



Recruitment
Information Pack

Wellbeing Support Officer



Start Date: ASAP

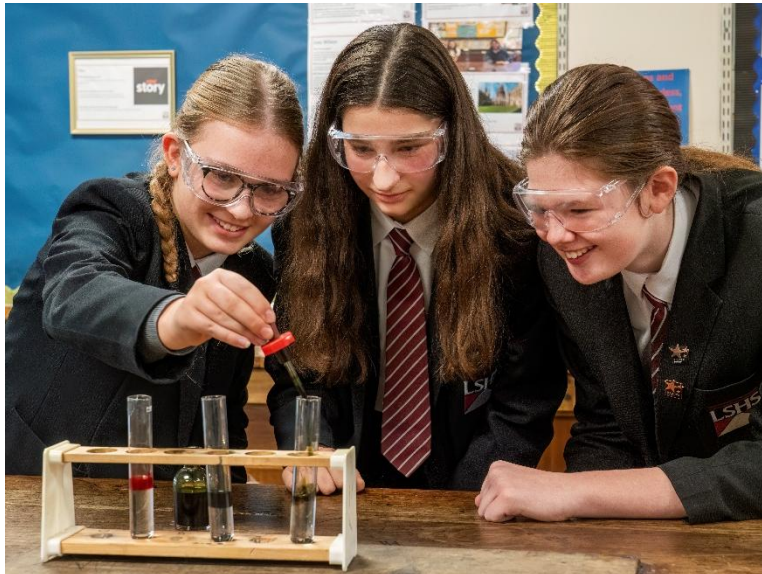


Vision

To be a community that develops personal growth, excellence and achievement for all

End Goals





Thank you for your interest in the position of Wellbeing Support Officer.

Our school has been on a continuous upward trajectory for a number of years. In the summers of 2022 and 2023, our Year 11 cohorts achieved Progress 8 scores putting us in the top 10 in the county. In the summer of 2024, based on student progress, we placed in the top 8.1% of schools nationally.

As a community that develops personal growth, excellence and achievement for all, we are incredibly proud of everything the school has become and what we have achieved in the last few years: our well-rounded young people who have gone on to purposeful and challenging further education, some of the best GCSE results in the county and our recent Ofsted report.

We are also hugely proud of our staff who are relentlessly hardworking, supportive of one another and passionately committed to securing the best possible life chances for the young people we serve.

Our students are currently benefitting from a real focus on wellbeing and additional support around mental health. This role is an exciting opportunity for you to join our team and help further our vision. It will require huge amounts of perseverance and a constant drive for innovative excellence but will also be incredibly rewarding and will offer exciting progression for the future.

I look forward to receiving your application.

A handwritten signature in black ink that reads 'Alexander Lewis'.

Alexander Lewis- Headteacher





Long Stratton High School Job Description

Name:	
Job Title:	Wellbeing Support Officer
Salary range / job grade:	NJC pay point 12 - 17 8.15am to 4:00pm term time + 1 week
Responsible to:	Deputy Headteacher – Designated Safeguarding Lead
Responsible for:	Under the direction of the Deputy Headteacher – Designated Safeguarding Lead, provide wellbeing and mental health support to the pupils at LSHS.
Effective Date:	

Role and Context

General: To assist in the promotion of wellbeing strategies for a whole school approach

Duties and responsibilities:

- To assist in the provision of mental health support for young people across all key stages
- To ensure appropriate and regularly updated literature is available to all pupils and visitors
- To arrange external support for those pupils whose mental health indicates this will be beneficial (for example, if it puts them at risk of serious harm).
- To provide wellbeing information for the newsletter/bulletin for families
- To run the LGBTQ+ lunchtime club once per week

	<ul style="list-style-type: none"> • To assist in the provision of support to those pupils who are at risk of permanent exclusion if deemed appropriate. • To keep accurate and confidential records of pupil support sessions and small groups • To assist the Deputy Headteacher in developing the provision of a clear, structured support programmes for pupils identified as suffering poor mental health • To assist the Deputy Headteacher in identifying and recommending school-wide training opportunities for staff in identifying and responding to mental illness, and contributing to the PSHE curriculum to ensure statutory guidelines are met • To provide statistical information in relation to mental health to monitor and improve the quality of provision
General	<ul style="list-style-type: none"> • To promote the school ethos of Achievement for All, by supporting pupils to fully participate in school life. • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme • To undertake other responsibilities within the overall purpose and scope of the post • To be a trained first aider and fire marshal
<p>General Information:</p> <ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. 	
<p>Review:</p> <p>This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder's professional responsibilities and duties.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	
Signature:	Date:

**Wellbeing Support Officer
PERSON SPECIFICATION**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with 5 GCSE Level C and above (including Maths and English)	✓		✓	✓		
	ICT literate with good keyboard skills		✓	✓	✓		
	Evidence of recent continuing professional development,		✓	✓	✓		
	Use of MS Office, including Excel and Word	✓		✓		✓	
	Maintenance of accurate records & filing systems, computerised and manual	✓		✓		✓	
	Experience of working in an educational environment in a [multi academy Trust or large academy].		✓	✓		✓	✓
	Record of good time management skills and ability to prioritise work effectively	✓		✓	✓	✓	
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓		✓		✓	
	Ability to relate well to student and adults, including external contacts	✓		✓		✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	
	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
	Other	Hold a full driving licence.		✓	✓	✓	
Awareness of LGBTQ+ issue for young people		✓					
A helpful, calm and organised manner.		✓		✓		✓	



Excellent teaching and the strongest relationships are the foundation stones of our school and staff have the highest expectations of our students. There are no limits to what they can achieve when we all (students, staff and families) work in collaboration.

Wellbeing Support Officer



Closing Date: 9:00am 23rd March 2026

Interviews will be conducted as soon as we have a strong field.