



St Mark's
School Bath

Application Pack for the post of:

Student Support Officer

WISDOM AMBITION INTEGRITY



St Mark's
School Bath

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Welcome to St Mark's School, Bath

Thank you for expressing an interest in the post advertised, to start in September 2019. Please find enclosed information that I hope you will find helpful in making your application.

We are seeking an outstanding Student Support Officer to support our student body. This is an excellent opportunity for a committed and enthusiastic colleague to join our team by providing outstanding pastoral support to our students in a rapidly expanding and vibrant school.

Progress and development at the school is moving at pace and we are keen to hear from individuals who can bring outstanding pastoral support to our young people.

St Mark's School, Bath, seeks to provide excellence in education as a mixed comprehensive school. Our vision is to inspire students for future success, by developing confidence, ambition and independence, whilst encouraging a strong sense of adventure.

We achieve this through our personalised, dynamic curriculum, our careers and aspirations programme and extensive enrichment opportunities, encouraging our young people to thrive as principled, well-rounded young men and women. We enjoy strong partnerships with businesses and universities, providing students with academic tutoring, an experience of university life and activities to promote personal development.

We are committed to educating and developing young people spiritually, morally, socially and culturally, as well as academically. Everything we do is underpinned by our Christian ethos and core values of: wisdom, ambition and integrity. Our desire to inspire all students is extended through our joint post-16 provision, The New Sixth, as a platform for future success in higher education and the workplace.

St Mark's is at an exciting phase in its development with ambitious plans for the future. We are working towards a new partnership with a local and highly reputable multi-academy trust; leading the way for schools in our area to work proactively and collaboratively whilst driving up standards and opportunities for all.

St Mark's is also a member of the Bath Education Trust, a partnership and collaboration of key education providers and business in Bath and North East Somerset. The aim of the Trust is to improve the educational experience of our students and prepare them for the opportunities, responsibilities and experiences of later life.



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For an open discussion about this role, or to arrange a visit prior to application, please contact Wendy Assirati on 01225 478411 or email: assiratiw@st-marks.org.uk to arrange a suitable time.

We are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.

I do hope that, having read all of the details regarding the position and having studied the job description, you apply to become part of this ambitious, friendly and supportive school.

Yours sincerely,

Barnaby Ash
Headteacher



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Post:	Student Support Officer
Start date:	September 2019, or as soon thereafter as possible
Contract type:	Full time (37 hrs per week) Term time only plus 2 INSET days (INSET day allocation under review)
Salary:	Grade 5 (£17,860 - £19,333 actual annual salary)
Closing date:	Midnight on Sunday 25 th August 2019

St Mark's School is a 'Good' 11-19 mixed comprehensive school where students thrive and reach their full academic and personal potential through the combination of a personalised, dynamic curriculum, quality teaching, enriching opportunities and high expectations.

Our small class sizes mean all students have the opportunity for unrivalled mentoring and individual support to enhance personal development. Led by enthusiastic and innovative teaching staff, students receive exceptional tuition and guidance throughout their time here.

The staff at St Mark's School are integral towards achieving our vision of inspiring students for future success. This is an excellent opportunity for a passionate and committed colleague looking for their next career move in a rapidly growing and vibrant school.

The Pastoral team benefits from hard-working, committed and supportive leadership. Applicants must demonstrate a passion and commitment for providing outstanding pastoral care and support for young people and have the ability to inspire them to want to behave well, develop themselves personally, attend school regularly and achieve well academically.

Applications are invited from talented and enthusiastic individuals who can demonstrate:

- A willingness to provide exceptional pastoral care and support to young people who deserve to have the best start in life
- Outstanding teamwork, capable of inspiring excellence in young people
- Being an enthusiastic and highly motivated professional
- The drive, determination and dedication to further improve academic standards across the school through the pastoral support provided to young people
- A commitment to students' personal and academic development

In return, the successful candidate can expect:

- A comprehensive Induction Programme
- Outstanding professional support
- A vibrant and dynamic student body that deserves the very best
- A team of supportive colleagues



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Progress and development at the school is moving at pace and we are keen to hear from individuals who can provide outstanding pastoral support drawing on exceptional knowledge, experience and expertise to engage our young people.

