



Clitheroe Royal Grammar School

Founded in 1554

STUDENT SUPPORT MANAGER

35 hours per week Monday to Friday

**Salary: Grade 6 Point 15 (£27,803) to Grade 7 Point 22 (£31,364) pro rata
depending on experience**

Actual salary £23,055 to £26,384 per annum

Term Time only plus 7 days

We wish to appoint an enthusiastic and well-qualified Student Support Manager to join our outstanding school. This is an excellent opportunity to work as a core part of the Main School Team to support the care, wellbeing and holistic development of students. You will be supported by our experienced team and be part of an innovative learning community.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust with 1,432 students on roll including 650 in the Sixth Form. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 782 Main School students on roll, set to increase to 900 by September 2027.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for I would encourage you to apply.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

The closing date for applications is 12:00 noon on Monday 19th February 2024. Interviews are expected to take place Friday 23rd February 2024.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.



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31st January 2024

Dear Applicant

Thank you for your interest in the post of Student Support Manager at our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 650 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 782 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

As part of our steadfast commitment to educating our young people we place great emphasis on pastoral care and guidance. Our student support provision has evolved greatly in recent years and we are continuing to build an even stronger team to support our students. The Student Support Manager will be supported in their role by the Main School Team, comprising senior pastoral staff, Heads of Year, SENDCO, Pupil Premium Intervention and Teaching Assistants.

The successful candidate will support students in achieving their full potential, you will be providing pastoral support to students on a daily basis working closely with Heads of Year, the Assistant Headteacher and external agencies. As a Designated Safeguarding Lead, you will have responsibility for dealing with any safeguarding concerns, supported by the Deputy Headteacher: Head of Main School.

The successful candidate will require excellent interpersonal skills, resilience, enthusiasm and an ability to act on their own initiative, along with the ability to manage and organise departmental workload. You will be required to prioritise work throughout the day to deal with a variety of different responsibilities whilst maintaining high standards. As a school we are committed to continuous staff development and relevant training will be made available, where required to the successful candidate.

It may be that you are currently a teacher, social worker or work in a related field with young people and wish to move into another role supporting young people within an educational setting. Whatever your background, if you meet our essential criteria and you are keen to join our superb Main School Team, we would be delighted to hear from you.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for I would encourage you to apply.

Please complete the TES online application form (www.tes.com) which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk

If you apply and have not heard from us by Monday, 22nd March 2024, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne', with a stylized, cursive flourish extending from the end.

Lynne Higginbottom
Bursar



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Job Description – Student Support Manager

Salary	Grade 6 Point 15 (£27,803) to Grade 7 Point 22 (£31,364) pro-rata depending on experience Actual Salary £23,055 to £26,384 per annum
Responsible to	Deputy Headteacher / Assistant Headteacher / Bursar
Location	Chatburn Road
Hours of Work	35 hours per week term time only plus 7 days in the school holidays to be agreed with the Bursar

Core Purpose of the role:

- To work as a core part of the Main School Team (MST) to support the care, wellbeing and holistic development of Main School students
- To provide a crucial contribution to our positive, purposeful learning environment

Main Duties:

- To be a Designated Safeguarding Lead (DSL) at Main School, working within a team taking responsibility for safeguarding and child protection
- To work closely with the Heads of Year/Assistant Headteacher to facilitate effective multi-agency working to support students and their families, including making referrals
- To undertake and complete Early Help Assessments and referrals when needed
- To be the lead professional at Team Around the Family (TAF) meetings
- Manage referrals and work with the Mental Health Support Team (MHST)
- Report to the Lead DSL for Main School (Deputy Headteacher) regarding safeguarding and child protection issues
- Provide day-to-day pastoral support for students, liaising directly with Heads of Year, other relevant support staff and the Assistant Headteacher/Deputy Headteacher (Main School)
- Complete DSL Safeguarding training to ensure clear understanding of Lancashire and Clitheroe Royal Grammar School safeguarding procedures

