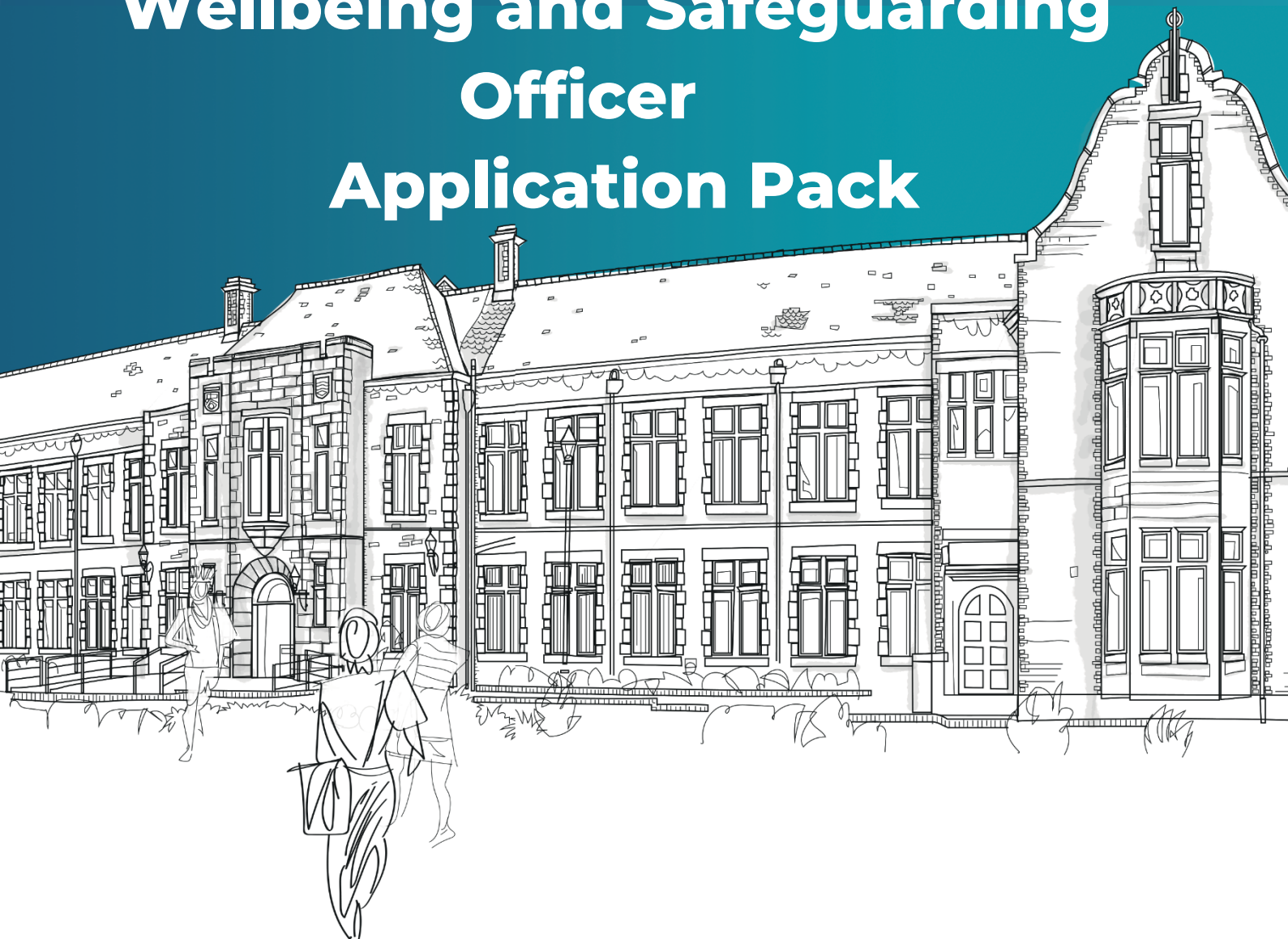


# MONOUX SIXTH FORM COLLEGE

## Wellbeing and Safeguarding Officer Application Pack



**MONOUX**  
SIXTH FORM COLLEGE



@MONOUXCOLLEGE



# WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse  
Principal

# ABOUT THE ROLE

The College has a unique curriculum delivery model to provide more coherent progression pathways and in line with this, we have developed and introduced the role of Wellbeing & Safeguarding Officer, which has been crucial to our students progress and attainment over recent years.