Applications are invited from talented and enthusiastic individuals who would like to be a part of this ambitious, friendly and supportive school. We are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.

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Welcome from our students

St Mark's is a friendly, small school. The staff all know our names and take an interest in us as individuals. They spend time getting to know us and know how to make us work hard and achieve more at school. Everyone is kind and supportive and it's like we are a part of one big family.

In a staff member, we want someone who cares about those they work with and their success. They should be someone we feel we can go to in times of need and not be intimidated by. In essence, a staff member should feel like a friend, not a foe. However, this does not mean we want someone without an eye for discipline. Exercising both restraint and leniency as they see fit when taking disciplinary action is key to helping us succeed.

Our Headteacher, Mr Ash, has lead the school's development and has ambitious plans to make our school the best in Bath.

We would like the school's staff to be positive and caring, firm but fair and for them to challenge us in lessons and help us to gain greater experiences of life. We want a balance between having fun and working hard.

Our **Student Support Officer** should be:

- Passionate about young people succeeding
- Kind
- Interested in us
- Not scary or intimidating
- Positive when we are doing things well
- Helpful when we get things wrong
- Strict but fair

Head Boy and Head Girl, July 2018



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About St Mark's School, Bath

Our vision is to inspire students for future success by developing confidence, ambition and independence, whilst encouraging a strong sense of adventure. We achieve this through the combination of a personalised and dynamic curriculum, quality teaching, enriching opportunities and high expectations.

St Mark's School was inspected by 'Ofsted' in June 2015, and was judged to be a 'Good' school across all areas. This inspection highlighted the quality education that St Mark's provides for young people in Bath and the surrounding areas. The school was re-inspected in November 2018 and retained its "Good" category. Further to this, the school has also been recognised as a 'Good' Church of England school in its most recent SIAMS inspection, under a rigorous new framework. The pastoral and academic support, the school's ethos and values as well as a commitment to academic development and well-being, were noted as particularly positive areas.

Following this continued progress, St Mark's will be working closely with the community, through primary schools and local businesses as part of the drive to become the school of choice for local families; establishing connections within the community and building relationships with children in the area from a young age.

St Mark's continues to offer academic excellence rooted in Christian values, providing a personalised and dynamic curriculum, which includes careers and aspirations programmes, strong partnerships with universities, local businesses and a thriving Sixth Form.

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Location

We are located in one of the most beautiful corners of Bath, nestled between rolling hills on one side and the bustling and vibrant village of Larkhall on the other. It has the feel of a semi-rural village with the advantage of being a stone's throw from the centre of Bath.

Our school sits at the heart of Larkhall, a vibrant, creative and thriving community, popular with families and with a wonderful array of shops, businesses, community centres and schools, all on the doorstep.

The World Heritage city of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In May 2015, Bath was named as the second safest city in the world. It has also been recognised by the Times newspaper as the best place to live in the UK, offering a very high quality of life.



Person Specification: Student Support Officer

Person Specification	Essential	Desirable
Qualifications: <ul style="list-style-type: none">• Experience of Excel and effective use of a wide range of ICT packages• Experience in database administration.• Typing/Word Processing to RSA II (ability to type at 50 wpm) and intermediate level in word processing for general secretarial/administrative responsibilities.• Be able to maintain confidentiality.	<div>✓</div> <div>✓</div> <div></div> <div>✓</div>	<div></div> <div></div> <div>✓</div> <div></div>
Experience/Knowledge: <ul style="list-style-type: none">• A relevant, recognised qualification such as the NVQ Level 3 for Teaching Assistants, Level 3 Diploma in Child Care and Education, the NVQ Level 3 Childcare in Education, the City and Guilds Advanced Certificate in Learning Support,.• Experience of a wide range of strategies supporting children with behaviour, attendance and welfare issues.• Working knowledge of Keeping Children Safe in Education and willingness to undertake training in this area.• Be able to prioritise and manage workload with a high degree of initiative.• Be able to work in an organised and methodical way and have good organisational and coordination skills.• Be able to work accurately and to deadlines and be able to work effectively under pressure• Excellent interpersonal skills and be able to relate well to school staff, candidates of all abilities, parents and carers.• Excellent written and oral communication skills.	<div>✓</div> <div></div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>



