

# St Paul's Way

Education • Foundation • Trust



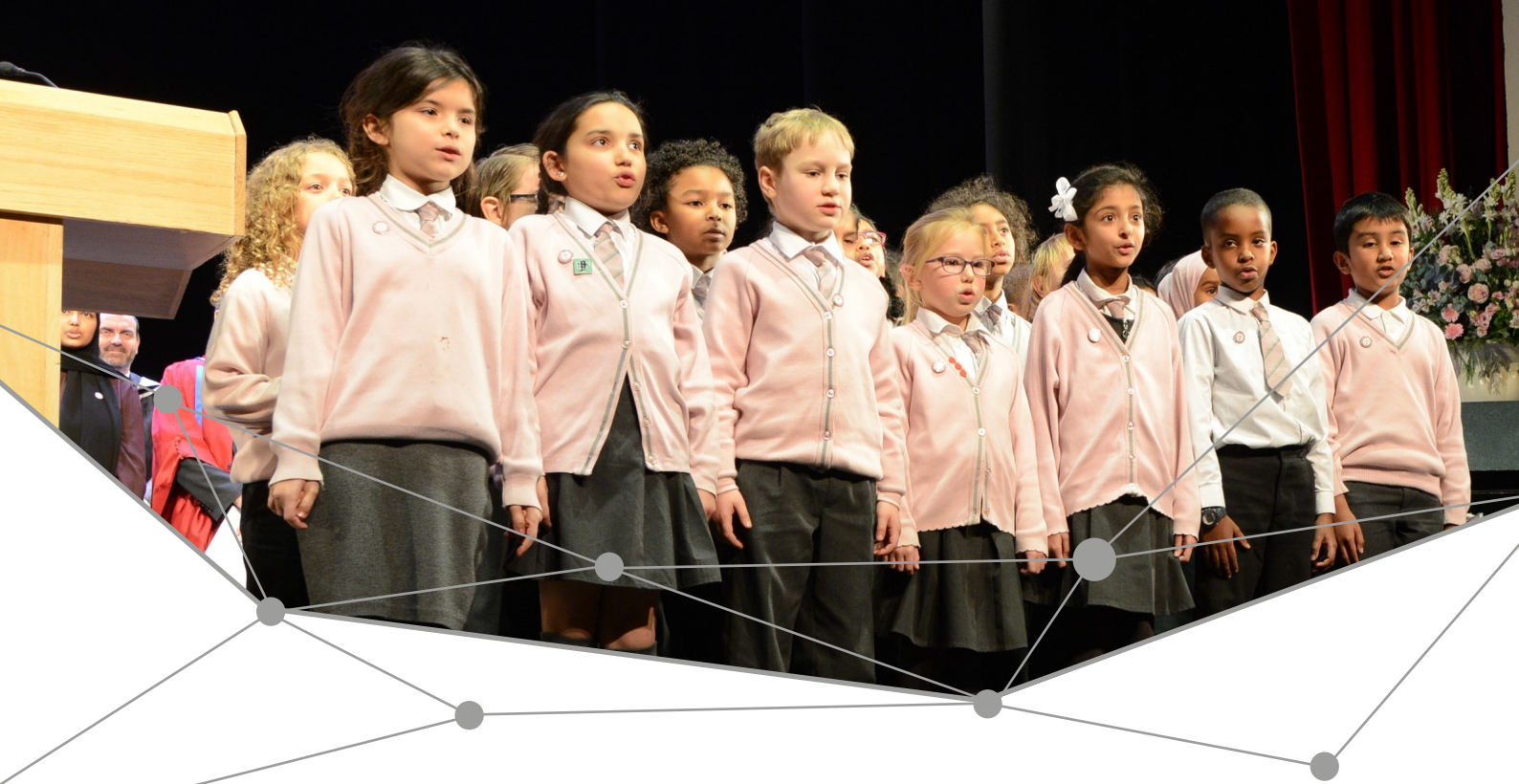
## Candidate Information Pack

Student Support Assistant

*the best place to learn in, the best place to work in  
and the best place to partner with*

UST

University Schools Trust



“ Providing transformational educational opportunities for all children...”

