

# W I T H I N G T O N   G I R L S '   S C H O O L



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RECRUITMENT PACK:

S C H O O L   H E A L T H   L E A D

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# ABOUT WITHINGTON GIRLS' SCHOOL

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small, with 744 pupils in total with 156 in the Junior School (Years 3 - 6), 418 in the Senior School (Years 7 - 11) and 170 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and HMC (The Heads' Conference).

Pupils come from a wide geographical area around Greater Manchester and Cheshire, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, around 100 means-tested bursaries are offered each year according to need. The Governing Body is strategically focused and highly supportive of all areas of the School.

## A FOCUS ON EXCELLENT TEACHING AND PASTORAL CARE

The School's A Level and GCSE results are outstanding, with Withington ranked consistently in national league tables as the top independent school in the North West of England. The Sunday Times' prestigious schools guide, Parent Power, named Withington the North West Independent Secondary School of the Year 2020, 2022 and 2023 and North West Independent Secondary School of the Decade in 2021. Withington has been listed in the annual Tatler Schools Guide to the UK's top independent schools since 2012.

Girls who gain a place as a result of the entrance examination normally take GCSE/IGCSE examinations in 9/10 subjects, followed by 3 or 4 A Levels. An exciting and varied Enrichment programme offers Sixth Formers core elements such as PSHCE, financial literacy and professional skills plus a range of choices from computer coding and languages, to mosaics, mindfulness and cooking and preparing healthy meals. In addition to the Enrichment Programme, which all Sixth

Formers follow, many also complete an Extended Project Qualification (EPQ). Studies are directed towards encouraging a love of learning for its own sake, frequently going beyond the confines of the examined curriculum, as well as towards the ultimate goal of University entrance, including Oxford and Cambridge.

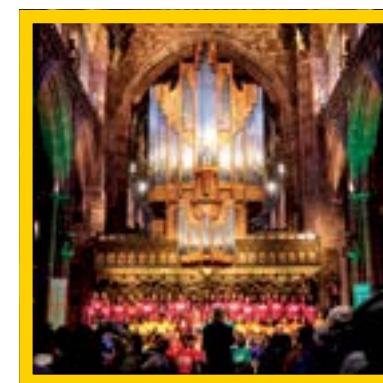
The excellent quality of teaching and pastoral care is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times; the relationship between pupils and staff is a particular strength of the School. The School runs on 'the 3 Rs' of Respect for self, Respect for others, and Responsibility for personal actions and its pupils thrive within the warm, friendly and supportive environment.

Preparation for life after school starts early and involves a programme of careers advice, work experience and UCAS application guidance. Older pupils work with younger pupils in numerous ways, through the House system, extra-curricular activities, peer support and mentoring.

## A BREADTH OF ACTIVITIES

Academic excellence is secured alongside an extensive range of extra-curricular opportunities, including Music, Drama, Sport, the Duke of Edinburgh's Award, Young Enterprise Scheme, Model United Nations, Debating and Robotics Clubs, to name but a few. Sixth Formers volunteer as assistants in local primary schools, residential homes, hospices and hospitals.

All pupils, throughout the School, engage in charity fundraising, collectively raising around £30,000 each year. There are special links with local charities, Wood Street Mission and The Booth Centre, The Christie hospital, two schools and a hospital in Kenya and a school in Uganda. Groups of Upper Sixth Formers engage in voluntary projects in The Gambia and Uganda and pupils take part in World Challenge, or similar, expeditions. Academic departments offer subject-related trips and activities in addition to cultural trips at home and overseas.



# ABOUT WITHINGTON GIRLS' SCHOOL

## AN INVESTMENT IN FACILITIES

The School enjoys excellent facilities and has an ongoing programme of major developments. Recent projects have included a purpose-built Junior School building, a central, enclosed 'Hub' area at the heart of the school and an expanded and refurbished suite of university-standard Chemistry laboratories, all of which were completed in 2015.

During 2018 a significant new sports facilities development was completed, reflecting the school's ongoing commitment to the promotion of physical activity for girls, one of the school's founding principles. In 2019 the outdoor netball courts and all-weather pitch were resurfaced to a high specification, bringing Withington's sports facilities to an excellent standard across all areas. Outdoor fitness equipment - also installed in 2019 - has provided an innovative facility that benefits fitness, wellbeing and social interaction for senior pupils.

