

# Student Wellbeing Officer & Deputy Designated Safeguarding Lead (DDSL)

Term Time Only + 1 Week

## The BRIT School

Are you passionate about inspiring young people?

Are you keen to continue to develop your career in a creative school? Would you like to work somewhere unique, where you make a difference with our hard-working Pastoral team?

The BRIT School is looking for a dynamic and innovative Student Wellbeing Officer. This role requires someone highly motivated with excellent communication skills and a good knowledge of and experience in dealing with safeguarding and mental health issues.

This is an exciting opportunity to make a positive impact on pastoral work with our students across the school, with a particular focus on Post 16 Pastoral support. The successful applicant will be organised, friendly, flexible and calm under pressure.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of National Curriculum subjects. It is sponsored by the British Record Industry Trust and has a unique relationship with the performing arts industries.

The BRIT School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.



# Student Wellbeing Officer/DDSL

## Applicant Information Pack

Closing date 9am, Friday 3rd July 2026

Interview date Monday 13th July 2026

## Contents

- Job Description
- Key Responsibility
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- Find Us
- How to Apply

## Job Description

Job Title	Student Welfare Officer/Deputy Designated Safeguarding Lead
Department	Pastoral
Grade	Band 6 - Term Time Only - Plus 1 Week
Salary	£35,552.75 - £ 38,072.84 (£39,276 - £42,060 FTE)
Hours of Work	35 (but there will be occasions of working out of hours)
Contract Type	Permanent
Responsible to	Assistant Director of Pastoral
Responsible for	N/A
Job Overview	Working collaboratively with the Assistant Director of Pastoral and the wider Pastoral team, you will support the day-to-day pastoral needs of students, developing and implementing strategies to ensure wellbeing and maximise academic achievement. Operating within our vibrant, creative environment, you will deliver frontline mental health and emotional support, manage day-to-day safeguarding processes, and undertake shared DDSL duties (including holiday rota coverage) to maintain a proactive, compliant culture of vigilance.

## Key Responsibilities

### 1. Safeguarding & Case Management (DDSL Role)

- Deliver day-to-day safeguarding, student welfare support, and robust pastoral care across the school.
- Undertake DDSL responsibilities during school holidays on a shared rota basis to ensure continuous child protection coverage.
- Support and advise staff regarding safeguarding and child protection concerns, ensuring appropriate actions are executed and recorded.
- Maintain secure, confidential records separate from academic files, tracking safeguarding cases in strict compliance with school policies.
- Compile detailed case studies and maintain flawless record-keeping to support external reviews and audits.
- Lead targeted support for Looked After Children (LAC), closely monitoring their progress, attendance, and wellbeing.
- Support students "living away from home" through regular check-ins and by facilitating/moderating appropriate online support networks.
- Ensure full compliance with school safeguarding policies and ensure best practice is consistently followed across all departments.

### 2. Pastoral Support & Early Intervention

- Provide 1-to-1 wellbeing interventions, pastoral guidance, and emotional support to students requiring additional care.
- Be the main point of contact for students in receipt of 'vulnerable' (16-19) bursary, organising eligibility checks and termly check-ins.
- Support the day-to-day management of the pastoral hub, ensuring an organised, welcoming, and safe environment.
- Provide frontline, drop-in support for students visiting the pastoral hub experiencing immediate worries or distress.
- Conduct Key Stage 4 reintegration meetings where appropriate to facilitate a smooth, supported return to the classroom.
- Provide expert advice and problem-solving support to tutors and Strand Directors in their pastoral roles, including handling crisis situations.
- Develop and implement preventative, intervention, and diversionary strategies for individuals or groups identified by the team or external agencies.
- Assist staff with the creation and implementation of individual action plans addressing wellbeing, behaviour, attendance, and punctuality.
- Help maintain positive behaviour and active student adherence to the school agreement.

### 3. Key Stage 4 & Post-16 Events & Accountabilities

- Lead the design, coordination, and review of the school's Personal Development (PD) programme alongside the Pastoral team.
- Organise key milestone events, including the Key Stage 4 (Year 11) and Key

Stage 5 (Year 13) Proms and Graduation Ball events.

- Oversee and coordinate the Post-16 student induction programme to ensure a smooth transition into Year 12.
- Facilitate the running and organisation of the Student Forum and other student-led organisations to elevate student voice.

#### 4. School Trips, Events & External Liaison

- Participate in school trips and visits, utilising these opportunities to build positive relationships with students outside the traditional classroom setting.
- Partner professionally with external agencies, including Social Care, CAMHS, Borough intervention teams, and Early Help networks.
- Source, evaluate, and review relationships with external providers to enhance service provision.
- Build constructive relationships with families, keeping regular, empathetic contact with the parents/carers of students receiving support.
- Liaise with the Attendance Officer, EWO, and tutors to implement the attendance strategy, reward schemes, and student action plans.
- Support major school events, including results days, inductions, enrolment days, graduation ceremonies, and parents' evenings (some of which may fall during school holidays).
- Execute administrative tasks relating to student communications, such as the weekly Student Bulletin, student records, and incident reporting.

#### 5. General Professional Responsibilities

- Take responsibility for your own professional development (CPD), seeking out opportunities to build your capabilities as a highly effective leader.
- Maintain up-to-date expert knowledge of safeguarding provisions, pastoral care pedagogy, leadership, and broader education policy reforms.
- Work in strict accordance with statutory provisions and school policies, exercising a clear commitment to the school's mission, ethos, equal opportunities, and health and safety.
- Attend all required school and departmental meetings, briefings, and training sessions.
- Undertake any other reasonable duties or one-off tasks at the request of the Line Manager or Senior Leadership Team (SLT).