---



# St Paul's Way Trust School

## University Schools Trust

---

### Contents

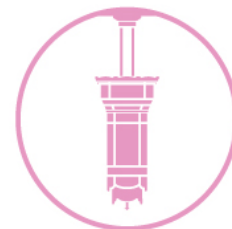
Welcome	5
The University Schools Trust	6
Our School	8
Our Offer to you	9
Development and Networking Opportunities	10
Job Description	12
Person Specification	17
Application and Selection Process	1





# Welcome

---



At St Paul's Way Trust we expect each of our graduates to be fully prepared for the opportunities and the demands of the adult world. During each child's school career we place strong emphasis on six key areas: Communication, Investigation, Networking, Participation, Scholarship and Vision. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

Our undergraduate curriculum, which promotes both academic excellence and the development of well-rounded citizens, is the result of very close work with two of our Trustees: Queen Mary University of London and King's College, London. It is precisely because of our unique relationship with these Higher Education institutions, alongside our other University Trust Partners, including Warwick University, University College London, The University of Greenwich and the University of East London, that we are able to provide this exciting, relevant and robust learning experience.

---

**Philip Akerman**

Executive Headteacher

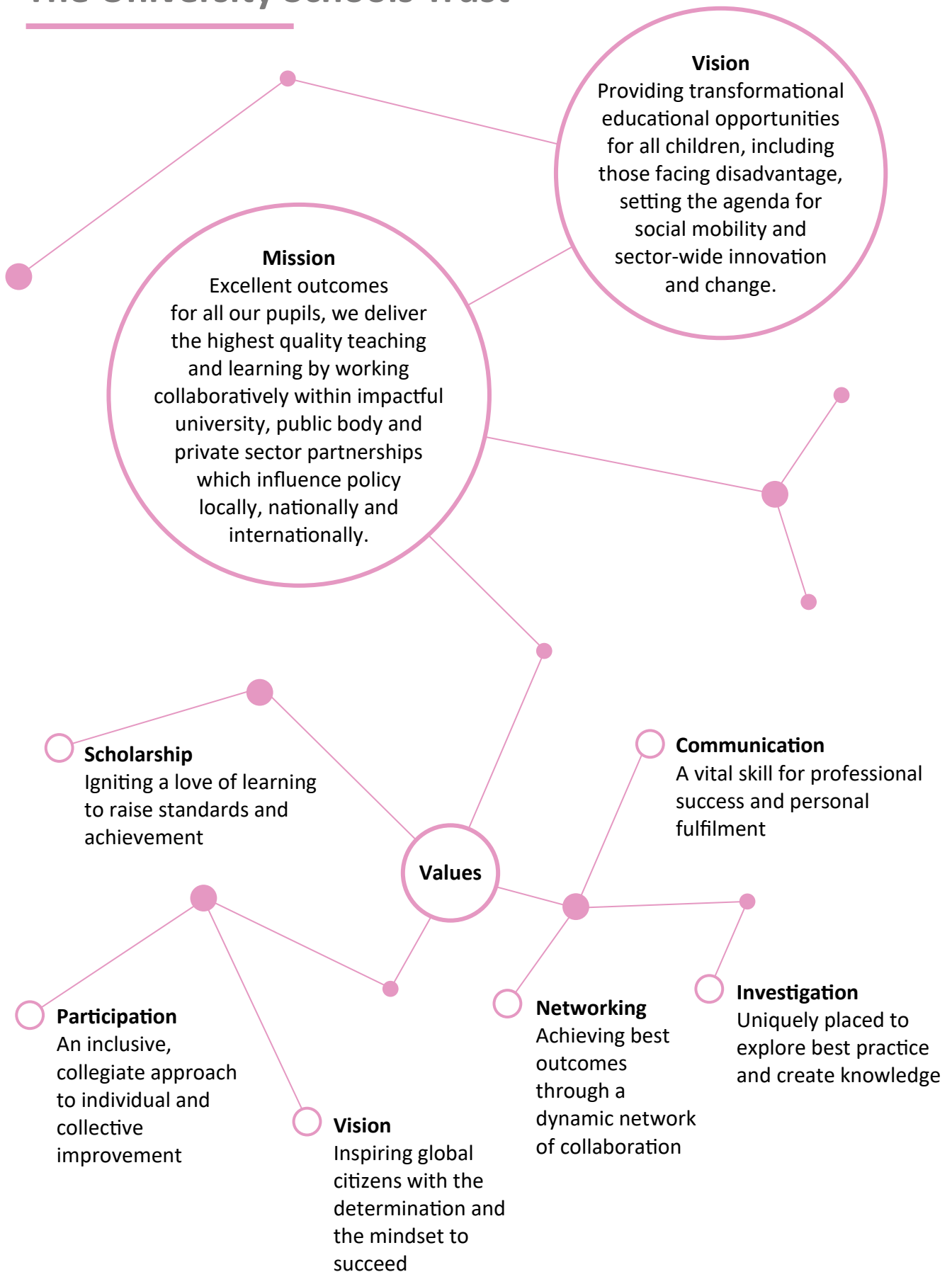
The superb outcomes and the impressive university/career destinations achieved by our students, are testament to the success of our model and our belief that every child can fulfil their potential. Our accomplishments, however, have always been underpinned by the strong partnership forged with our families and the local community.

