



KEY STAGE 3 STUDENT SUPPORT WORKER

SALARY: £19,537-£21,355 (PRO RATA)

BASIC, PLUS PENSION AND PERFORMANCE-RELATED PAY

LOCATION: THE THOMAS ALLEYNE ACADEMY, STEVENAGE

As a school, we offer the following benefits:

- A unique and exciting future as part of the Hart Schools trust
- Happy, friendly and motivated students
- A dedicated, professional and caring team
- A professional and supportive work environment
- A range of development opportunities and tailored support programmes across the Hart Schools Trust
- A positive atmosphere where there is a real 'can do' attitude

If you are keen to make a difference, enjoy working as part of a supportive, dedicated and happy team please come and meet us – visits are warmly welcomed and recommended.

JOB PURPOSE

- To support the Heads of Year 8 and 9 (KS3) with administration duties for their Key Stage
- To work under the instruction/guidance of Key Stage 3 Heads of Year to ensure that students are supported with their behaviour, safety, progress and achievement
- To support the Heads of Year in ensuring students are provided with appropriate information, advice and guidance

ROLES AND RESPONSIBILITIES

- Investigate any reported behaviour incidents. Take statements, interview students, provide recommendations and be involved in the resolution of incidents where appropriate and communicate the outcome of these investigations
- Liaise and meet with parents, staff and external agencies to support students as part of any investigation

- Assist with organising KS3 events, trips and celebration assemblies throughout the year
- Oversee and implement the admissions process for KS3 admissions as required
- Administer the school detention system
- Monitor incidents of bullying. Maintain records and liaise with the Head of Year to suggest possible interventions
- Administrative support for the development and implementation of Individual Education/Behaviour Plans and Pastoral Support Plans
- Be responsible for keeping and updating records as agreed with the Head of Year, contributing to reviews of systems/records as requested
- Attend and participate in relevant meetings as required
- Help to maintain a purposeful, orderly and supportive environment within the pastoral team
- Promote good learner behaviour by dealing promptly with conflict and incidents in line with established policy, and encourage learners to take responsibility for their own behaviour
- Support the academy by undertaking a first aid qualification and having first aid duties as required (approx. 2 half days per week)

SUPPORT FOR THE ACADEMY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in training and other learning activities (e.g. INSET days) and performance development as required
- Assist with the supervision of students out of lesson times
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Perform any other reasonable duties as requested by the Head or Assistant Head
- This job description may be amended at any time following discussion between the Head and the member of staff and will be reviewed annually

PERSON SPECIFICATION

- To work with honesty and integrity
- To be confident and approachable
- To be self-critical
- To possess excellent inter-personal skills in order to forge positive working relationships with staff, parents and students
- To be able to work collaboratively with other teachers and support staff across the academy
- To manage your time effectively
- To understand how to act on feedback and demonstrate a desire for continued professional development

WHO WE ARE

The Hart Schools Trust (the Trust) is a burgeoning schools trust that currently sponsors the Thomas Alleyne Academy and Roebuck Academy in Stevenage.

- The Thomas Alleyne Academy: a growing secondary school, with sixth form, in Stevenage. The school was graded 'Good' with 'Outstanding' leadership and management at its last Ofsted inspection in 2015.
- Roebuck Academy: a growing primary and nursery school in Stevenage. The school was graded 'Good' at its last Ofsted inspection in 2015.

The Trust is part of the Hart Learning Group, a charitable organisation with a mission to create social and economic value through learning.

The Hart Learning Group currently includes:

- North Hertfordshire College, a large general further education college in Stevenage, Hitchin and Letchworth.
- The Hart Schools Trust, a burgeoning schools trust that currently sponsors Thomas Alleyne's Academy and Roebuck Academy in Stevenage.
- Hart Learning & Development, a progressive new learning and development business which supports businesses of all sizes to engage with and invest in emerging talent.

We are currently working towards an ambitious five-year strategy. To realise our strategy, we need the best people around. We're building an amazing team, all of whom share our passion, pace and commitment to helping our students get where they want to be in life.

TO APPLY

To apply please send a completed application form to recruitment@nhc.ac.uk by Tuesday 13th March 2018 at 12noon.

Interviews will take place week commencing 19th March 2018.

SAFER RECRUITMENT STATEMENT

Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK.