



Meole Brace School

Learning - Respect - Success

Applicant Information

Pastoral & Wellbeing Support Officer

37 Hours Per Week

Term Time Only plus 2 PD Days

To start: As soon as possible





Meole Brace School

Learning - Respect - Success

March 2025

Dear Sir/Madam

Thank you for taking the time to consider applying for the post of Pastoral & Wellbeing Support Officer. We are seeking a highly motivated and effective member of staff to join our Pastoral & Wellbeing Team.

We are a caring inclusive community school, committed to allowing our students and staff the opportunity to develop and prosper. The school is committed to being a safe environment, free from disruption, discrimination or intimidation, so that we can all learn and teach, and be happy. Specifically our key foundations for a successful education at Meole Brace School are 'Learning, Respect and Success'.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by 20th March 2025 at 12 noon.

Yours sincerely,

Miss Seema Purewal
Headteacher



Headteacher Seema Purewal

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

admin@meole.co.uk

www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high quality learning experience for all.

We have a wide ranging whole-school CPD program, as well as individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This brings an excellent additional level of opportunity to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Recent parent views

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

"My son has just completed 5 years at Meole Brace school and received excellent GCSE results . He also has a positive experience at the school and made good connections with the teachers who I feel are dedicated , committed and caring toward the children."

"I have two children who have been at Meole and cannot speak highly enough about the school."

We are very proud of our school, our students and our staff, and we hope that you will want to join our hard working and committed team.



Student Wellbeing



We are very fortunate to have a wellbeing provision at Meole Brace School that is staffed by non-teaching staff who are committed to the emotional well-being of our students.

We offer a truly different way of delivering access to mental and emotional health support. We believe that students should not feel like they have to reach crisis point to get the help they need. We don't want students to feel like they don't deserve a place to go because their worry is 'too small.'

We believe in supporting the student (and family where appropriate) in accessing the right service, in school or in the community. Although we are a small team we work collaboratively with other services to ensure the right support is delivered.

Below is a small example of what we offer.

wellbeing Workshops

Workshops are running for year 7, 8 and 9

Girls Friendships

Struggling with friendships? Need help to deal with gossip?

Anxiety

What is Anxiety? How to manage feelings and what can help.

Respectful Relationships

What makes a respectful relationship? Why are they important?

Healthy Eating

Why is healthy eating important? What makes a healthy diet?



**Come along to the LGBTQ+ sessions.
Afterschool one day a week and a
lunchtime drop in. Open to all year
groups.**





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Advertisement – Pastoral & Wellbeing Support Officer

Grade 7

£14.36 — £15.58 per hour

(£23,385—£25,367)

37 hours per week

Term Time only Plus 2 PD Days

Required to start as soon as possible

We are looking to appoint an energetic and enthusiastic individual to join our Pastoral & Wellbeing Team at Meole Brace School.

The successful candidate will need to have good communication skills and be willing to show flexibility when working as part of a team. They will also need to show an understanding of and commitment to supporting the needs of our students.

Visits are welcomed. We are very proud of our school and would like the opportunity to share it with you on a normal working day.

Further information about the school and an application pack visit our website: www.meolebrace.com. Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: 20th March 2025 @ 12 noon

Interview date: 25th March 2025

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices.

Headteacher Seema Purewal

Meole Brace School 01743 235961

Longden Road admin@meole.co.uk

Shrewsbury SY3 9DW www.meolebrace.com





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Job Description – Pastoral & Wellbeing Support Officer

Details of Post

- ▶ Pastoral & Wellbeing Support Officer
- ▶ School/ Federation/ Academy/Trust: Meole Brace Secondary
- ▶ Reporting to: Assistant Headteacher Pastoral/Safeguarding
- ▶ Main Workplace: Pastoral & Wellbeing Team
- ▶ Grade and SCP: Grade 7 (SCP 12-17)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices

Purpose of Post

The Pastoral & Wellbeing Support Officer will play a key role in promoting the emotional and social development of students by providing targeted support in mental health, safeguarding, and family liaison and wellbeing. This role will involve working closely with students, parents/carers, and staff to ensure a nurturing environment that fosters wellbeing, resilience, and positive engagement in learning.

Principal Duties and Responsibilities

Key Responsibilities:

Family Liaison

- ▶ Act as point of contact between the school and families to foster positive relationships.
- ▶ Provide advice and guidance to parents/carers on supporting their child's emotional and mental wellbeing.
- ▶ Organise and facilitate parent workshops and meetings to address concerns and provide resources.





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Job Description – Pastoral & Wellbeing Support Officer

Group Work & Mental Health Support

- ▶ Develop and lead wellbeing and resilience-building groups for students experiencing emotion or social difficulties.
- ▶ Deliver targeted interventions for students facing mental health challenges, including anxiety and low self-esteem.
- ▶ Work collaboratively with school staff and external professionals to ensure a holistic approach to student wellbeing.
- ▶ Promote positive mental health awareness throughout the school community.
- ▶ Engage with group work to do with bullying, resilience and other contextual needs of the school.

Record Keeping & Reporting

- ▶ Maintain accurate and confidential records of interventions, safeguarding concerns, and case notes using CPOMs.
- ▶ Provide reports and updates to senior leadership and relevant stakeholders on Headline areas and Records of Concern.
- ▶ Monitor and evaluate the effectiveness of wellbeing interventions and report on outcomes.

1. Data Protection and other statutory responsibilities

- ▶ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

2. Other Duties

- ▶ Any other duties that the Headteacher feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Job Description and Person Specification agreed by:

Post holder:

Date:

Signed:

Name of line Manager:





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Job Description – Pastoral & Wellbeing Support Officer

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Staff are required to comply with the Staff Code of Conduct.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition. This job description is current in March 2025, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the School Improvement Plan.





Person Specification – Pastoral & Wellbeing Support Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">▶ Experience working in a pastoral, safeguarding, or family support role within a school or community setting.▶ Knowledge of safeguarding procedures, child protection, and relevant legislation.▶ Strong interpersonal and communication skills, with the ability to engage effectively with students, parents, and professionals.▶ Experience in delivering group work and/or mental health interventions.▶ Ability to handle sensitive situations with empathy, discretion, and professionalism.▶ Proficiency in record-keeping and report writing.▶ Strong organisational and time management skills	<ul style="list-style-type: none">▶ Qualifications in counselling, mental health support, social work, or related fields.▶ Training in trauma-informed practice, restorative approaches, or similar Interventions.▶ Experience in facilitating parenting programs or workshops.▶ Familiarity with CPOMs software and school safeguarding systems.
Work or relevant experience		<ul style="list-style-type: none">▶ Experience with working with children or vulnerable adults▶ Experience of pastoral care within an educational setting▶ Experience of working in an educational setting or other relevant environment
Knowledge and understanding		<ul style="list-style-type: none">▶ An Awareness of school based Education including Child Development
Skills and Abilities (relevant to post)	<ul style="list-style-type: none">▶ Good communication skills.▶ Ability to relate well to children and adults.▶ Evidence of working well as part of a team.	<ul style="list-style-type: none">▶ Interest in ICT and the willingness to update skills and undertake further Training.
Personal Qualities	<ul style="list-style-type: none">▶ Ability to bring to role, initiative, enthusiasm And commitment.▶ Flexibility and reliability.▶ Ability to maintain confidentiality.▶ Willingness to develop skills with further training	





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Person Specification – Pastoral & Wellbeing Support Officer

	Essential	Desirable
Special Conditions	▶ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	