Person Specification: Student Support Officer

Person Specification	Essential	Desirable
Experience/Knowledge: <ul style="list-style-type: none">• With the Deputy Headteacher plan effective solutions for students at risk of underachievement due to attendance or behavioural issues and then implement these solutions.• To work constructively as part of a team, understanding roles and responsibilities and your own position within these.• Understanding of principles of child development and learning processes and in particular, barriers to learning.• Training in the relevant strategies e.g. behaviour management and safeguarding• Ability to effectively use ICT and effective use of ICT packages, including Excel to monitor attendance, keep records, write reports and use of other equipment technology i.e. photocopier.• Ability to self-evaluate situations and actively seek solutions.• Full UK Driving Licence in order to conduct home visits.• A recognised first aid qualification or willingness to administer first aid.	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	



ST MARK'S CHURCH OF ENGLAND SCHOOL	
JOB DESCRIPTION	
Post Title: Student Support Officer/J4591	Salary Scale: Grade 5
Line Manager: Deputy Headteacher	Hours: 37 Hours per week (Monday- Friday) 44 Weeks per year (0.9 f.t.e)
DATE: September 2019	

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

1. JOB PURPOSE

A member of the pastoral team that takes a lead in managing student behaviour/attendance/welfare and provides any necessary support to ensure students are supported and parents/carers are informed.

Making a significant contribution for the school on issues of behaviour and attendance, promote a whole school approach in developing and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life.

2. MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Deputy Headteacher:

1. To provide purposeful relationships with students and their parents where they are able to discuss concerns and where emotional and educational needs can be addressed and supported.
2. Liaise with teaching and support staff to provide particular support for targeted students to raise achievement and attendance and help them to overcome barriers to learning.
3. To work closely with the pastoral team to support students in providing the highest standards of pastoral care. Identify the needs and assess those students requiring extra support and develop individual action plans for targeted students and work with vulnerable groups
4. Work with parents / carers regularly, to help address underachievement, attendance and/or behaviour. Meet with parents / carers to keep them informed and to secure positive family engagement.
5. Develop and maintain partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.



6. Actively supporting the positive reputation of the school and the community, such as liaising with local residents and ensuring our students are ambassadors for the school.
7. Work with students and staff to prepare relevant documents and statements relating to specific incidents that can be presented to other members of the school, in a clear and concise fashion. Keep an accurate record of all incidents, including the actions taken to address the issue(s)
8. Provide extra support to students through a good knowledge of a range of activities and opportunities available to them. Support school sanctions such as the detention system and overseeing patrol and PE1, including identifying and addressing trends in behaviour or individuals.
9. Establish and maintain a high profile across the school using a range of proactive strategies to support positive behaviour
10. To implement practices of positive behaviour management and to oversee the systems and processes that log rewards and sanctions.
11. Attend relevant training within a continuous professional development programme.
12. Supervise the activities of individuals or groups of students to ensure their safety and facilitate their physical and emotional development, social, behavioural and educational needs
13. Undertake those activities necessary to meet physical and emotional needs of individuals and groups of children, including students with educational, physical or emotional special needs or behavioural needs
14. To monitor individual student's problems, progress, achievements and condition and report these to the Deputy Head as appropriate

Support for Students

1. Establish constructive working relationships with students, acting as a role model and setting high expectations.
2. Promote the inclusion and acceptance of all students.
3. Support students consistently whilst recognising and responding to their individual needs.
4. Encourage students to interact and work co-operatively with others and engage all students in activities.
5. Set challenging and demanding expectations and promote self-esteem and independence.
6. Employ strategies to recognise and reward achievement of self-reliance.



