



BOURNVILLE SCHOOL

STUDENT SUPPORT OFFICER

Candidate Information Pack



PART OF THE FAIRFAX MULTI-ACADEMY TRUST

 **FAIRFAX**
MULTI-ACADEMY TRUST

WELCOME - *Interim CEO of the Trust and the Head of Academy*

Dear Candidate

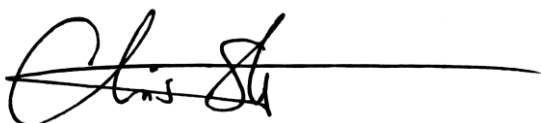
Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.

I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Stevens', followed by a long horizontal line extending to the right.

Mr. Chris Stevens
Interim CEO | Fairfax Multi-Academy Trust

WELCOME - *Head of Academy*

Dear Candidate,



Thank you for your interest in Bournville All Through School. Bournville is a traditional school with a rich history rooted in the community it serves and has an ambition to become one of the leading schools in the West Midlands, indeed the country.

We are an inclusive school where everyone works together to be the very best they can be. The school is a tolerant community that welcomes all and celebrates diversity.

Our ethos is simple. We expect a lot of our students – we expect them to work very hard to fulfil their potential and reach the highest standards through high quality teaching and caring support. We aim to keep them safe and happy so that they discover and learn new things, and achieve whilst at school. We do all we can to prepare them for the next steps in their education and future quality employment, equipping them to be able to lead a fulfilling and successful life. We aim to provide an outstanding platform for them to be the best they can be.

Our standards are high. We expect all students to wear our full uniform, attend well, behave appropriately and support each other. We expect them to give their best effort and believe that there is dignity in hard work. This is reflected in our school motto, "Everyone. Every Lesson. Every Day."

Our primary provision opened in September 2016 creating the first all through school in South Birmingham. As an all through school we are uniquely placed to offer many benefits to our students. Primary children will be able to access the sort of specialist teaching rarely available in a traditional primary school. They will benefit facilities such as IT, Music, Drama and Modern Foreign Languages. When it comes to transition they will have an established group of friends and be well known to us, their needs will be met and understood enabling them to move into the secondary phase feeling happy and appropriately supported.

We look forward to welcoming you into our family.

Yours sincerely

A handwritten signature in black ink that reads "J Cottle".

Mrs J Cottle
Head of Academy

CONTEXT - *Our academy*

Bournville is a school with a proud history and distinct tradition. Before Bournville became a comprehensive school in the 1970s it was previously two sibling grammar schools: Bournville Girls Grammar School and Bournville Grammar-Technical School For Boys, previously known as Bournville Boys Technical School. The technical school for boys, the city's first technical school, opened in October 1955. The pioneering technical school later combined with the girls' grammar school on the same site. The boys' school was organised along 'Public School' lines with four houses—Belmont, Griffin, Manor and Woodlands.

There have been a number of changes at Bournville in the intervening years; we became an all through school in September 2016 and said goodbye to our last cohort of sixth form students in July 2017. However, we stay true to our traditions and roots at Bournville –our students wear their blazers and ties with pride. Our three houses, Boulton, Tolkien and Cadbury were named by our pupils who are keen to acknowledge the contributions of their Birmingham forefathers whose literary, engineering and philanthropic legacies are still much in evidence today.

We have a proud musical and sporting history and we are unashamedly ambitious for all our students. Every child that passes through the Bournville gates is a 'Griffinian', following in the footsteps of thousands of 'Old Griffinians' who have walked our schools corridors and succeeded in our classrooms. The Griffin is the symbol of our school and a unifying force in binding us all along our shared mission and values.



POST HOLDER

DEPARTMENT	Bournville – Pastoral Team Secondary
RESPONSIBLE TO	Deputy Head of Academy
LINE MANAGEMENT OF	N/A
SALARY	FMAT SC5
WORKING HOURS	37 hours per week (no TOIL) with a half hour unpaid lunch break
WORKING PATTERN	Monday to Thursday 08:00 – 16:00, Friday 08:00 – 15:30
Holiday Entitlement	A paid entitlement of 25 days' annual leave and 8 statutory holidays pro rata

JOB PURPOSE

The Student Support Officer will look after the well-being of students in a given year group/s as part of the academy's pastoral team. The post holder will work alongside Heads of Year, other members of the Pastoral Team, parents/carers and other agencies to secure good outcomes for all students. They will implement school policies on discipline and behaviour in relation to these students and contribute to raising the attainment of students through promoting an ethos of high expectation. In addition, they will actively promote the academy's values and assist teaching staff in narrowing the gap between disadvantaged and other children.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

1. Challenge and motivate students, promoting and reinforcing self-esteem.
2. Promote the Trust's ethos and culture of high expectations in and around the academy buildings, site and in lessons.
3. Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety; provide also general student support, e.g. lost items, upsets etc.
4. Reward students for positive behaviours and high standards using the academy system.
5. Assist as necessary in meetings with students and communication with parents.
6. Be the first point of contact for parents/carers being responsible for and dealing with issues when appropriate and referring to other staff for action when necessary.
7. Ensure contact is made with parents/carers whenever incidents are dealt with, e.g. bullying, racial incidents etc., and produce appropriate records.
8. Liaise and consult with senior leaders and the pastoral team in relation to the Behaviour Policy and its implementation and contribute to pastoral support plans.
9. Effectively communicate with relevant colleagues through meetings and e-mails keeping them informed of issues relating to students and seek reports on student progress from staff.
10. Respond to and take the necessary steps to resolve relationship issues between students.
11. Conduct investigations of student incidents and report back findings to the relevant senior leaders and complete accurate records.
12. Liaise under the direction of senior leaders with staff over students' behaviour and progress.
13. Monitor attendance at detention.

14. Work with the senior leader 'On-Call' to resolve any serious breaches in the Behaviour Policy during lesson time and social time.
15. Be aware of the academy 'hot spots' and cover needs each day in order to provide support in these areas whilst on duty.
16. Issue, collect and follow up target cards for identified students.
17. Coordinate work for students that are excluded or off sick.
18. Provide cover in lessons when a teacher is absent as necessary.
19. Be a nominated First Aider.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
 2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
 4. Be aware of, support and ensure equal opportunities for all.
 5. Contribute to the overall ethos/work/aims of the Trust.
 6. Appreciate and support the role of other professionals.
 7. Attend and participate in relevant meetings as required.
 8. Participate in training, other learning activities and performance development as required.
 9. Engage actively in the performance review process.
 10. Perform any other such duties as the Head of Academy may from time to time determine.
-

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Experience of dealing with parents/carers, professionals and students	✓	
Competent user of IT systems such as MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Recent experience in an administrative role	✓	
Proficient in presenting and analysing data for a variety of audiences	✓	
Experience in using database applications	✓	
Previous experience in working in a school in a similar role		✓
Previous experience in using SIMS		✓
Personal qualities and attitudes	Essential	Desirable
Good problem-solving skills	✓	
Excellent administrative skills	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	

Ability to record facts and probe for information without influencing	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including First Aid training	✓	
A commitment to the ethos, vision and values of the Trust and the ability to promote these at the academy	✓	
Ability to travel to meetings if required	✓	

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

An enhanced DBS check is required for all successful applicants