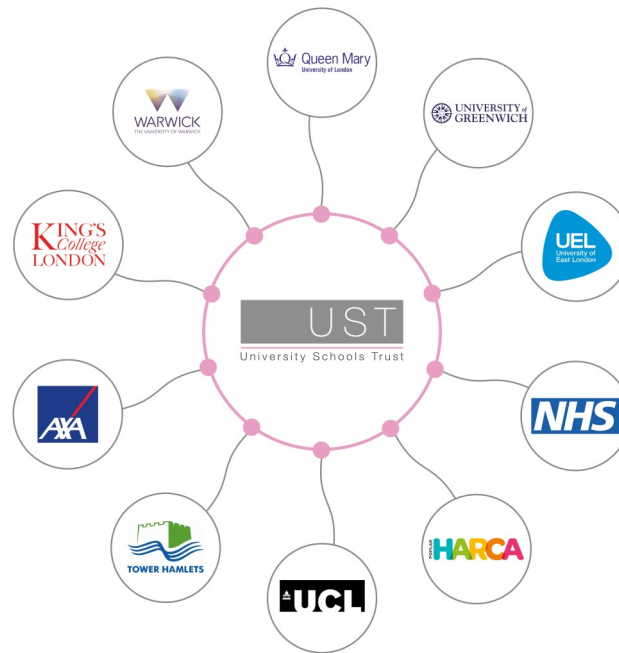
Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

[www.spwt.net](http://www.spwt.net)

If you are interested in applying for the post and would like to arrange an informal discussion or a visit to our school, please contact Maria Ahmed (HR) on 020 7987 1883 or email [umariaahamed@spwt.net](mailto:umariaahamed@spwt.net)

# The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

[www.ust.london/444/school-of-education](http://www.ust.london/444/school-of-education)

# Our School

---

St Paul's Way Trust School is the secondary phase of an all-through school with St Paul's Way Foundation School. The school consists of 1,189 students on roll.

The school plays a pivotal role within the local community. The school received 540 1st choice applications for the 2019 intake in year 7, making it the most popular school in the borough for the fifth consecutive year. We have created a culture that is committed to ensuring that students and staff excel. Leaders are relentless in ensuring that students receive the highest quality of provision in terms of curriculum and extracurricular opportunity.

Through the school's extensive network of partnerships through the University Schools Trust and beyond, there is a culture of high expectation of outcome beyond just the classroom and students are offered an extensive range of opportunities to excel. Leaders are ambitious in their vision for the school. They continually set and achieve ambitious targets in terms of student outcomes, attendance, and destinations.

In 2017-2018, 98% of students from SPWT Sixth Form went to university. 66% of students went onto study at Russell Group Universities. Ambitious targets have been set for this year's GCSE and A Level outcomes, in keeping with the trend of high performance at both Key Stage 4 and 5 that exceed both local and national averages.

St Paul's Way Trust School provides an inspirational physical learning environment for children and young people, and warmly welcomes the community. Secure access between public and private areas enables pupils and members of the local community to easily access the school's extensive dual use community facilities, which include a theatre and a large public sports provision.

The school benefits from a Science Research Centre; a project managed by Queen Mary University of London (QMUL) and an additional set of outdoor tennis courts that were completed in Autumn 2018, funded by extended grants from London Marathon Trust and the Tennis Foundation.

# Our Offer to you

## Exceptional outcomes

- Exceptional A-Level results
- 96% of SPWT graduates going on to study at university.
- Most oversubscribed school in the borough
- Top attendance in the borough.

## Attractive pay/conditions

- Inner London pay spine.
- Access to car parking facilities.
- Finance guidance and support.

## Great location

- Located on Hackney/ Tower Hamlets border.
- Walking distance from Victoria Park/Mile End Park.
- Easy access to the Central line and Devons Road DLR.
- Short commute from Canary Wharf.
- Short commute to Westfield Stratford.

## Workload and well-being

- 'Purposeful practice' workload tool.
- On-site gym access.
- Local incentives/discounts.
- Access to Cycle/Tech scheme.

## Bespoke career pathways

- Teacher Development Trust 'Bronze' award for professional learning
- IOE accredited leadership courses (NPQML/ NPQSL/NPQH)
- Lead Practitioner development programme
- Bespoke career pathways for teaching and non teaching support staff.
- Faculty-led CPD budgets.

## Partnerships

- University partners including those from Russell Groups.
- UST lead school.
- Opportunities to positively affect student life chances in schools across London.
- Annual Science Summer School hosted by Professor Brian Cox, the school's patron.

## Unique curriculum

- Music scholars programme.
- Faraday school.
- Academic sixth form.
- Lead members of the Tower Hamlets Art Network (THAT).
- Inclusive provision including Deaf Support Base.
- Greenhouse tennis provision for students.

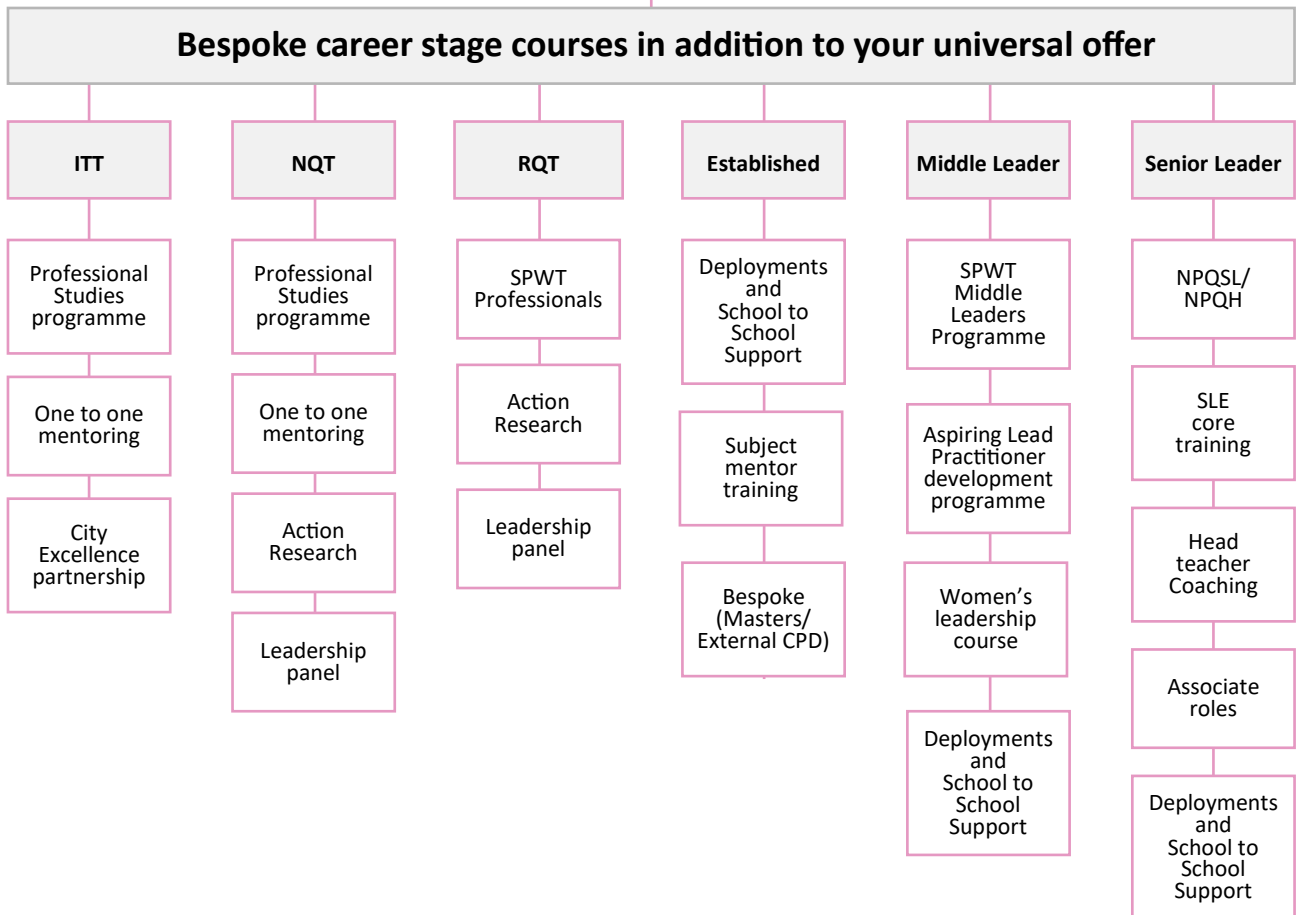
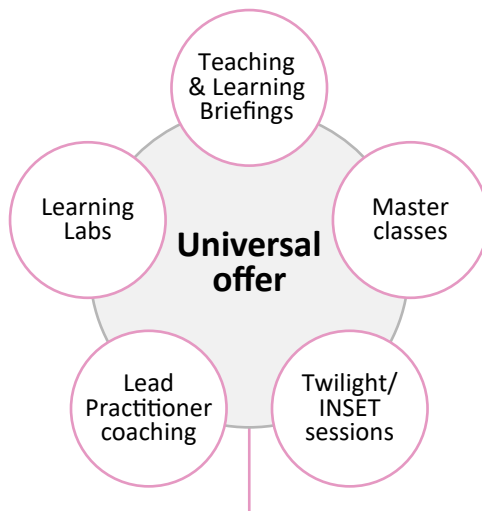
## Policies driven by professionals

- Faculty lead feedback policies.
- Teacher led curriculum design.
- 'Purposeful practice' staff consultation to reduce teacher workload.

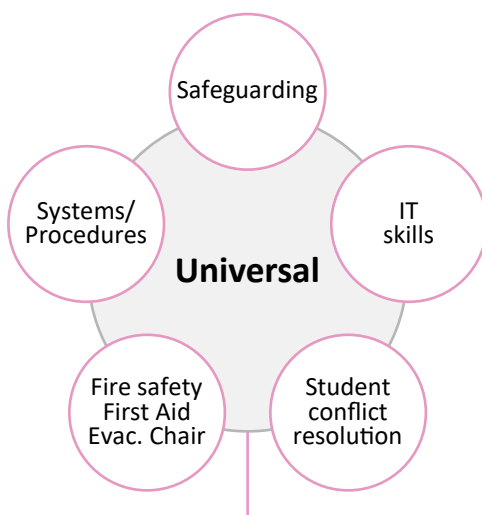
# Development and Networking Opportunities

SPWT offers all staff teaching and non-teaching opportunities to train and develop as professionals at all stages of their careers.