7. To support the work of the Attendance Officer by promoting high levels of attendance to school. To highlight attendance concerns if meeting with a student/family in liaison with the Attendance Officer.
8. To conduct home visits, where required.
9. Further develop the increased focus on the 4 R behaviour expectations and help students to develop resilience in their learning by encouraging an academic focus in their time in school
10. Prepare students for life after school by working with them on understanding consequences and helping them to make better choices for their behaviour where needed, whilst ensuring clarity and consistency.

Support for Staff

11. Work with colleagues to maintain exemplary behaviour and attendance.
12. Work proactively and positively with the Pastoral Team regarding behaviour, attendance and welfare.
13. Provide objective and accurate feedback and reports as required, to the Deputy Head and Progress Leaders on student behaviour, attendance, uniform and other matters, ensuring the availability of appropriate evidence.
14. Be responsible for keeping and updating records, contributing to reviews of systems/records as requested.
15. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
16. Liaise sensitively and effectively with parents/carers within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
17. Administer and assess behaviour data and risk assessments.
18. Provide general clerical/administrative support for Pastoral Team colleagues.

Support for the Curriculum

19. Gather and maintain general resources for the Pastoral Education Centre (PE1) and to carry out PE1 supervision.
20. Liaise with teachers to ensure students on reduced timetables are completing appropriate work to ensure they still follow a broad and balanced curriculum

Support for the School

21. Carry out the Designated Deputy Safeguarding Lead post, under the direction of the Designated Safeguarding Lead



22. To offer advice and support to staff regarding Safeguarding issues.
23. 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.
24. Be aware of and support difference and ensure all pupils/students have equal access to opportunities to learn and develop.
25. Evaluate all provision that has been under their lead, and ensure evaluations are logged on the provision map
26. Contribute to the overall ethos/work/aims of the school.
27. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Deputy Head/Progress Leaders, to support achievement and progress of pupils.
28. Recognise own strengths and areas of expertise and use these to advise and support students and colleagues.
29. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate, particularly in role as Designated Deputy Safeguarding Lead.
30. Undertake planned supervision of students' out of normal lesson times, including lunchtimes, as appropriate.
31. Supervise pupils on visits, trips and out of school activities, as appropriate.
32. Work constructively as part of a team, understanding roles and responsibilities and your own position within these.
33. To undertake other relevant duties allocated at the discretion of the Deputy Head or Progress Leaders.

3. QUALIFICATIONS AND EXPERIENCE

- Experience of Excel and effective use of a wide range of ICT packages
- Experience in database administration.
- Typing/Word Processing to RSA II (ability to type at 50 wpm) and intermediate level in word processing for general secretarial/ administrative responsibilities.
- Be able to maintain confidentiality.

Essential

- A relevant, recognised qualification such as the NVQ Level 3 for Teaching Assistants, Level 3 Diploma in Child Care and Education, the NVQ Level 3 Childcare in Education, the City and Guilds Advanced Certificate in Learning Support,.



- Understanding of principles of child development and learning processes and in particular, barriers to learning
- Training in the relevant strategies e.g. behaviour management and safeguarding
- Experience of a wide range of strategies supporting children with behaviour, attendance and welfare issues.
- Working knowledge of Keeping Children Safe in Education and willingness to undertake training in this area.
- Be able to prioritise and manage workload with a high degree of initiative.
- Be able to work in an organised and methodical way and have good organisational and coordination skills.
- Be able to work accurately and to deadlines and be able to work effectively under pressure
- Excellent interpersonal skills and be able to relate well to school staff, candidates of all abilities, parents and carers.
- Excellent written and oral communication.
- With the Deputy Headteacher, plan effective solutions for students at risk of underachievement due to attendance or behavioural issues and then implement these solutions.
- To work constructively as part of a team, understanding roles and responsibilities and your own position within these.
- Ability to self-evaluate situations and actively seek solutions.
- A recognised first aid qualification or willingness to administer first aid.
- Full UK Driving Licence in order to conduct home visits.
- Ability to effectively use ICT and effective use of ICT packages, including Excel to monitor attendance, keep records, write reports and use of other equipment technology ie photocopier.