Supporting and enabling students to achieve their potential lies at the heart of this role within our Sixth Form College. The welfare team are integral to identifying and meeting the support needs of all, but particularly our vulnerable students, to remove any barriers to their long-term academic success and well-being. This role requires an individual who understands the need to balance support with challenge and someone who can foster a strong rapport with students, parents and teams across the college.

Are you looking for a team-based role which mentors, supports and enables students to overcome personal challenges and barriers? Do you have experience of encouraging, motivating and supporting student independence and self-determination through effective mentoring techniques? If so, our Wellbeing & Safeguarding Officer role could be perfect for you.

This opportunity has been created with the aim to effectively support students to maximise success. This is a perfect time to join our College as we transform how we motivate students and support learning, and we hope you will join us on this journey.

## HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: [recruitment@sgmc.ac.uk](mailto:recruitment@sgmc.ac.uk)

**Closing date for applications:** Tuesday 22<sup>nd</sup> April 2025 by 10am

**Interview Date:** Week commencing Monday 28<sup>th</sup> April 2025

**Start Date:** As soon as possible

# IMPORTANT INFORMATION

*We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.*

*Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).*

*The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website:*

*<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*

*We do not accept CVs only for job applications.*

*We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.*

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

# JOB DESCRIPTION

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<b>Job Title:</b>	Safeguarding and Wellbeing Officer
<b>Salary:</b>	Scale 6 - £34,212 - £36,188 per annum, inclusive of Outer London Weighting. Actual salary due to part weeks - £30,839 - £32,620
<b>Reports to:</b>	Senior Safeguarding Officer
<b>Hours:</b>	Full time – 36 hours per week
<b>Contract:</b>	Term-Time plus 2 weeks – 47 weeks per year

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## Job Purpose:

Play a pivotal role in ensuring the safety and wellbeing of all students within the college. Work with staff, parents/guardians and external agencies to ensure a safe and supportive learning environment for students. Assist with the management of complex student safeguarding cases, in liaison with the Senior Safeguarding Officer and Assistant Principal for Support and Wellbeing.

## Key Responsibilities:

- As part of the Senior Leadership Team, work with the Principal and Vice Principal(s) to ensure effective To identify students in curriculum pathways who are at risk of not achieving their Study Programme.
- To provide timely, relevant and accurate updates in relation to student progress.
- Work alongside welfare team to put on themed days/weeks throughout the year highlighting health and welfare issues that affect students highlight support services.
- To understand individual needs and preferences of students, to select and adapt tasks, resources and learning activities leading to positive engagement with students.
- To encourage, motivate and support student independence and self-determination through effective mentoring techniques.
- To identify, monitor and review SMART targets with students to support their Study Programme achievement. This includes evident improvements in attendance, punctuality, assignment completion, interpersonal and study skills.
- To support retention and achievement through the provision of student support services and communicate relevant information to appropriate staff and external agencies.
- To deliver individualised and group programmes tailored to students based on their specific needs. This also includes the delivery of relevant enrichment activity.
- To work collaboratively with Additional Learning Support (ALS), College Counsellors and Guidance Officers to ensure students receive the targeted support required.

- Duty rota tasks including; assembly duties where there is a safeguarding or welfare theme throughout the year, zone duty for drop in sessions and entry period duty. Complete pathway drop in sessions.

### **Safeguarding**

- To act as a Safeguarding Officer and perform relevant duties as directed by the Senior Safeguarding Officer.
- To carry out initial and diagnostic assessment of students to inform planning.
- To complete one to one welfare checks with students: engaging one to one to discuss any concerns or issues the student has and ensuring appropriate support is put in place, following the conversation.
- To chair fitness to study meetings, restorative meetings, meetings with parents.
- To attend and participate in Looked after child meetings, Personal educational plan meetings, child in need meetings, Team around the family meetings and other professionals' meetings.
- To attend and participate in Fixed term exclusion meetings and restorative meetings
- Liaise with family support workers, social workers, police and external agencies with regards to supporting needs of young people at the college.
- Make timely referrals to college counsellors, social services, children and adolescent mental health services and other external agencies to ensure support needs are met.
- Signpost young people and families to local support services where appropriate.
- Support and advocate for students who have urgent support needs for example, safety plan to travel home from college, financial support, emotional health concern.
- Maintaining detailed accurate and secure records with regards to young people in active case load.
- Support students with multiple complex needs, providing support, advocacy and advice.
- Collate termly feedback on students who may be out of scope.