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	Proven ability of pastoral work, specifically with young people	E
	Proven ability in creating successful pastoral programmes and provisions	E
Experience	Proven ability and confidence in dealing with complex pastoral issues	E
	Proven/developing ability in analysing and acting upon data	E
	Proven ability in the organisation of events, training etc.	D
Knowledge & Skills and Qualities	Excellent ability to prioritise and manage own time effectively	E
	Excellent organisational skills	E
	Excellent oral and written communication skills	E
	Flexible, able to prioritise demands across strands	E
	A knowledge of the Post 16 curriculum	E
Personal Qualities	Confident in communicating with students/parents/teachers	E
	An innovative thinker who takes initiative and acts upon it	E
	Vision and willingness to develop cross-curricular links/projects	E
	Proven ability and confidence in dealing with conflict	E
	A strong sense of teamwork	E
	An empathy with the use of the Arts in education	E
	A commitment to the School's mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E

## Terms and Conditions

Availability      ASAP

Contract Type    Permanent Contract

Hours of Work    35 hours Term Time Only

Salary             The BRIT School Pay Scale Band 6

£35,552.75 - £ 38,072.84 (£39,276 - £42,060 FTE)

Appointments will normally be made to the first point of the grade. Payday is the 26th of each month or the last working day before this, should the 26th fall on a weekend or bank holiday.

Work permit      All applicants must be permitted to work in the UK and, where necessary, hold a relevant work permit. This is not a role in which The BRIT School sponsors a visa application.

DBS Check        The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

Probation         The post has a six-month probationary period.

Pension           Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

## Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan to staff who wish to take advantage of the reduced annual prices.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £150 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Pension	Teaching Staff are automatically enrolled in the Teaching Pension Scheme.
Employee Assistance Programme (EAP)	The BRIT School provides an Employee Assistance Programme, which includes counselling service and financial advice.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.

## About Us

The BRIT School is the UK's original and leading state-funded performing and creative arts school for 1,450 young people, aged 14 to 19. The School – an exempt charity based in Croydon – provides a unique education in the fields of performing and creative arts, including theatre, musical theatre, applied theatre, music, music technology, film and media production, digital arts, visual arts and design, fashion styling and textiles, and production arts in the University of Arts London (UAL) Level 2 and 3 qualifications as well as a full academic programme of GCSEs and A Levels.

It invests in the future of the UK's cultural wealth by nurturing young artistic talent from all backgrounds and teaching the skills needed by the rapidly growing creative industries.

BRIT stands for the British Record Industry Trust and funding from the BRIT Awards and BRIT Trust is invested in the professional facilities and equipment at the School.

The School opened in 1991 and over 14,000 students have been educated at The BRIT School, including Adele, Amy Winehouse, Jessie J, Katie Melua, Leona Lewis, Tom Holland, RAYE, Olivia Dean, Loyle Carner, Rizzle Kicks, Cush Jumbo, Blake Harrison, The Kooks, Twain Barrat, Hannah Onslow, Cat Burns and Lola Young. In total, students from the School have been responsible for selling over 280+ million albums, 70+ billion streams of BRIT alumni songs between 2018-23 and winning 43 high-profile awards, including BRIT Awards, Grammys, BAFTAs, Oscars and Laurence Olivier Awards.

Year on year, nearly 100% of students are in education, training or employment after graduating.

In November 2024 OFSTED rated the school 'Outstanding' in all five categories of measurement: Teaching and Learning, Behaviour and Attitudes, Personal Development, Leadership and Management and the Sixth Form provision.

**Our Mission** - To prepare young people for careers in the arts.

**Our Values** - Original, Responsible, Ambitious, Inclusive, Kind

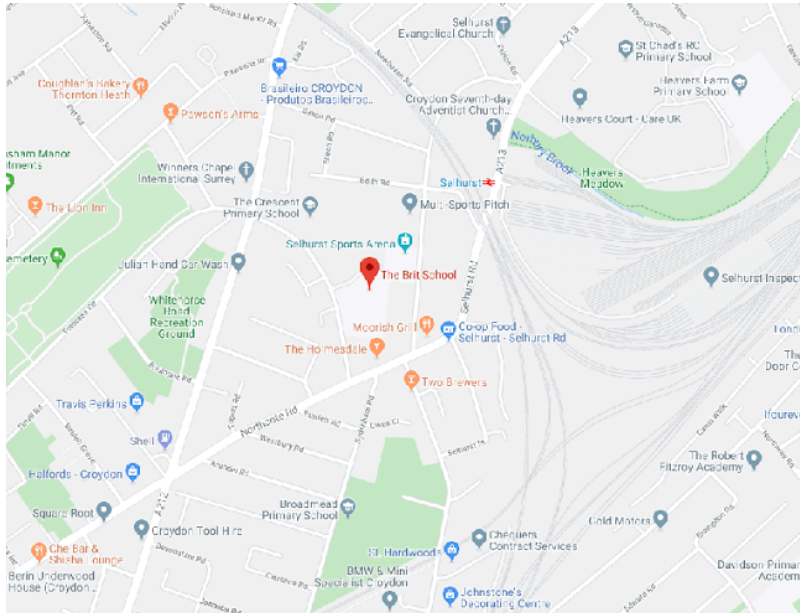
### Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

## Location

The BRIT School is located in Selhurst, Croydon.

60 The Crescent, London, Croydon CR0 2HN



## How to Apply

To apply, please complete our [Application form](#)

CV's without an application form cannot be accepted.

**Closing date** 9am, Friday 3rd July 2026

**Interview date** Monday 13th July 2026

The interview will consist of several parts, a formal Interview, a role related test and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 14 – 19 year old students Britain's leading state-funded school for the performing arts.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk)