the safety and well-being of students before/after school and at break and lunchtime;
4. Be responsible for supervising students over break and lunchtime in school including dining hall, classrooms, toilets and surrounding outdoor areas;
5. Be vigilant when carrying out duties at the school gates to support with site security;
6. Support with the day to day logistics of the school's 1 to 1 device scheme, this may include managing the collection of devices each morning for those who leave them in school, calling parents when necessary, etc.
7. Support with other duties around the school between breaks and lunches, this may include supporting in welfare, putting up displays, etc.
8. Take prompt action when dealing with accidents and incidents and reporting these to appropriate staff members;
9. Promote self discipline, high standards of behaviour and positive attitudes on the part of all children and implement school policies and procedures to foster them;
10. Follow the behaviour management policy in school to reward and sanction students for positive and negative behaviours;
11. Be proactive in seeking information about the needs and behaviours of specific students and strategies to support them;
12. Support and listen to students to respond to their needs in accordance with school policy and procedures;
13. Be diligent in the areas of safety, ensuring wet floors, spillages etc. which could be a hazard are dealt with promptly;
14. Support with maintaining cleanliness around the school including the dining hall, as well as supporting with cleaning of surfaces such as bannisters and door handles around the school as directed by the Operations Manager;
15. Support achievement leaders and heads of department if required when lunchtime activities are planned;
16. Work as part of a team to fully support the life and work of the school;
17. To provide first aid and fire marshal support, training to be provided.

Health and Safety - Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices. There may occasions when attendance in school will also be required in addition to the above hours. To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
GCSE/A Levels or equivalent	✓		Application
Evidence of professional development	✓		Application and interview
Skills & Experience			
Confidence to communicate effectively, clearly and accurately	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview