



St Mark's
School Bath

Application Pack for the post of:

*Student Support Assistant Pastoral (Temp
Maternity Cover)*

WISDOM

AMBITION

INTEGRITY



St Mark's
School Bath

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Temporary Maternity Cover**
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St Mark's School Bath

Welcome to St Mark's School, Bath

Thank you for expressing an interest in the post advertised, to start in February 2020 or as soon as possible thereafter.

Thank you for showing an interest in this exciting opportunity to join our pastoral team. Please find enclosed information that I hope you will help you understand more about the post and make your application. If appointed to this post you would be joining an incredibly dedicated, caring, child-focused and hard-working team. The team have excellent relationships with our students and go the extra mile to ensure that they are engaged and focussed whilst at school.

St Mark's School is a voluntary-aided Church of England School in the Diocese of Bath and Wells and in the local authority of Bath and Northeast Somerset. The school 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.

This is an exciting time to be joining the school. The school is planning to join the Midsomer Norton Schools Partnership, a multi-academy trust consisting of 7 Secondary Schools and 16 Primary Schools. The trust schools have over 8,000 students on roll.

The Midsomer Norton Schools Partnership Trust is focused on school improvement as its primary aim. Trustees believe that through effective and true collaboration, excellence can be achieved in our schools. The Trust does not seek to make all schools the same, but through sensible standardisation of practices and outstanding support and challenge, they aim to ensure all schools within the Trust are 'good' or better.

St Mark's is also a member of the Bath Education Trust, a partnership and collaboration of key education providers 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.

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



St Mark's School Bath

About St Mark's School, Bath

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 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.

The school retained its 'Good' category in November 2018 during its Section 8 inspection.

We are a small school by design with a roll of 510 students, allowing for a more personalised approach to teaching and learning. Post 16 students are taught as part of the New Smith, a joint sixth form, shared between St Mark's School and St Gregory's Roman Catholic College.

Our small class sizes mean all students have the opportunity for unrivalled mentoring and individual support to enhance personal development. We encourage personal creativity and welcome innovative, forward-thinking ideas from staff. Teamwork is also at the heart of everything we do and by working together we aim to secure a successful future for all our students.

You will:

- Be committed to exceptional standards of pastoral support
- Be able to motivate, challenge and inspire students to achieve their best
- Be able to establish and develop outstanding relationships with students and staff
- Be a team player able to contribute to key leadership decisions
- Contribute to our core vision and values

We can offer you:

- A forward looking and innovative school
- A school with good behaviour and safety for all
- Leading edge professional development support to improve your practice
- A school where care, guidance and support are central to ensuring students make excellent progress
- A school where learning is really personalised
- An amazing staff team
- Car parking on site



St Mark's
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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.



About the post

Post:	Student Support Assistant (Pastoral)
Start date:	February 2020
Contract type:	Part-time: 2-4 days (15-30 hours per week) to be negotiated with the successful candidate. Term time only plus INSET days (pro-rata) Temporary Maternity Cover
Salary:	Grade 4 scale point 7-8 £19,554-£19,945 fte. Actual Salary £6,689.31-£6,823.07 for 2 days (15 hours) rising to £13,378-£13,646 for 4 days (30 hours).
Closing date:	Midday on Sunday 16 th February 2020

St Mark's School is a 'Good' 11-18 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.

The staff at St Mark's School are a team who relentlessly work together to achieve our vision of inspiring all of our students for future success. This is an excellent opportunity for a passionate and committed colleague to support our students through the excellent work of our Pastoral Hub. This busy and caring hub office aims to engage and support our students to ensure that they are fully focussed on their learning on a day to day basis. The pastoral team work relentlessly to support all students and address any barriers to their learning, using a proactive and student-focused approach. This work is overseen by the school's Deputy Headteacher who oversees to our two Pastoral Progress Leaders, a Student Welfare Manager, a Student Support Officer and the current Student Support Assistant. In addition, we have a full time Chaplain and a team of Mentors who also support our students.

Due to our current Student Support Assistant shortly going on maternity leave we have a fixed term vacancy. The post holder would provide an efficient and effective administrative service to the pastoral function of the school but also provide pastoral support to the students who are supported via the Hub office.

All of our pastoral staff are CP trained to Level 1 or 2 and have had access to other aspects of training to support pastoral work for example, attachment and mental health CPD.

The substantive post-holder currently works 4 days per week. In order to cover the period of maternity leave, the school is willing to consider part-time hours from 2 days up to 4, to be negotiated with the successful candidate.



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Person Specification: Student Support Assistant (Pastoral)

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>
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<ul style="list-style-type: none">• With the SSO and DHT plan effective solutions for students at risk of underachievement due to attendance or behavioural issues and then implement these solutions.	✓	
<ul style="list-style-type: none">• To work constructively as part of a team, understanding roles and responsibilities and your own position within these.	✓	
<ul style="list-style-type: none">• Understanding of principles of child development and learning processes and in particular, barriers to learning.	✓	
<ul style="list-style-type: none">• Training in the relevant strategies e.g. behaviour management and safeguarding	✓	
<ul style="list-style-type: none">• 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.	✓	
<ul style="list-style-type: none">• Ability to self-evaluate situations and actively seek solutions.	✓	
<ul style="list-style-type: none">• Full UK Driving Licence in order to conduct home visits.	✓	✓
<ul style="list-style-type: none">• A recognised first aid qualification or willingness to administer first aid.		



ST MARK'S CHURCH OF ENGLAND SCHOOL	
JOB DESCRIPTION	
Post Title: Student Support Assistant	Salary Scale: Grade 4 scale point 7-8
Line Manager: Deputy Headteacher	Hours: 30 Hours per week 44 Weeks per year (0.7 f.t.e) The school is seeking a candidate who can work on a PT basis from a minimum of 2 days PW up to a maximum of 4 days PW
DATE: January 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. Core Purpose

- To undertake a range of administrative, clerical and pastoral work, to support students, parents/carers and members of the school staff.
- To assist the school on issues of behaviour and attendance, helping to implement policy and procedures to overcome obstacles to learning and school life.

2. Main Duties and Responsibilities

- To generally assist the Student Support Officer, Deputy Headteacher and Pastoral Progress Leaders, in the administration of behaviour, attendance and pastoral support of students through the provision of an efficient administrative/clerical service.
- To provide a safe and purposeful environment where students are able to come and discuss concerns and where emotional and educational needs can be met.
- To provide a courteous and welcoming pastoral office for students, parents/carers and school staff and to contact students' home, when required, making appointments for pastoral/SEND staff.
- 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.



- 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.
- To provide administrative support for PARS and other pastoral data bases, including for anti-bullying and Child Protection etc.
- To provide a confidential typing/ word processing service for the pastoral element of the school including assisting in the completion of referral forms for Social Care and other agencies and collating papers to pastoral meetings.
- To maintain the Child Protection files, under strict controls and protocols.
- To undertake a range of clerical and pastoral office duties including filing, duplicating, photocopying, maintenance of both paper and electronic filing and record systems and other clerical support to assist in the efficient operation of the school.
- To implement practices of positive behaviour management and to oversee the systems and processes that log rewards and sanctions.
- Develop and maintain partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.
- 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
- To monitor individual student's problems, progress, achievements and condition and report these to the Deputy Head as appropriate
- To undertake other appropriate duties at the request of the Headteacher, Governors, teaching staff or support staff management of the school.

Support for Students

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

Support for Staff

- Work with colleagues to maintain exemplary behaviour and attendance.
- Work proactively and positively with the Pastoral Team regarding behaviour, attendance and welfare.
- Be responsible for keeping and updating records, contributing to reviews of systems/records as requested.
- Liaise sensitively and effectively with parents/carers within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess behaviour data.
- Provide general clerical/administrative support for Pastoral Team colleagues.



Support for the School

- 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 and support difference and ensure all pupils/students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of expertise and use these to advise and support students and colleagues.
- Undertake planned supervision of students' out of normal lesson times, including lunchtimes, as appropriate.
- Work constructively as part of a team, understanding roles and responsibilities and your own position within these.
- To undertake other relevant duties allocated at the discretion of the Deputy Head or Pastoral 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

- The post holder should possess a minimum of 3 GCSE passes at Grade C or above including Mathematics and English Language or working towards them.
- Some previous clerical/ administrative experience.
- Previous experience of student administration responsibilities.
- Excellent written and oral communication.
- Excellent interpersonal skills and be able to relate well to school staff, candidates of all abilities, parents and carers.
- Experience of Excel and effective use of a wide range of ICT packages.
- 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.

Desirable

- Relevant experience in Local Government preferably in a school environment.
- Advanced level word processing.
- Experience in database administration.



- First Aid qualification or a willingness to undertake training.
- Good written and oral communication and interpersonal skills with a high degree of initiative.

4 Physical Effort

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

- 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.
- It is a requirement of all staff to manage their working area in a tidy and presentable way.
- 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.

6. General

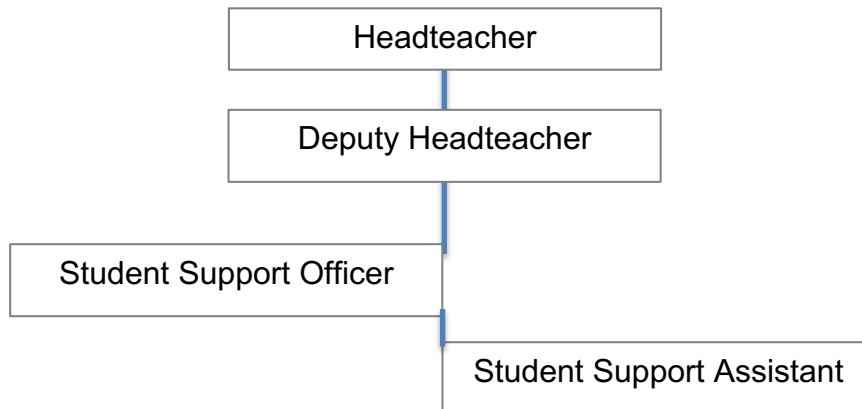
- Comply with and assist with the development of the policies and procedures relating to finance, health and safety, security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the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

7 School Ethos

- Participate in supporting the school business and development, its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- 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

- 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.
- 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.
- 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.
- 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.



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Student Support Assistant (Pastoral): Appointment Process

Closing date for applications: 16th February 2020 at midnight

Interviews will be held week commencing: 17th or 24th February 2020

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 the Tracy Vaid at vaidt@st-marks.org.uk

Your application form and supporting statement (maximum 2 sides A4) should be received in the school by **16th February 2020 at midnight**.

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, or arrange a visit prior to application, please contact Tracy Vaid at vaidt@st-marks.org.uk or 01225 312661 to arrange a suitable time.