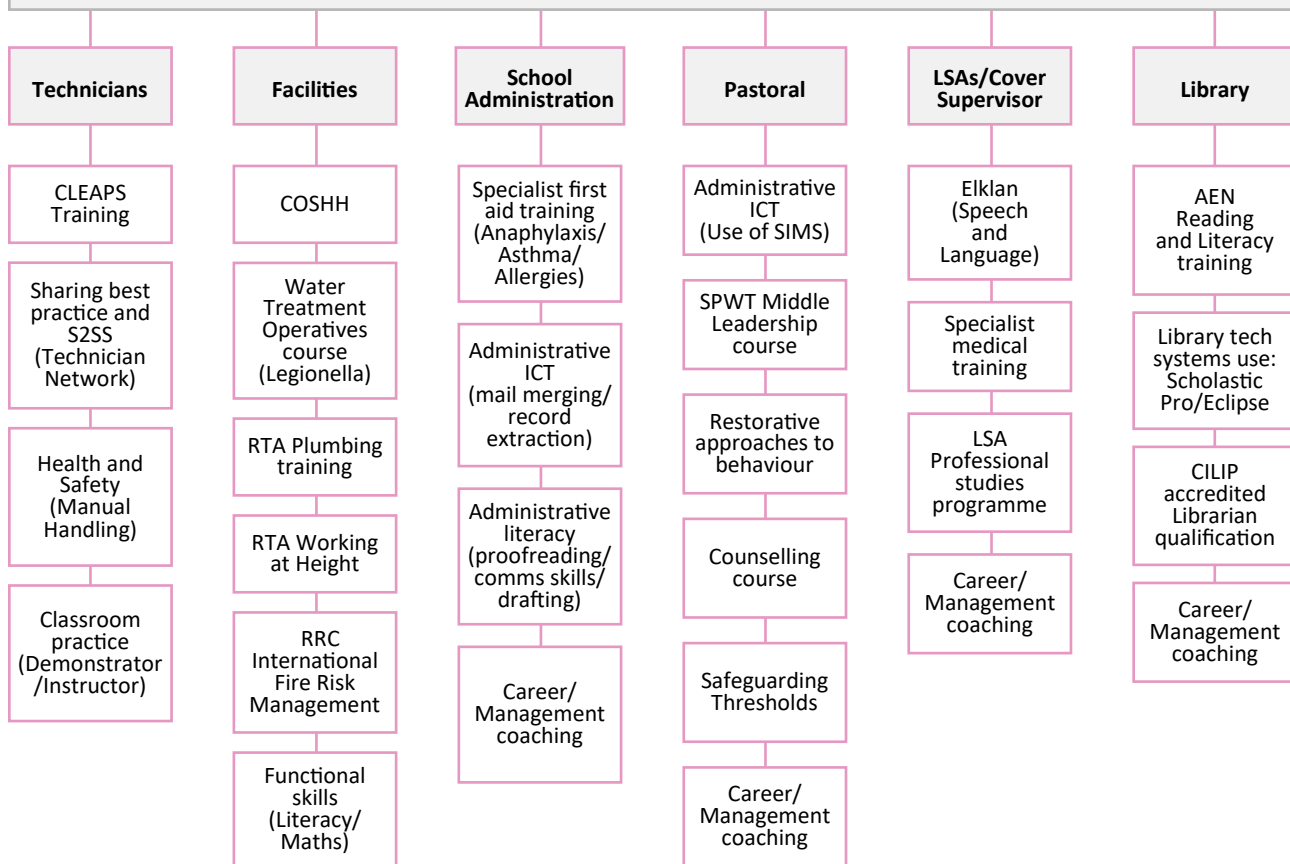
## Our CPD Offer:



**Our CPD Offer:  
The School Community**



**Bespoke career stage/training courses in addition to your universal offer**





## Job Description

<b>Job title:</b>	Student Support Assistant	<b>Full/Part time:</b>	Full time
<b>Location:</b>	St Paul's Way Trust School	<b>Salary range:</b>	Scale 3: £22,800 - £23,211 per annum (Pro rota)
<b>Responsible to:</b>	Student Achievement Coordinator	<b>Grade:</b>	Scale 3

### Job description:

#### INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee. Through our influential trust partners, we have increased the scope of our work and the opportunities available to students and our staff.

#### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

#### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

**Job Summary:**

As a member of a team, reporting to the Student Achievement Coordinator:

- To implement the Behaviour for Learning Policy
- To assist with the smooth running of the school by supervising students throughout the school day, paying particular attention to their safety and well being
- To facilitate the supervision of the students at break and lunchtime, before and after school
- To support students to ensure they are following school expectations with a particular focus on punctuality and attendance
- To model the behaviour expected for students at St Paul's Way Trust School
- Ensure safeguarding procedures are being followed by all adults who enter the school
- Ensure the safe entry/exit of visitors/students throughout the day
- To assist staff with enrichment classes, revision classes and Summer Schools

**DUTIES & RESPONSIBILITIES**

To supervise students on the school premises and external areas

- To ensure the safety and well-being of students, reporting any concerns immediately to the appropriate person
- To mentor identified students and to become a Key Worker
- To contribute to the programme of Enrichment activities at the school
- To support staff with the implementation of identified interventions and support programmes
- To always expect the best from students and have high expectations
- To reward and praise students
- To value students efforts and achievements
- To make time to get to know individual students and become a co-tutor
- To avoid personalising behaviour issues
- To be firm, fair and caring towards students
- To take active responsibility regarding promoting good behaviour, healthy eating etc
- To undertake invigilation duties for exams as required.
- To support students both inside and outside the classroom under the direction of the classroom teacher and student achievement co-ordinator
- To supervise, with other members of staff, enrichment classes, revision classes and Summer Schools

## **Training**

The postholder will be required to undertake training including CAF training as required to be effective in carrying out all duties.

## **General**

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

## **COMMON ROLES OF THE ALL TRUST MEMBERS**

### **Leadership: Vision and Values**

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

### **Leading and Managing Others and Self**

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

### **Additional requirements**

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

**JOB DESCRIPTION AGREEMENT**

The post holder will be line managed and appraisal managed by: Student Achievement Coordinator

The above job description was agreed in September 2020 It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

..... Signed by (Post holder)

..... Signed by (Headteacher)

Person Specification for the Post of <b>Student Support Assistant</b>		Ess	Des	Evi
<b>Knowledge</b>	Sound knowledge of school procedures and practices Ability to implement routines to establish good behaviour management within the school			
<b>Qualifications &amp; Experience</b>	NVQ III or equivalent GCSE A* - C English and Maths Qualified first aider or willing to undertake training Excellent word processing skills and a basic working knowledge of EXCEL A belief in the value of the experience you can provide as a Student Support Assistant A calm and relaxed manner as well as a positive and optimistic outlook An understanding of how important the mid-day meal and a pleasant learning environment is to our young people			
<b>Leadership and Management Framework</b>	<b><u>Achieving Results</u></b> Good organisational skills. Ability to work independently and take initiative when appropriate. Ability to work under pressure in the School environment Ability to offer and engage in enrichment activities			
	<b><u>Engaging With Others</u></b> Ability to communicate effectively with individuals, groups of students, teachers, parents and other members of staff Ability to accept guidance and direction from teachers, the Students Achievement Coordinator and Senior Pastoral Manager Thoughtful, open and honest character and a confident and outgoing manner An ability to work as part of a team			
	<b><u>Valuing Diversity</u></b> Experience, or empathy with, working with young people			
	<b><u>Learning Effectively</u></b> IT literate and willing to undertake further training as required. A commitment to continuous professional development A satisfactory Enhanced DBS disclosure			

# Application and Selection Process

---

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

## To apply please:

- Visit [www.spwt.net/contact\\_vacancies](http://www.spwt.net/contact_vacancies) and follow the link to complete your application form.

Deadline for applications to be received by Midday , Friday 11th September 2020





# St Paul's Way

Education • Foundation • Trust

125, St Paul's Way, London E3 4FT

**T** 020 7987 1883  
**E** school@spwt.net  
**W** spwt.net

