



South Hampstead

*High School*

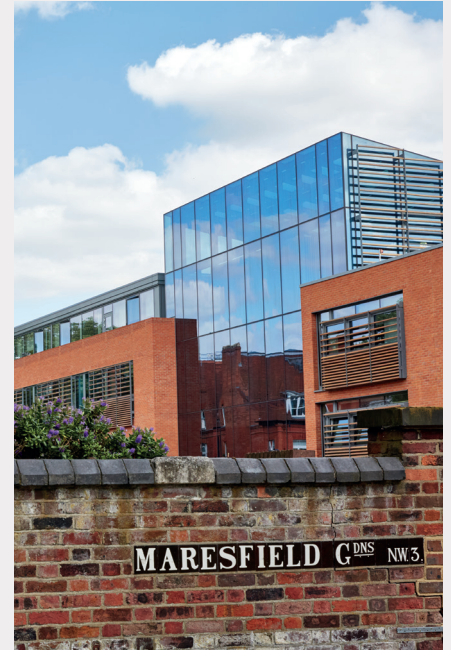
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G D S T

JOB APPLICATION INFORMATION

# Welfare Assistant & Study Supervisor

FULL TIME FROM OCTOBER OR NOVEMBER 2022





South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

Excellent academic results place us comfortably amongst the country's top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls' headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

#### THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

*“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”*

— South Hampstead Teacher

## AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

## TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are given for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.



*“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”*

— ISI Report

## BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

## PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, no form tutor is responsible for more than 12 pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

## THE CURRICULUM

The curriculum is designed to provide a secure and imaginative basis for academic progress at each key stage of a pupil's development. Our intention is that all our girls will develop their own enthusiasms and initiatives within a broad educational framework. The curriculum aims to provide our pupils with a rich experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. It is designed to provide stimulation and subject matter appropriate for the ages and aptitudes of pupils. The teaching and learning environment is challenging but very fulfilling. The students are intelligent, inquisitive, confident, energetic and talented.

In Years 7, 8 and 9 the girls follow a full core curriculum, with Latin in all three years, one MFL in Year 7 and a second MFL added in Year 8. Drama, Art, Technology, ICT, PHSE and PE also form part of the programme. All girls currently study ten subjects to GCSE, including English Language, English Literature, Mathematics, one MFL and Science.

The curriculum throughout the school is such that all the girls have excellent opportunities to learn and make progress in their academic studies and personal development. Girls also enjoy opportunities in life beyond school. Their programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

## BEYOND THE CURRICULUM

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also participate in the annual Shakespeare Schools Festival and offer a wide variety of House Drama events, film making opportunities and master class workshops with external practitioners.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as Young Inventor of the Year, Young Designer of the Year and Young Engineer of the Year.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are some 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

# The Role

To help deliver the school's aims and objectives by supporting the provision of an efficient and effective school Library.

To oversee the time spent in the library by any pupils using the space for pastoral reasons and to administer and monitor the use of the quiet room by pupils who have it named on their pastoral support plan.

To provide welfare support that includes administering first aid in school in the absence of the school nurse or when the nurse is not available and having an interest, understanding and awareness of supporting young people with their mental health.

36 hours per week (10am – 6pm), term time only, plus 10 days during school holidays. Occasional additional hours will be required to cover absence.

London Grade 2

Start date October or November 2022

## Main Responsibilities

### WELFARE ASSISTANT

- Promote appropriate health guidance, wellbeing advice and other supportive strategies to students as necessary
- Oversee the use of the Quiet Room, based on pastoral support plans, holding the key for the room, keeping a register of its use and remotely monitoring pupils using the space.
- Maintain and report on the attendance in the library of pupils who spend time on a regular basis for mental health reasons.
- Be a kindly presence to pupils using the library for pastoral reasons – e.g. inquire about their wellbeing, offer words of encouragement and empathy, let them know that they should speak up if they need anything, etc.
- Encourage pupils to use their own coping strategies in times of emotional difficulty (these would be outlined on any existing pastoral plans or the pupil themselves may be able to articulate their own strategies).
- Support the work of the nurse by acting as a first aider in her absence or when she is otherwise occupied – the expectation of care is limited to that which is included in first aid training
- Support the work of the nurse by assisting with some admin relating to medical care (e.g. Assisting with restocking of first aid kits).
- Liaise with Heads of Year regarding observations of pupils using the library or visiting the medical room for their emotional wellbeing

### STUDY SUPERVISOR/ASSISTANT LIBRARIAN

- Oversee the smooth running of the library from 3:30pm – 6pm on school days.
- Provide lunchtime cover for the librarian.
- Supervise students during lunch, ensuring that students are quiet and generally follow all Library rules and procedures.
- Deal with routine enquiries from students and staff in a timely manner.
- Issue resources to staff and students using the Library Management System (LMS).
- Enter new library stock onto the LMS.
- Update resource records in the LMS.
- Work with students and the Librarian to produce topical displays.
- Ensure that visitors follow Library rules and procedures.
- Work with the librarian to ensure the Library is well presented at all times.
- Administer the loan of Library equipment (laptops and iPads) to students and staff, ensuring that resources are both borrowed

and returned correctly.

- Ensure books are where they belong, and shelves left tidy on a daily basis.
- Supervise students during their private study periods or while sitting exams in the Library.
- Distribute work from staff as necessary.
- Keep accurate records of student attendance during study periods.
- Ensure students keep the area tidy.
- Report issues relating to equipment and maintenance through the appropriate channels.
- Assist the Librarian in issuing regular communication and marketing pieces to the school community.
- Deliver the highest level of service at all times.

### ADDITIONAL RESPONSIBILITIES

- Assist in Reception where necessary.
- Provide admin support as required. This may include but is not limited to lost property, locker keys etc.

### REVIEW AND AMENDMENT

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

### TRAINING AND DEVELOPMENT

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development. Educational methods

### DISCIPLINE, HEALTH AND SAFETY

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### STAFF MEETINGS

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### GENERAL

Adhering to the policies of the school and the GDST, as published in the Staff handbook and the GDST Hub as amended from time to time, in particular policies relating to the safeguarding of children.



## SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- b. Contribute to the school's programme of extra-curricular activities
- c. Support and contribute to the school's responsibility for safeguarding students
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- g. Engage actively in the performance review process
- h. Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST circulars

## APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Wednesday 5th October 2022 at 9am.

Interviews will take place week commencing Monday 10th October 2022.

We reserve the right to close this vacancy early if we receive sufficient applications for the position and recommend that applications are submitted early.

The School may also conduct online searches (including publicly available social media searches) as part of our recruitment processes.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Child Protection Officer (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included. The GDST is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## QUALIFICATIONS

Educated to Degree Level	Essential
Up to date First Aid at Work Qualification	Desirable
Mental Health First Aid Qualification	Desirable

## PERSONAL SKILLS

Customer service skills	Essential
High level of organisational skills	Essential
Ability to communicate effectively with all members of the school community	Essential
Ability to work within a team and as a team player	Essential
Ability to work with young people	Essential
Strong Interpersonal skills	Essential
Excellent IT skills	Essential
Self-motivated and able to work under own direction	Essential
Excellent record of attendance and punctuality	Essential
Knowledge and love of children's literature	Desirable

## EXPERIENCE

Experience working in an educational environment	Desirable
Experience working in a library	Desirable
Experience working in a customer facing environment	Essential

## ATTITUDE/APPROACH

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well presented	Essential
Flexible over working hours according to the needs of the school	Essential