



# Birchwood High School



## Student Support Officer Recruitment Pack





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## Letter to applicants

Dear Applicant,

Thank you for showing interest in our Student Support Officer vacancy. Birchwood High School is a fantastic place to work and I have great privilege to lead an inspired team of staff who are dedicated to the education of our 1400 students. It is a school where we get the balance right between academic progress, pastoral support & welfare and curriculum enrichment. This was reflected in our Ofsted Inspection (June 2019) where we were judged to be Good in all areas.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress. It is a 'comprehensive' mix of keen and enthusiastic students who make the days and weeks fly by.

We are seeking to appoint a Student Support Officer to work with the pastoral team in providing support to students with empathy and understanding whilst ensuring a high standard of behaviour, learning and achievement. The successful candidate will have experience of effective behaviour management, the ability to build and maintain positive relationships and ideally will have school based experience. You will need to be able to work both individually and as part of team and be able to demonstrate your ability to multi-task.

This role is for 37hrs per week, 8am to 4.30pm, Monday to Friday, Term Time plus CPD days (39 working weeks per year) with a salary from FTE £28,624 plus £706 fringe allowance per annum pro rata (Actual salary approximately £24,975 per annum)

To apply, please ensure that when completing the online application form you include in your statement the reason for your interest in the role, what relevant skills and experience you have that will assist you in fulfilling the expectations of the role, your values and why you want to be part of the Birchwood Community.

Applications should be submitted using the [mynewterm](#) platform no later than **9am on Tuesday 22<sup>nd</sup> April 2025**. Interviews will be held **Friday 25<sup>th</sup> April 2025**.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Sarah Wilkinson directly on [swilkinson@birchwoodhigh.org.uk](mailto:swilkinson@birchwoodhigh.org.uk).

Yours sincerely

Mr Sam Griffin  
Principal



## About Bishop's Stortford and Birchwood High School

Bordering the county of Essex, Bishop's Stortford is a thriving, historic and picturesque market town situated in Hertfordshire. The town is served by direct train links into London Liverpool Street, Cambridge and Stansted Airport and the M11, M25, A120, A10 and A414 making Bishop's Stortford easily accessible to Cambridgeshire, London, Hertfordshire, Essex, and Stansted Airport. With such great transport links, easy access to beautiful countryside and a wide range of excellent local primary and secondary schools, it is easy to see why this is a favoured commuter area.

Our School is located in the north-east of Bishop's Stortford, close to the town centre and the train station. It is situated in an attractive open setting within a residential area backing onto mature woodland. Converted to a Single Academy Trust in 2011, Birchwood is a well-established, attractive, all round inclusive, co-educational secondary school and sixth form.

We have a PAN of 240, and a current sixth form of 227, making us one of the biggest schools in the local area. Most students enter our school at Year 7 from primary schools within the town and surrounding area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Birchwood has a strong local reputation for SEND provision.

Investment has been made in initiatives to facilitate recovery from the pandemic, these include a whole school literacy programme, now in its second year, and the development of an intervention centre to provide targeted support where it is most needed. Students, staff, and trustees have worked together on recent initiatives to champion equality, diversity, and inclusion, with a particular focus on gender equality as well as LGBTQ+, race and ethnicity, to foster a whole school culture where everyone feels welcome and safe to bring their whole selves to school.

Our school buildings and facilities are modern and well maintained. They include a light and welcoming library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a modern sports hall and gym, a dance studio, and a dedicated drama studio. Staff have access to a large staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas, a 3G Astroturf pitch and a large playing field for grass pitches and athletics. There is also a detached playing field that offers opportunities for future development. The quality of the facilities and our outward focus means that we have an established busy community lettings programme which includes use by drama, music and sporting groups.

Trustees have recently released reserves of £400,000 to invest in improvements to our buildings and facilities. These have included updating the PC's and computer suite, remodeling our reception area, upgrading some of our toilet facilities and the Personalised Learning Centre - which is our hub for SEND provision. We have also installed new boilers and new CCTV and telephone systems.



# Our School Values and Ethos

Our core values are encompassed in our mission statement:

“At Birchwood we are part of something special, welcoming all, supporting all, and encouraging all.

Enjoying together the exploration of ideas, the excitement of learning and the celebration of our achievements, in a school where we feel safe.

*“your dreams, your future, our challenge”*



# Key facts and statistics

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Location:

Bishop's Stortford

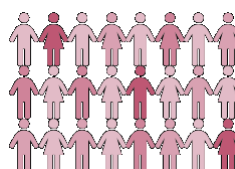
Status:

Single Academy Trust  
(established in 2011)

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11-18 Yrs  
Age Range

1179  
Students  
Yr7 to Yr11



227  
Students in  
Sixth Form



Rated **good** in JUNE 2019

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**21%**  
**SEND**

**11%**  
**EAL**

**13.6%**  
**FSM**

**12.4%**  
**PUPIL  
PREMIUM**

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## **JOB DESCRIPTION: Student Support Officer**

<b>Hours of work:</b>	37 hours per week, 8am to 4.30pm, Monday to Friday with a 1hr unpaid break each day
<b>Type :</b>	Permanent, Term Time + CPD days (39 working weeks per year)
<b>Salary:</b>	Grade H6, SCP 14 (Range 14-19) – from FTE £28,624 per annum plus £706 outer fringe allowance paid pro rata
<b>Pro Rata Actual:</b>	£24,975 per annum

### **Main Duties include:**

- To support the integration of students into the Internal Exclusion Room.
- To support students being on time to lessons throughout each day.
- To patrol corridors / support the On Call Teacher (patrol).
- To be a presence in lessons that require support.
- To work with the Pastoral team regarding individual students.
- To communicate with parents / carers regarding student behaviour.
- To conduct investigations when need arises.
- To support in detentions.
- To provide support in duty times.
- To support the successful running of the Internal Exclusion Room each day.
- To be directed by the Assistant Principals and Pastoral team.



## **PERSON SPECIFICATION: Student Support Officer**

### **Essential**

- An understanding of effective behaviour management in the educational setting.
- The ability to build and maintain positive relationships with students at secondary school.
- The ability to listen, understand but not tolerate poor behaviour.
- To consistently maintain high expectations of students.
- Effective people-skills and an ability to be empathetic and confidential.
- Integrity in the execution of the role.
- Articulate and clear communication skills.
- Basic administrative skills.
- Ability to multi-task.
- To be creative and show independence as well as a team-player.

### **Desirable:**

- School based experience.
- Experience of Behaviour management training.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check (DBS) will be carried out for all successful candidates.



# Completing your application pack

## Application Form

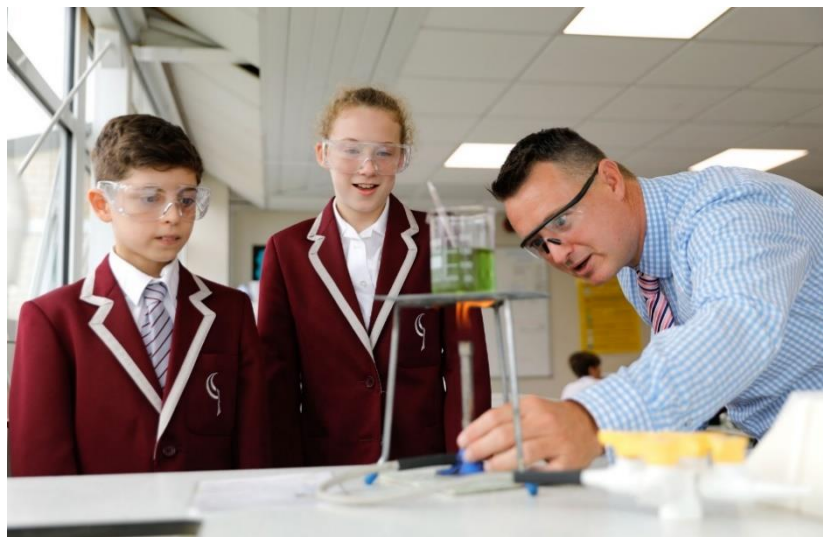
Applicants must apply through the **mynewterm** portal (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

## Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

## References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



# Important Information

<b>Salary:</b>	Hay Scale H6 SCP 14 (Range 14-19) FTE £28,624 plus £706 per annum fringe allowance
<b>Start date:</b>	As soon as possible
<b>Hours of Work:</b>	37 hours per week, 8am to 4.30pm, Monday to Friday with a 1hr unpaid break each day
<b>Working weeks:</b>	Term Time plus CPD days (39 working weeks per year)
<b>Closing date:</b>	Tuesday 22 <sup>nd</sup> April 2025
<b>Interview dates:</b>	Friday 25 <sup>th</sup> April 2025

<b>Any questions, call our HR Manager</b>	<b>01279 655936</b>
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Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



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[www.birchwoodonline.co.uk](http://www.birchwoodonline.co.uk)