

The Magna Carta School



Student Support Advisor Application Pack





Welcome from the Head of School

“Educating the mind without educating the heart is no education at all.” (Aristotle)

Thank you for your interest in joining our wonderful staff team at the Magna Carta School; a vibrant, dynamic, non-selective secondary school that serves the local community and secures great outcomes for students.

Our core belief that ‘learning shapes lives’ is at the heart of everything we do. We are unwavering in our commitment to deliver academic excellence and rich experiences so that students can flourish, be happy and make a positive difference in the world.

We believe wholeheartedly in the power of teaching great lessons every day. The awe and wonder that the world has to offer is brought directly into the classroom by our dedicated and highly-skilled staff team. We empower students to excel in every aspect of their development because we are clear that everyone deserves a great education.

Our rigorous, knowledge-rich curriculum has been expertly designed and inspires curiosity in students as soon as they join us in Year 7. We instil a passion for learning and never stop encouraging our students to believe in their ability and strive to be the best version of themselves.

We take great pride in being an inclusive school that celebrates the diversity of our community and we are firmly committed to maintaining an environment where everyone feels safe, valued and supported.

Our students enjoy coming to school because we have fostered a culture of kindness, respect and empathy that permeates all aspects of school life. We are clear that developing the heart is equally as important as developing the mind so that students leave us having not only gained excellent qualifications but also having developed a strong set of moral values that are deep-rooted in kindness and gratitude.

This application pack offers only a glimpse of our fantastic school and the sense of togetherness that we have embedded here, so to fully appreciate what we have on offer I warmly encourage you to get in touch to arrange a visit. I look forward to the opportunity to discuss this role further with you.

Craig Adams
Head of School

Unity Schools Trust



Unity Schools Trust is a Multi-Academy Trust and was formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

Ethos and Values

The stated objective of Unity Schools Trust is to achieve 'excellence through collaboration'. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character-building opportunities.

When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

Our Objective

The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.





Why join our team?

The recruitment and development of an exceptional staff team is a top priority for us at the Magna Carta School as well as across our Trust.

We are clear that our aim for students to flourish, be happy and make a positive difference in the world relies upon our ability to deliver the high standards that our community deserves. We are committed to investing in our team to ensure that they can also flourish professionally, enjoy coming to work and therefore make a real difference to the lives of the students in the community we serve.

At the Magna Carta School, you will benefit from:

- Great behaviour with a centralised detention system that is run by school leaders
- A two-week October half term
- Access to a wide range of learning and development opportunities
- Free use of the school gym at specified times
- Reduced gym membership at Eastwood Sports Centre
- Access to our Employee Assistance Programme
- Free on-site parking
- Free tea and coffee available in the staff room
- Well-being weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- An additional allowance for running after-school enrichment activities
- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support Staff)

All staff have a designated SLT Line Manager as well as Head of Department. Staff are also able to ask for support from our Trust HR department if needed.

We offer bespoke guidance to our staff at all stages of their careers. All leaders are also supported to develop leadership skills through our 'Leadership Development Programme'.

"Teachers benefit from a comprehensive programme of ongoing professional development."

Ofsted September 2024





Key Details

Job Title:	Student Support Advisor
Start Date:	As soon as possible
Salary:	£28,067 to £32,598 UST 6 FTE (Actual £24,145 to £28,043)
Contract Type:	Permanent – 36 hours per week / 39 weeks plus (Term time plus 5 INSET days)
Closing Date:	14 th July 2025 at 12.00 p.m.
Interview Date:	17 th July 2025

At the Magna Carta School, we are clear that *Learning Shapes Lives* and that this must always sit at the heart of everything we do. We work hard to ensure that our students leave at the end of their five years with us not only having gained an excellent set of qualifications to enable them to progress to their chosen next steps, but also having developed into well-rounded, responsible young people who are kind and make good choices.

Join our collaborative school community as a Student Support Advisor!

In this role, you will work with students on a one to one or group basis to overcome barriers to their education and deal directly with parents, carers, and external agencies in matters relating to attendance, behaviour, student wellbeing, and progress. You will also support the work of the wider pastoral team as required including the Designated Safeguarding Lead, Attendance Officer, and Year Team Leaders to ensure best outcomes for students.

We're looking for someone with:

- Exceptional interpersonal and communication skills, with the demonstrable ability to adapt your style to work with, and meet, the needs of a variety of different groups
- A high degree of personal integrity and the ability to deal with confidential information with discretion, sensitivity, and professionalism
- A flexible and adaptable approach to work, thriving in a fast-paced environment.

If you are an organised individual who enjoys working in a dynamic environment and making a positive impact, then we strongly encourage you to visit the school for a tour to see us in action and to let us answer any questions you may have about this exciting opportunity.

At the heart of our ethos lies a profound commitment to fostering professional growth, nurturing collaboration, and facilitating career advancement. We strive to empower our team members to excel in their current roles while also paving the way for their future career progression.



Job Description and Person Specification

Job Title:	Student Support Advisor
Accountable to:	Chief Executive Officer and Board of Trustees
Responsible to:	Head of School

Job purpose:

Make a real difference. Your work in this role will directly impact the Trust's achievements and progress, driving us towards excellence. Shape our culture. Help us build a centre of excellence characterised by mutual respect, tolerance, care, and support. Foster a sense of pride in everything we do.

Key Duties:

1. Work with students on a one to one or group basis to overcome barriers to their education.
2. To deal directly with students, parents, carers and external agencies in matters relating to attendance, behaviour, student wellbeing and progress.
3. Assist the Pastoral Manager and Year Team Leaders to maintain, monitor and track student data e.g. attendance, behaviour. Review progress of students (individual and groups) in relation to targets.
4. Support student attendance and punctuality procedures by managing the late desk on a rota basis, making attendance calls, attending meetings with the inclusion service, home visits to ensure excellent attendance for all students.
5. Organise and participate in activities and events relevant to the year group or Key Stage such as transition visits (to primary schools or sixth form colleges), parent information evenings and celebration events.
6. Support the on-call system, investigate breaches of discipline, deal with bullying incidents, record details and outcomes of all investigations and liaise with families and carers and external agencies where appropriate.
7. To support and supervise the school's Internal Suspension Room in accordance with the school's behaviour policy expectations on a rota basis.
8. To support and supervise the school's resilience room at break and lunchtimes on a rota basis.
9. Complete required paperwork associated with individuals and groups in a timely manner.
10. Support the work of the wider pastoral team as required including the Designated Safeguarding Lead (DSL), the attendance officer and/or the Year Team Leader (YTL) to ensure best outcomes for students.

11. Liaise with teaching and support staff, the SENDCo and other relevant professionals and outside agencies, providing information and contributing to the development of suitable support strategies for individual students according to their needs.
12. Support the role of parents/carers in students' engagement and organise and contribute to meetings.
13. Support the emotional well-being of all students and provide praise, motivation and encouragement.
14. Promote and support the development of students' self-reliance, self-esteem and emotional resilience.
15. Undertake safeguarding training and ensure this remains up to date in order to act as a point of contact for safeguarding and child protection referrals as may be required by the DSL.
16. To ensure that all follow up actions are recorded promptly and accurately on the CPOMS system.

Other duties:

1. Set a good example in terms of personal presentation, attendance and punctuality.
2. Execute any other tasks that may be reasonably requested by the Head of School/CEO.
3. Stay informed about and comply with all Trust and school policies and procedures.
4. Advocate for and protect the welfare of children and young people within the school.

Professional Development:

1. Engage in an introductory programme that incorporates safeguarding training.
2. In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
3. Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
4. Sustain a professional portfolio of evidence to support the Performance Management process, focusing on evaluating and enhancing your own practice.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Student Support Advisor will carry out. The post holder may be required to do other duties as appropriate to the level of the role.

Person Specification:

	Essential	A/I	Desirable	A/I
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths 	A	<ul style="list-style-type: none"> • First aid qualification • Graduate 	A A
Experience and Knowledge			<ul style="list-style-type: none"> • Experience of working in a school or a similar environment • Use of management information systems • Successful experience in a directly relevant role • Experience of working with young people 	A/I A/I A/I A/I

Skills and Aptitude	<ul style="list-style-type: none"> • Effective oral and written communication skills • Excellent interpersonal skills • Excellent organisational and planning skills • A flexible approach and ability to work under pressure • Able to work effectively independently • Experience of maintaining records, using IT systems 	A/I A/I A/I A/I A/I A/I		
Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative effectively • Ability to relate professionally and appropriately with others • Ability to manage time effectively and prioritise work • Ability to work as part of a team • Commitment to own personal and professional development • Commitment to safeguarding, diversity, equality and inclusion 	A/I A/I A/I A/I A/I A/I		

*A = Application / I = Interview

How to Apply



To apply please complete our application form that can be found by visiting the vacancies section of our Trust website: <https://www.eteach.com/careers/unityschoolstrust/>.

For further information or to arrange a school visit please contact:

The Magna Carta School, Thorpe Road, Staines, TW18 3HJ

Email: recruitment@unityschools.co.uk

Website: www.magnacarta.surrey.sch.uk

Telephone: 01784 454 320

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you

will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

Disclosure & Barring Service Check (DBS)

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

Recruitment monitoring

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.