In 2022 the school opened refurbished and extended dining facilities, a new conference suite, Learning Support area and accompanying offices. This reflects our commitment to providing the best facilities we can for our pupils, staff and all in the Withington community.

## A WELCOMING COMMUNITY

The Development Office has strong links with alumnae as well as former and current parents and staff and has been successful in raising substantial amounts for the Bursary Appeal, for the new Chemistry laboratories, Sports facilities and for an Annual Fund which enables enrichment activities for current pupils. Withington Onwards (the past pupils' association) and the Parent Teacher Association are active in, and committed to, supporting the School socially and financially. There are also close links with the local community including, for example, a range of Saturday morning lessons run by the School for gifted and talented boys and girls from local primary schools under the SHiNE Together programme and an annual event involving a number of primary schools across Greater Manchester known as *Manchester Sings*. Visitors often comment on the special atmosphere they find at Withington. We are extremely proud of our consistently outstanding record in public examinations and places gained at the most selective universities but also of the happily informal atmosphere, thriving co-curricular programme, community spirit, alumnae network - and engagement with education in its broadest sense which characterise this unique environment.

True to the vision of our Founders, our pupils aim high, have boundless opportunities to discover their talents and develop a strong sense of responsibility. We value individuality, celebrate diversity, encourage our pupils to think for themselves and to understand the importance of tolerance and teamwork. It is our aim that our pupils leave school at ease with themselves, socially aware and ready to face with confidence the challenges of life beyond.



# SCHOOL ETHOS

At Withington, we aim to create an environment in which all pupils are supported and encouraged to reach their full potential, academically, socially and personally. True to our founding principles, we are a school where the pleasure of learning is its own reward. The Withington ethos recognises that understanding the value of learning and knowing how to learn sustains and enriches us throughout our lives.

The golden rule of respect for self, respect for others and personal responsibility underpins our school community where diversity is celebrated, teamwork valued, and every pupil is encouraged to play her part, older pupils and alumnae providing inspiring role models.

Combining a wealth of extra-curricular activities with an exceptional academic experience, each girl has the opportunity to develop her talents, skills, interests and character, as well as a strong sense of responsibility which extends beyond the classroom and into the wider world.



# AIMS OF THE SCHOOL

## 1 TO SUSTAIN...

...an innovative and inspiring place of learning where our pupils grow into resilient, independent lifelong learners, curious and passionate about their world

## 2 TO NURTURE...

...our pupils' personal development and character, promoting respect and responsibility, enabling our pupils to thrive and to meet challenge confidently, compassionately and collaboratively

## 3 TO SUPPORT...

...a diverse, inclusive and open-minded school community and to work in partnership with local, national and international organisations for the benefit of our pupils



# JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>JOB TITLE:</b>	School Health Lead
<b>REPORTING TO:</b>	Deputy Head Pastoral
<b>HOURS:</b>	30 hours a week over 5 days plus 2 weeks in the school holidays to include the week before the Autumn term starts
<b>ROLE OVERVIEW:</b>	<p>To manage and lead the provision for the health, safety and well-being of the pupils at Withington Girls' School, enabling all pupils to continue in school with support for individual physical and mental health care if required. The School Health Lead will lead in the risk assessment and coordination of individual support plans and will work collaboratively with the School Pastoral Team, ensuring the care of both pupils and staff. The School Health Lead will be part of the Safeguarding team and will act as a Deputy Designated Safeguarding Lead.</p> <p>This job description is written at a specific time and is subject to change as the demands of the School and the role develops. The role requires flexibility and adaptability and the employees of the School need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<b>CHILD PROTECTION &amp; SAFEGUARDING:</b>	<p>Withington Pupils' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</p> <p>It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with the Withington Pupils' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>
<b>BENEFITS OF WORKING AT WITHINGTON GIRLS' SCHOOL:</b>	<p>In addition to providing a warm and inclusive working environment, Withington Girls' School also offers a comprehensive package to its staff. This package includes:</p> <ul style="list-style-type: none"><li>• A competitive Withington Pay Scale</li><li>• Workplace pension with 3x death in service benefit and a 10.6% employer contribution</li><li>• Free School lunches</li><li>• Fully funded Healthcare Plan through Simply Health</li><li>• Following induction, free use of the fitness suite</li></ul>



# JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## MAIN DUTIES & RESPONSIBILITIES:

1. To provide daily care to pupils and manage and lead the School Health Centre
2. Ensure the effective management of Health Centre records by:
  - i) Ensuring the School's management information system is accurate and up to date;
  - ii) Ensuring appropriate stocks of medication and medical supplies are maintained and stored safely;
  - iii) Ensuring health promotion materials are displayed in an appropriate and timely fashion;
  - iv) Ensuring a clean and safe environment is maintained at all times
3. To administer over the counter medication and any specified prescribed treatments, in accordance with School protocols and procedure and with parental consent and instruction
4. To manage and support with medical emergencies on school premises
5. To administer appropriate First Aid to pupils and staff
6. To fully understand the 'duty of care' to pupils and know what to do in an emergency
7. If deemed necessary, to arrange for ill pupils to go home, liaising with parents to ensure prompt collection
8. To provide well-being support for pupils, ensuring that arrangements are reviewed regularly
9. To communicate pupil physical and mental health issues with parents/guardians
10. To ensure meticulous attention to details in the maintenance of pupil records
11. To ensure the ongoing management and welfare of pupils with chronic illness, ensuring care plans are developed and written for pupils requiring them
12. To work in partnership with staff, pupils and parents in identifying physical and mental health issues, ensuring referral to other agencies where appropriate
13. To maintain health records, ensuring confidentiality, safe and appropriate legal storage in line with data protection requirements
14. To complete the relevant first aid administration process for staff and pupils, including provision and coordination of first aid kits for school trips
15. To lead the organisation and management of immunisation sessions in school, liaising with Child Health and NHS School Nurses when necessary
16. To support Heads of Year and teaching staff regarding the care of pupils, providing teaching staff with general training about the initial care of pupils with medical needs
17. To liaise with parents, staff and external agencies in matters relating to the pupils' health and well-being
18. To ensure the creation of an environment that is safe to all; to report and monitor accidents as required
19. To ensure your own continued professional development is maintained and built upon, ensuring minimum standards and requirements for NMC, by attending relevant training courses, seminars and conferences relating to health matters. Keeping up to date with professional developments through the Royal College of Nursing, and the Independent Schools Nurses Forum



# JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## MAIN DUTIES & RESPONSIBILITIES:

20. To provide advice to staff organising school trips, develop risk assessment and complete additional paperwork in particular for residential and overseas visits.
21. To be the Line Manager of the Health Centre team and oversee the management of the Schools' Counselling service
22. To ensure the Health Centre is compliant with regulations and update policies accordingly in line with legislation
23. To report to the Health and Safety lead termly, reporting on any accidents and health issues within the school. To monitor first aid training for staff and report to RIDDOR when necessary

### As Deputy Designated Safeguarding Lead:

1. To share responsibility as Deputy Designated Safeguarding Lead, responding to any child protection issues in a timely manner ensuring that the School Safeguarding and Child Protection policy is followed
2. Meet with the Designated Safeguarding Lead to communicate safeguarding concerns
3. Contribute to the annual safeguarding audit and termly file reviews
4. Liaise with other agencies as necessary, attending meetings as required
5. Attend DSL network meetings
6. Attend regular supervision meetings

### As a Member of Staff at Withington:

1. To identify personal in-service training needs and attend appropriate courses
2. To attend relevant meetings and keep up to date with the day-to-day work of the School
3. To respect the confidentiality of sensitive information shared by staff, parents and pupils
4. To be responsible for the safety of yourself, colleagues, pupils and visitors, ensuring that safe practices are followed, training attended, and anything deemed unsafe is immediately reported to the Bursar
5. To maintain good order among the pupils and safeguard their health, safety and welfare in accordance with school policy, on the school premises
6. To become familiar with, and follow, all school policies and procedures
7. To ensure awareness of what is happening in and around the school
8. To attend training courses as required
9. To undertake any other duties that might be reasonably requested by your line manager, the Headmistress or any other member of SLT



