



St Leonards
St Andrews

Wellbeing Assistant

Information Pack



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Wellbeing Assistant - part time, 2 days per week

- Responsible to:** Deputy Head Pastoral
- Responsible for:** N/A
- Salary:** £23,810 per annum, full time equivalent. Actual salary £7,932 per annum
- Contract:** Permanent, term time only, 35 working weeks plus 5.6 weeks holidays
- Working pattern:** 16 hours per week, 2 days worked between Monday to Friday.

Job Purpose

To provide support for social, emotional and mental health needs of pupils at St Leonards School. The appointed person will be based in our Wellbeing Hub where their primary focus is to receive and keep safe any pupils who have a need to step away from classes.

The Wellbeing Assistant will liaise with school staff as required, in particular the school office, Medical Centre, Year Group Heads and Pastoral Team, Senior House Staff and members of the Executive team.



Discover St Leonards

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, and most recently was named Scottish Independent school of the Year for Academic performance 2024 (A Level/IB)

The average IB Diploma points score in 2023 was 35, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, Ad Vitam.



Main Duties and Responsibilities

Pupil Wellbeing

- To ensure that the wellbeing hub is staffed at all of the advertised times.
- To provide a caring listener for any pupils who arrive and wish to talk.
- To engage with pupils to develop a space which is welcoming for them and safe.
- To quickly raise any significant concerns such that the school can respond and support where needed.
- To implement support groups where pupils can speak openly about their concerns and are encouraged to develop healthy coping strategies, such as an anxiety management group, (training will be provided).
- To liaise closely with lead pastoral staff such as Heads of Year on general trends being identified but also regarding specific pupils where felt appropriate.
- To ensure all concerns raised by pupils in the wellbeing hub are shared with the appropriate members of staff without exception.
- To support the completion of key pastoral paperwork, specifically linked to GIRFEC.
- To treat all information relating to a pupil with the professional respect expected of all staff, to be aware of and comply with school policy and practice, receiving training where necessary from the school to be a proactive member of the school and wellbeing team.

IT and Databases

- To have a good working knowledge of relevant school databases such as the Engage Management Information System, for the entry and management of pastoral information.
- To be competent in the use of Google G-Suite products such as Google Docs and Sheets or similar software, such as Microsoft Windows equivalent of Word and Excel.

Administration

- At times, the wellbeing hub may not have any pupils in attendance. In these instances the appointed candidate may be asked to support the Pastoral Staff and/or Medical Centre administration whilst remaining in the hub should a pupil arrive.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfilment of the role.

Person Specification

Experience

Essential

- Proven experience of working in an education, pastoral or healthcare setting with young people.

Desirable

- Experience supporting young people's mental health.

Knowledge/Qualifications

Essential

- Knowledge of Google G-Suite applications or equivalent (e.g. Microsoft Office).
- Basic knowledge of First Aid.
- A sound understanding of the mental health challenges facing young people.

Desirable

- Mental Health First Aid.
- First Aid Training.

Skills/Competencies

Essential

- Be a kind, caring and empathetic individual who understands that for a child to thrive they must feel in control of their emotions and feel safe.
- Be able to work independently and with initiative.
- Be committed to the School's mission, aims and values.
- A confident communicator.
- Ability to remain calm under pressure.
- Reliable and conscientious.



The Application Process

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via our School Talent/Teacheroo portal - link here <https://jobsearch.teacheroo.io/st-leonards>.

The closing time and date for applications is 12 noon on **Wednesday 19 March 2025**. Interviews will be held during week commencing **24 March 2025**. If you have not been contacted by this date, we thank you for your interest in the post however, your application has not been progressed to interview on this occasion.

Any questions may be directed to Julianne Pennycook , Deputy Head,(Pastoral) at recruitment@stleonards-fife.org in the first instance. Early applications are encouraged as St Leonards reserves the right to interview and close the post early.

All successful applicants will be required to undertake a check with the Scottish Criminal Records office and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.





St Leonards

St Andrews, Fife

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