Support for the School

- To be a positive, encouraging and motivational role model for our students
- To develop positive relationships with students which are professional, firm, fair, caring and supportive
- Liaise with Head of Year/Assistant Headteacher to monitor and analyse attendance and progress data and identify students who would benefit from extra support and intervention
- To encourage positive parental engagement and support the Main School Team in liaising with parents
- Manage the Student Support Centre at Main School
- To participate in the mentoring programme, providing effective support and challenge whilst maintaining action plans for students, as appropriate
- To play a key role in programmes of behaviour support for targeted students
- To assist Heads of Year in personalised and targeted support for our most vulnerable students
- To support the Heads of Year with the investigation of and response to pastoral incidents

- Adopt a restorative approach to managing pastoral situations, for students and staff
- Use in-school communications systems to share information about student progress and wellbeing with appropriate staff
- Support relevant Student Voice activities and be involved in the planning and facilitation of relevant events (eg Year 7 Emotional Health & Wellbeing Day)
- To liaise closely with other Clitheroe Royal Grammar School student support services/staff, including the school counsellor and school nurse
- Work closely with the SENDCO (Special Educational Needs Co-ordinator) to ensure the needs of students with SEND are met
- Contribute to the delivery of the Personal, Social & Health Education and assembly programmes, as appropriate
- Carry out student supervision as required
- Maintain accurate confidential student support records in a timely manner
- Participate in all relevant meetings and professional development
- Accompany school visits, by agreement
- Any other appropriate duties as identified by the Deputy Headteacher: Head of Main School/Assistant Headteacher/Bursar

First Aid

- Complete Mental Health First Aid training to be able to offer immediate in-school support to students who are in need
- Be trained and ready to provide First Aid to students, as required

Contribution to Whole School:

- To work within and promote all school policies and procedures
- To have due regard for safeguarding and to follow child protection and procedures adopted by Clitheroe Royal Grammar School.
- To attend skill training and participate in personal/performance development as required
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To uphold and promote the values and ethos of the school
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff
- The post is for 35 hours per week, term time only plus 7 days to be worked during the school holidays, to be agreed with the Bursar
- Hours for the post will be for the benefit of the school but are expected to be Monday to Friday between 8:30am and 4:00pm with a 30-minute break for lunch
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site

Agreed by: Lynne Higginbottom

Date: January 2024

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service check. Please note that, in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification – Student Support Manager

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE level 5-9 or equivalent to include Math and English	X		A, C
Level 3 qualification (such as A level, AS level or NVQ)	X		A, C
Relevant qualification in the field of supporting young people and their emotional health and wellbeing		X	A, C
Excellent numeracy and literacy skills	X		A, C
Experience:			
Experience of dealing with safeguarding and child protection issues	X		A, I, R
Experience of dealing with multi agencies in providing support to students	X		A, I, R
Experience of working with children or in an educational setting preferably with secondary age students	X		A, I, R
Experience of working with young people and their parents/carers to support the development of students and overcome barriers to learning	X		A, I, R
Experience of mentoring/coaching students and providing support and advice		X	A, I, R
Experience of working with young people with Special Educational Needs or Disabilities (SEND)		X	A, I, R
Experience of communicating with colleagues, often regarding sensitive matters	X		A, I, R
Experience of updating and maintaining SIMS and CPOMS		X	A, I, R
Extensive knowledge of using Microsoft Office	X		A, I
Knowledge/Skills/Abilities			
Ability to perform tasks efficiently and accurately and use own initiative	X		I, R
Able to positively influence young people	X		A, I
Able to analyse data such as attendance information	X		A, I
Able to be adaptable/flexible and cope with the unexpected	X		A, I
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of situations	X		A, I

To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Knowledge and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Knowledge of safeguarding procedures for secondary age students	X		A, I
Excellent interpersonal skills	X		A, I

Other:			
Understanding safeguarding procedures, the sensitive and confidential nature of the work.	X		A, I
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I, R
To be a first aider or willingness to undertake first aid training	X		A, I
Willingness to update skills and undertake additional training (eg Designated Safeguarding Lead/Mental Health First Aid)	X		A, I
Full Driving Licence		X	A, I

Note to Applicants:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job. The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Evidence** column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.