4 Physical Effort

1. The post-holder may be expected to undertake bending, stretching and lifting in the course of their duties
2. The post-holder will be expected to use physical effort to locate students in or around the school site. This may
3. The post-holder will interact with students who may present with emotional & physical demands.



4. The post-holder will be expected to conduct home visits on a case-by-case basis, under the authority of the school. There may be occasions when he/she needs to be accompanied by another colleague.

5. Working Environment

1. All team members will be expected to provide reasonable cover for one another in the case of absence or extreme workload to ensure continuity of service
2. It is a requirement of all staff to manage their working area in a tidy and presentable way.
3. The post-holder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment. The post-holder will spend a considerable time working at a computer/VDU screen.
4. The postholder will be involved with monitoring any medication that students need to have in school on a short or long term basis.

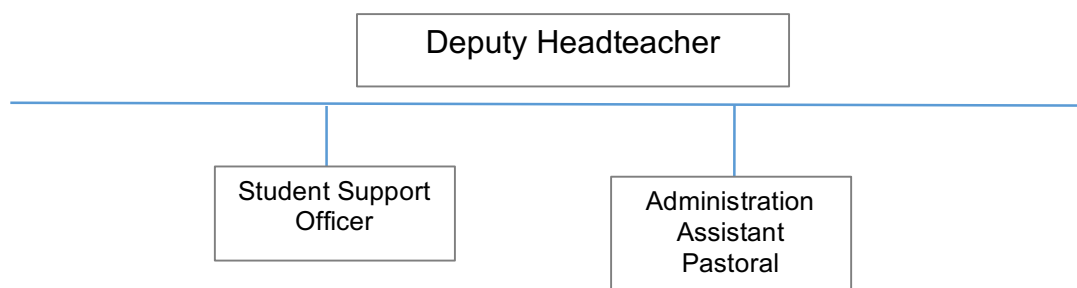
6. General

1. Comply with and assist with the development of the policies and procedures relating to finance, health and safety, security, confidentiality and data protection, reporting all concerns to the Headteacher
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals
5. Attend and participate in regular meetings

7. School Ethos

1. Participate in supporting the school business and development, its distinctive mission and ethos and encouraging staff and students to follow this example
2. Promote actively the school's corporate policies
3. Comply with the school's Health and Safety Policy and assist in developing risk assessments and safe working practices as appropriate

8. Operational Management Chart



9. Other information

1. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.



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The post holder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.

2. The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or the Designated Safeguarding Lead.
3. This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

This job description will be reviewed annually, or more frequently if necessary, by the Headteacher in consultation with the post holder.



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Student Support Officer: Appointment Process

Closing date for applications: midnight on Sunday 25th August 2019

Interviews will be held week commencing: Monday 26th August/2nd September 2019.

Applicants are asked to submit their application, consisting of an application form and supporting statement to:

Mr Barnaby Ash, Headteacher
St Mark's School, Bath
Bay Tree Road
Larkhall, Bath, BA1 6ND

They may also be submitted by email to Wendy Assirati on assiratiw@st-marks.org.uk

Your application form and supporting statement (maximum 2 sides A4) should be received in the school by midnight on Sunday 25th August 2019. Interviews will be held week beginning Monday 26th August/2nd September 2019.

Your supporting statement should relate to the school, the details you have received, and in particular to the selection criteria in the person specification. Shortlisting will very much relate to how convinced the panel are that you meet the criteria as stated.

Please note that no other material (such as testimonials or CVs) will be considered during the selection process.

If you would like to discuss the role further, please contact Wendy Assirati on 01225 478411 or email: assiratiw@st-marks.org.uk