



Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1146 on roll including 218 Sixth Form

STUDENT WELFARE OFFICER

Required as soon as possible

37.5 hours per week (part time will be considered for the right candidate)

Term time only plus 1 week (39 weeks)

Temporary until 31st August 2027

Salary: Grade 8 Pro rata £27808 - £30362 (Full time equivalent £31537 - £34434)

Are you an individual who believes that every young person can be successful; someone who is unwilling to put limits on what young people can achieve?

If you harbour an ambition to begin a career in education, or are looking to continue to develop within our dynamic field and have an appetite to make a real difference, then this role is for you. Our post will suit an individual who has a desire to promote high expectations and aspirations for young people. We wish to appoint an individual who is able to promote academic excellence as well as social success; an individual who can relate to young people, and motivate, inspire and raise aspirations.

Our role of Student Welfare Officer would suit an individual who has the energy and enthusiasm to create a productive and inspiring learning environment. Following a period of induction and training you will take responsibility alongside a Head of Year for the behaviour and attendance of a year group.

We will offer you the chance to be part of a strong and developing school community working in a supporting environment. We are renowned for placing a high value on staff wellbeing and professional development at all levels.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Skye Wigley (HR Manager) on 01865 872441 or by email to swigley@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Closing date and time: 9am Monday 2nd February 2026

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

Provisional Interview date: Monday 9th February 2026

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441

www.wheatleypark.org



Wheatley Park School

Everyone Learning - Everyone Caring

Student Welfare Officer (Assistant Head of Year)

JOB DESCRIPTION

Post Title:	Student Welfare Officer (Assistant Head of Year)
Hours:	37.5 hours per week to be worked over 5 days 08:00 - 16:00
Weeks per year	39 Term time only plus one week
Main Duties:	<p>The core purpose of the Assistant Head of Year is to support the Head of Year. They share an office with their Head of Year and form a key team in developing a positive culture and ethos for each cohort.</p> <p>Their focus is:</p> <ol style="list-style-type: none">1. To support our drive towards impeccable behaviour2. To meet the relevant year groups attendance and persistent absence targets <p>The work schedule will include the following main responsibilities:</p> <p>Student Welfare and Discipline</p> <ul style="list-style-type: none">• Be a visible presence for their year groups in lessons• Monitor the attendance of students in their year group in liaison with the HoY• Supervise 'student parking'• Supervise students in the Red Zone (internal exclusion) ensuring the effectiveness of this sanction• Monitor the progress of students specifically designated by the HOY/Deputy Headteacher.• Support the HOY with the EHA/TAC process, leading on some cases• Liaising with teachers including senior staff on bleep and HOYs regarding interventions for students• Attend all year assemblies• Attend registration time as appropriate• Make contact with parents on behalf of the HOY whenever necessary• Liaise with other professionals (Educational Psychologist, Counsellors, School nurse) and arranging case conferences/meetings• Alert the designated safeguarding lead of any child protection issues• Provide supervision before, during and after school.• Support behaviour management, Code of Conduct and school policies to enable teachers to focus on teaching and learning.• Supervise lunch detentions/ lead social rooms• Liaise with the SENCO on a regular basis re interventions for students• Set up and distribute round robins on pupils when tutors, teachers or parents have concerns and follow up afterwards.• Communicate regularly with tutors• Covering for teaching staff in emergency situations• Be a member of the Red Zone team and School Detention Rota• Attend Year Team Meetings• Attend staff briefings on a rotation with to communicate issues to whole staff• Attend whole staff INSET• Attend parents' evening to support good attendance

- Investigate incidents and collation of statements. Informing parents and updating SIMS.
- Support the HOY in monitoring attendance
- Support the HoY in keeping the year noticeboard up to date
- Attend a weekly AHoY meeting

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts 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 would not of themselves justify the re-evaluation of the post. In a case, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by N.J.C. Conditions of Service, section three, para 35)

Responsible to:	Pastoral Deputy Headteacher
Salary Level:	Grade 8
Knowledge/Skills :	You will need to have a high level of initiative and independence supervising challenging students.
Additional Duties:	<p>To play a full part in the life of the school to support its ethos and development</p> <ul style="list-style-type: none"> • To comply with all school policies and procedures • To comply with any reasonable request which is consistent with the post
Safeguarding	<p>Wheatley Park School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptance references (1 from current/latest employer) and evidence of the formal qualifications required for the role.</p>

July 2025



Wheatley Park School

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Student Welfare Officer (Assistant Head of Year)

Selection Criteria

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">• Good basic education• Basic knowledge of using technology	Familiarity with: <ul style="list-style-type: none">• Knowledge of approaches to work with students of various Special Educational Needs
Experience	<ul style="list-style-type: none">• Experience of working with young people	<ul style="list-style-type: none">• Experience of working within a school environment with vulnerable young people including students with SEN.• Experience of dealing with parents
Skills	<ul style="list-style-type: none">• Excellent communication skills to link with other colleagues, students and parents• Good administrative skills• To be able to manage own workload• Good telephone manner• Excellent time management• Good ability to supervise more challenging students	
Attitudes and Values	<ul style="list-style-type: none">• A deep commitment to social justice and working with young people to enhance their lives• A deep commitment to the school values of Everyone Learning and Everyone Caring• A Growth Mindset orientation• An ethic of continually striving for personal and organisational excellence• A commitment to team working and willingness to sacrifice the achievement of personal goals for the achievement of collective ones	
Other qualities and attributes	<ul style="list-style-type: none">• Honesty and integrity• Reliability• Loyalty and trustworthiness• Flexibility and adaptability• Grit, determination and resilience• Eternal optimism and positivity• Humour and a sense of perspective• Creativity, innovation and a willingness to take risks• Self-awareness• Common-sense and good judgement• Compassion	