

Student Support Centre Manager
36 hours per week, 40 weeks per year
NJC Grade 5 point range 14-15 (£27,282-£27,703, Actual pro rata salary)
(No holiday may be taken during term time)

Starting February 2024 (Negotiable)

Grey Court is a vibrant, successful, and well-established school situated on an impressive site close to the River Thames and Richmond Park. Rated outstanding in all areas, we continue with our ambitious vision for both staff and students. Come and join us!

About the role

We are seeking to appoint an experienced, hardworking and committed individual to work with the SENCO and provide first line support for the pastoral system of the school.

This job involves working with the SENCO to lead and manage our Student Support Centre; a safe and inclusive quiet space where students with a range of additional educational needs receive small group and / or individual academic support to enable them to make further progress in their mainstream lessons. The successful candidate will need to build positive relationships with vulnerable students and steer them toward academic success. They will be involved in the referral of students to the centre and be clear about how to measure the impact of their intervention. They will need to work alongside mainstream teachers, pastoral care workers, family support worker and lead a Learning Mentor who supports with the delivery of academic support within the centre.

About you

The successful candidate will need to be have excellent communication skills and the ability to establish positive relationships with parents, students, staff and external agencies. It is essential that the candidate demonstrates an ability to work with a range of people at all levels.

You should have a background which includes working with young people in the 11-18 age groups and have relevant further/higher educational qualifications. A degree is desirable and knowledge of wellbeing initiatives and restorative approaches would also be an advantage. Candidates should hold a clean driving license.

You must have strong communication skills and be calm and efficient under pressure. You should be highly motivated and be able to work on your own initiative. You must be able to work in attention to detail and deliver a flexible approach to staff, students and parents.

You must be a good team member and share our commitment to inspiring progress and quality of education for all our young people.

About us

Grey Court is committed to recruiting the very best teachers and support staff to benefit student experience in the classroom. We are an Ofsted rated outstanding school offering a comprehensive range of GCSEs, A levels and BTEC level 3 diplomas. We serve a diverse community and ensure we bring out the best in each student, be that through following vocational or academic pathways.

Grey Court is part of the Every Child, Every Day multi academy trust which is made up of three local secondary schools. We are based in the London borough of Richmond, with good public transport links and close to the river Thames and Richmond Park.

As a training school we value the continuous development of our staff and offer a full range of professional training opportunities including in-house and cross-MAT CPD and national leadership programmes. We also have a structured support programme for early career teachers (ECTs) and trainee teachers.

Grey Court is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If you would like to work with us, we look forward to hearing from you.

Closing date: January 8th 2024.

Interview date: TBC

For more information about Grey Court School please visit our website. For an informal discussion please contact Ms. Patricia Cook, pcook@greycourt.org.uk

Job applications can only be made through this [application link via TES.](#)

We reserve the right to close the advert early should an appropriate candidate be identified.

If you do not hear back from us within a week of the closing date, please assume that you have not been shortlisted this time.

The Governing and Trust Bodies are committed to safeguarding and promoting the welfare of all our children and expect all staff to share this commitment. We fully recognise our responsibilities for safeguarding and child protection.

Any offer of employment will be subject to receipt of satisfactory pre-employment checks, including an enhanced disclosure and barring service (DBS) check, overseas criminal record checks where relevant, online background checks including social media accounts and receipt of satisfactory references. It is an offence to apply to work with children if you are barred from engaging in regulated activity relevant to children.

The schools within the Trust are committed to all aspects of personal development, are inclusive and seek to ensure every student achieves to the best of their ability.