



Ribston Hall High School Vacancy

Wellbeing Triage and Pastoral Support Officer

Grade:	NJC SCP 8-12, £24,702 to £26,421 (pro-rata £21,200 to £22,675 per annum)
Hours:	37 hours per week, term time, plus INSET (39 weeks)
Contract:	Permanent
Closing Date:	30 June 2024
Interview Date:	w/c 1 July 2024
Start Date:	September 2024

An opportunity has arisen to join the friendly team at Ribston Hall High School in the role of Wellbeing Triage and Pastoral Support Officer. This position is full time, term time only plus 1 week for INSET days (39 weeks per annum). The working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am to 3.30pm on Friday.

Our dedicated Wellbeing team help to ensure the physical and mental wellbeing and progress of our students supporting their learning, personal development and transition between school phases.

You will be the lead for Wellbeing triage, assessing all students who 'drop in' to our Wellbeing service. You will identify an appropriate course of action and offer effective interventions based on immediate need, including mental health and medical first aid as required.

You will maintain all medicines and medical equipment and undertake administrative/record keeping tasks. You will also lead on the school Vaccination Programme, liaising with the School Nursing Team and be responsible for all administrative arrangements in connection to the vaccination programmes. Working closely with the Wellbeing Lead you will liaise with Heads of Year, Parents and external agencies.

With the ability to prioritise tasks and work to deadlines, you will be able to deal with complex wellbeing issues sensitively, diplomatically and professionally. With experience of supporting mental health issues, you will be able to work under pressure and deal with several situations simultaneously. Excellent communication skills and a good working knowledge of MS Office are also essential.

For more information on the role please visit the school website www.ribstonhall.gloucs.sch.uk/vacancies to see if Ribston Hall High School will be the best fit for you.

To apply, please submit your completed application form via the website, together with a covering letter (maximum of two sides of A4) which outlines your experience and suitability for the role as in the Job Description.

Should you wish to discuss any elements of the role or discover more about Ribston Hall High School please contact the Sue Brewster, Wellbeing Lead on sb@ribstonhall.gloucs.sch.uk

Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to an enhanced DBS disclosure.