

Student Support Officer (Part-time)

The Hart School

1 April 2021



**THE HART
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in joining the team at The Hart School.

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in March 2018.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham
Principal

**“We Do
By working together, learning
together and winning together”**

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

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www.creativeeducationtrust.org.uk

ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms
- Sports Dome



Summary of The Hart School's Progress Scores in 2019/20:

- Progress 8 score: **-0.09**
- Attainment 8 score: **45.7**
- Pupils entering EBacc: **24%**
- Staying in Education or entering employment: **96%**



For performance data please visit:
performance.service.gov.uk/school/139068/The-Hart-school

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, TeachFirst, Staffordshire ITT.



You can find out more at:

www.creativeeducationtrust.org.uk

STUDENT SUPPORT OFFICER (PART-TIME) JOB DESCRIPTION

LOCATION

The Hart School, Rugeley, Staffordshire

SALARY

Grade 6, £20,903 per annum
(Required 15 hours per week – actual salary £7,665)

PURPOSE AND SCOPE

To provide pastoral support to students, working closely with the Heads of Year and Assistant Principal for Behaviour.

REPORTING LINES

Head of Year and Assistant Principal for Behaviour.

KEY RESPONSIBILITIES

- Providing pastoral support to students
- Manage the provision of students referred to internal isolation.
- Monitor and check the uniform of students each day.
- Support students return to mainstream provision in the school
- Contribute to readmissions meetings with students, parents and staff following an exclusion.
- Work closely with the Head of Year, Assistant Principal for Behaviour and form tutors.
- Log interventions on the appropriate systems, analyse data and inform staff where appropriate of any issues or concerns.
- Manage expectations and the learning environment for those students not in their usual lessons
- Effectively liaise with staff and parents in respect of students.
- Ensure that high standards of behaviour and discipline are maintained at all times.
- Be an effective and high profile member of the pastoral team
- Contribute to the overall pastoral programme in the school and support in lessons and duties
- Deliver learning programmes which support student achievement and well being

SUPPORT FOR SCHOOL

(this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.
- Assist with the supervision of students out of lesson times, including before and after school and lunchtimes.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Support The Hart School's vision and ethos of providing high quality educational provision and duty of care.

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Very good numeracy/literacy skills equivalent to GCSE grade C and above 	<ul style="list-style-type: none"> NVQ 3 in learning, development & support services for children (or recognised equivalent)
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in an education setting Experience of working with children demonstrating challenging behaviour or dealing with disadvantaged circumstances Experience of working with external partners. 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Good ICT and record keeping skills Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills Understand the need for confidentiality when appropriate Influencing and persuasive skills Methodical with good attention to detail 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Ability to relate well to children and adults Good organisational, planning and prioritising skills Good communication skills Be able to work constructively as part of a team whilst being able to demonstrate initiative. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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