*This job description may be amended from time to time as business needs develop or change. Significant amendments will only take place following consultation with the post holder.*

### **Specific Responsibilities:**

The specific responsibilities for each Assistant Principal role will be agreed with the Principal and will change, typically each year, according to the adaptations that the college must make in order to improve and deliver on its strategic plan.

#### **1. Leadership of Monoux High School**

- Provide strategic leadership for Monoux High School, ensuring high standards of student progress and personal development.
- Lead and oversee the implementation of the curriculum, qualifications, and study programmes.

- Foster a culture of high expectations, inclusivity, and student engagement.
2. Qualification Planning & Course File Management
    - Ensure course planning aligns with the college's vision and external qualification requirements.
    - Monitor and maintain up-to-date course files, ensuring curriculum compliance and quality assurance.
  3. Self-Assessment & Quality Assurance
    - Lead the self-assessment process, identifying strengths and areas for improvement.
    - Use data analysis and feedback mechanisms to drive continuous improvement in teaching and learning.
  4. Coaching & Teacher Development
    - Oversee staff coaching and professional development to enhance teaching quality.
    - Lead training initiatives to improve pedagogy, student engagement, and classroom management.
    - Support teacher performance reviews and identify development opportunities.
  5. Teacher Recruitment & ECT Support
    - Lead on recruitment and induction of new teachers, ensuring high-quality hires.
    - Provide structured support and mentoring for Early Career Teachers (ECTs).
  6. Literacy & Oracy Strategy
    - Develop and implement a whole-school literacy and oracy strategy.
    - Ensure subject-specific literacy is embedded across the curriculum.
    - Support teachers in using effective communication strategies to improve student outcomes.
  7. Study Skills Development
    - Design and implement a study skills programme to enhance independent learning.
    - Support students in developing revision techniques and time management skills.
  8. HE Partnerships & Guidance
    - Build and maintain relationships with Higher Education (HE) institutions.
    - Ensure students receive high-quality guidance on university pathways and progression opportunities.
  9. Intervention Strategy
    - Lead intervention strategies to support underperforming students.
    - Use data to track student progress and implement targeted support programmes.
  10. Student Leadership Development
    - Promote and oversee student leadership opportunities, such as student council and ambassador roles.
    - Empower students to take ownership of their learning and contribute to the school community.

### **General Responsibilities:**

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- To contribute positively to the team by creating a warm and supportive working environment
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

# PERSON SPECIFICATION

	Essential/ Desirable	Assessed by: Application (A) Interview (I) Test (T)
<b>Qualifications</b>		
Literacy and numeracy qualification at level 2, or evidence of operating at this level	E	A / I
A degree or equivalent professional qualification	D	A
Safeguarding qualification at level 2 or willingness to work towards success achievement	E	A
Evidence of recent and relevant continuing professional development	E	A
<b>Skills &amp; Abilities</b>		
Good communication skills	E	I
Good listening skills	E	I
Able to use own initiative to solve problems	E	T / I
Good organisational skills	E	T / I
Awareness of the need to protect confidential information	E	I / A
Work effectively as part of a team	E	I / A
Competent in using Microsoft Office Applications	E	T / A
Identify improvement opportunities in a logical and manageable order	E	A / I
Provide clear instructions demonstrating how to improve	E	A / I
Knowledge of different coaching and/or mentoring techniques to improve student achievement	D	A / I
<b>Knowledge and Understanding</b>		
Experience of working with students with emotional and behavioural difficulties	E	A / I
Experience of providing support for individuals to facilitate learning and self-advocacy	E	A / I
An understanding of the issues around student safeguarding	E	A / I
Experience of working effectively under pressure	E	A / I / T
Understanding of young people, what inspires them and what they need to succeed	E	A / I
Experience of leading safeguarding cases with external agencies	E	A / I



Experience of working with students with mental health tendencies	E	A / I
Experience of working with students with learning difficulties and/or communication difficulties	D	A / I
Experience of organising events with external motivational speakers to raise student aspiration	D	A / I
Experience of delivering a range of workshops to individuals and groups	D	A / I / T
Experience of building an inspiring vision to enthuse students	D	A / I
<b>Personal Attributes</b>		
Friendly and approachable personality	E	I
Committed to equal opportunities and the success of students.	E	A/I

# STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.



## STAFF BENEFITS

- Competitive base salary
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity /Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit
- Eye care scheme
- Professional and fit for purpose working environments



# CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

## EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

## GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.