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• RGN with a minimum of 2 years' experience</li> <li>• NMC registered</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant post qualification education/ training</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of application form</li> <li>• Production of the applicant's original certificates</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Up to date and relevant nursing experience, including thorough knowledge of child health issues</li> <li>• Experience of minor injuries and wound dressing management</li> <li>• Experience of establishing and maintaining accurate and effective records</li> <li>• Experience in safeguarding children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in A &amp; E, triage, practice nursing and/or paediatric care</li> <li>• Experience of developing and delivering successful health promotion campaigns</li> <li>• Knowledge of safeguarding policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of application form</li> <li>• Evidence of results achieved</li> <li>• Interview</li> <li>• Professional references</li> </ul>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> <li>• Knowledge of the care of children aged 7 – 18 years</li> <li>• Excellent assessment and diagnostic skills</li> <li>• To be proficient in the use of ICT, specifically the Microsoft Office suite of applications</li> <li>• Excellent interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of common childhood diseases and illnesses</li> <li>• Knowledge of childhood medication</li> <li>• Knowledge of public health and infection control</li> <li>• Knowledge of mental health issues in young people</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

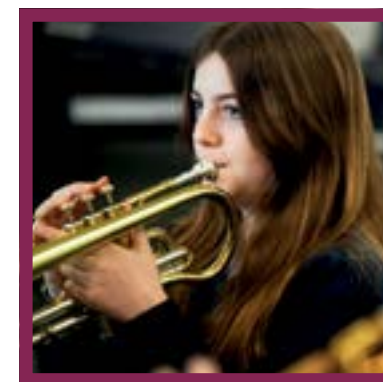




# PERSON SPECIFICATION

## PERSONAL COMPETENCIES & QUALITIES

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• Self-awareness and emotional stability, especially as working with different behaviours</li> <li>• Ability to stay calm in an emergency</li> <li>• Professionalism and outstanding role model for young people and colleagues</li> <li>• Passion for helping children and young people learn</li> <li>• Ability to form and maintain positive and appropriate relationships and personal boundaries with children and young people</li> <li>• Ability to engender confidence in young people</li> <li>• Commitment to ongoing professional development</li> <li>• Commitment to diversity and inclusion</li> <li>• A warm, friendly and patient manner</li> <li>• Be committed to the wider ethos of the School and its wider activities</li> <li>• Ability to work with complete discretion</li> <li>• Tact and diplomacy in dealing with others</li> <li>• Trustworthiness and integrity</li> <li>• Ability to build positive relationships with all pupils, that encourages them to talk about their problems and allows them to achieve to their highest potential</li> <li>• Discipline and time management skills</li> <li>• Team player</li> <li>• Excellent communication skills</li> <li>• Meticulous attention to detail</li> <li>• A sense of humour</li> <li>• An outstanding ambassador for Withington Girls' School, its ethos and values</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



## THE SUNDAY TIMES SCHOOLS GUIDE

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Alastair McCall, Editor of The Sunday Times Schools Guide, Parent Power, on Withington being named Northwest Independent School of the Decade in November 2020.

*"This... accolade acknowledges the consistent academic excellence achieved by the school over the past 10 years, when it has finished as the top-ranked independent school in the Northwest in our annual Parent Power rankings every year.*

*"This has been achieved without creating an academic hothouse. Girls thrive in a supportive, caring environment, where they are encouraged to contribute to school life in myriad ways, not just in examination halls. The school's commitment to accessibility through a generous bursary scheme sees many study here for reduced fees - or even no fees at all. The diverse community of more than 700 girls leave the school ready to take their place in the world and become leaders in their chosen fields, as so many of their predecessors have done."*

## TATLER SCHOOLS GUIDE 2021

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*"This is a decidedly academic yet happily informal girls' day school that celebrates diversity and individuality. Thanks to its generous bursaries, Withington is a melting pot of different cultures, religions and backgrounds - a microcosm of Greater Manchester."*

*"There may not be a 'typical Withy girl', but there is a Withy state of mind: an intellectual curiosity and an unwavering commitment to the principles of respect for self and respect for others."*

## GOOD SCHOOLS GUIDE REVIEWS

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Junior School:

*"This is a warm and happy junior school where girls who love academic learning thrive and reach their potential while immersing themselves in enriching interests and challenges across arts, music and sports."*

Senior School:

*"A school with dazzling academic results which seeks to empower girls to think independently, cultivate wide-ranging interests and embrace challenge. Girls who have a deep thirst for knowledge and learning will absolutely fly at this impressive high-performing school."*