

# Southchurch High School



**Information for Candidates**  
**Student Support Assistant**  
**Required for September 2021**

# Letter from the Headteacher



Dear Candidate

Thank you for taking an interest in this post at Southchurch High School. I hope the information enclosed in this pack gives you a good sense of what makes our school a special place to work and provides the information you need about the post.

Southchurch High School is an amazing place to learn and work and our philosophy of being 'A community of opportunity, learning and aspiration' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. Our values are clear and as an inclusive learning community we are determined to realise our vision and achieve our goals. We continually reflect on our practise and evaluate our performance; taking collective responsibility for learning together.

Our students are, of course, at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Southchurch High School are a pleasure to work with; they are keen to learn, talented and well-behaved. Our school is oversubscribed and has a waiting list.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon and please do not hesitate to contact us if you need any further information.

Yours sincerely  
Stuart Reynolds  
Headteacher



# About Us



Southchurch High School is a popular 11-16-year mixed comprehensive academy having converted in 2018. Our fundamental beliefs about education are summarised in our mission statement of **'A community of opportunity, learning and aspiration'**. The school already houses a flourishing community of over 750 pupils, and is expected to continue growing strongly over the next few years. We have waiting lists for entry into years 7 and 8 and fully expect to be in the same position with our next intake in September 2021.



The moral, spiritual, social and cultural development of all learners permeates throughout the curriculum. We aim to maintain a just and caring school community in which all learners, teachers and members of the associate staff are given personal recognition and a sense of security, respect and dignity. We believe that it is only in such an environment that learners can recognise and appreciate achievement in its various forms including high academic standards and good examination results.

Great emphasis is placed upon the need for learners to develop self-discipline and respect for others. The wearing of school uniform is insisted upon. High levels of attendance and punctuality are viewed as vitally important. Good manners and courtesy to others are expected from everybody. Good order and the importance of personal relationships are insisted upon throughout the school to allow genuine learning, academic and personal development to take place.





In general, the school aims to create an ethos that supports a sense of co-operation, pride, identity and purpose in all students, members of staff and parents. The raising of standards is a key theme throughout Southchurch High School. Our students deserve the best.

At Southchurch High School, every effort is made to stress the positive and celebrate achievement to boost the self-esteem, confidence and dignity of the students. An array of out of class activities give learners the opportunity for self-expression and the enjoyment and satisfaction which comes from achievement. Motivation is enhanced through the relationships that are strengthened by engaging with staff in different situations.

## **Will you join us in reaching our aspirations?**

If you share our values, have an entrepreneurial spirit, and are excited by the prospect of making a real contribution to a new and growing school, we want to hear from you.



# Living and Working in Southend-on-Sea



The school is located in a quiet suburb of Southend-on-Sea and benefits from excellent transport links. We are within easy reach of Chelmsford, Brentwood, Colchester and London.

Whether you fancy screaming around the loops of a rollercoaster, exploring the world beneath the waves, or venturing down the longest pleasure pier in the world, there's plenty to do in Southend. Standing for over a century it extends 1.3 miles into the Thames Estuary, and is a well-loved and recognised symbol of Southend. With stunning views, it's the perfect place to go for a taste of the invigorating fresh air, and experience the freedom of the sea.

Southend is blossoming with parks and gardens in which to spend a lazy afternoon with a picnic, or packed with fun play equipment and sports facilities to entertain the kids. Whether you're after an open-air concert at the historic Bandstand, art exhibitions, or a weekend of fantastic music, art and dance there's so much going on all year round.

Whether you're looking for fine dining with sea views, or a maybe a quick meal before a show at the Cliff's Pavilion, Southend has the answer. For panoramic views of the Thames Estuary head to one of the fantastic seafront restaurants. There's the RBG Grill at the Park Inn Palace Hotel, the stunning Royal Hotel and the Seven Hotel, a brand-new and exquisitely designed boutique hotel with its 70-seater modern British restaurant, 'Gin-centric' cocktail bar and outdoor sun terrace They're all unique, but all offer the perfect place to watch the sun set over the Estuary.

Southend High Street is home to a broad range of international retailers, as well as independent shops and boutiques. Visiting farmers and craft markets provide an opportunity to purchase fresh, local produce and unique gifts.



## Student Support Assistant - Person Specification

Qualifications and experience	Essential	Desirable
Attainment at Level 3 minimum (A-level/HND/NVQ3) <b>OR</b> at least 5 years successful experience working in a post/s which requires high level communication skills with a range of audience, high level of personal organisation, ability to empathise, ability to mentor.	✓	
GCSE – ‘C’ minimum (or equivalent) in English and Mathematics.	✓	
<b>Experience</b>		
Prior experience of working with young people in a formal or voluntary capacity.	✓	
Working successfully as part of a team, which plans its workload and has to respond to situations that arise.	✓	
Prioritising and managing own workload.	✓	
Liaising effectively with other organisations and agencies to deliver outcomes.		✓
Evaluating, assessing and formulating improvements to current working practices.	✓	
Understanding and experience of using IT applications e.g. word processing, spreadsheets, databases and emails.	✓	
<b>Skills &amp; Abilities</b>		
Ability to establish, maintain and share clear systems for keeping records and generating data to inform planning.	✓	
Communication skills to influence, persuade, motivate and engage with a wide range of young people and their families.	✓	
Excellent interpersonal skills to form and maintain positive working relationships with young people, their families, colleagues, and other education/healthcare professionals and external agencies.	✓	
Ability to work with confidential information, where discretion is paramount, and an understanding of data protection.	✓	
Excellent organisation and administrative skills.	✓	
The ability to learn how to analysis and interpret educational data.	✓	
First Aid trained or willingness to undertake		✓
<b>Personal</b>		
Physical and emotional resilience and reliability under pressure.	✓	
Warmth, confidence and empathy informed by a clear sense of purpose in working with young people.	✓	
The ability to model the behaviour, values and attitudes we expect of young people.	✓	
Knowledge and understanding of safeguarding.	✓	
Knowledge and understanding of the range of potential barriers to learning and attending school faced by young people and how they can be overcome.	✓	
Commitment to equal opportunities.	✓	
Ability to be flexible re hours at times of pressure.	✓	
Current driving licence.		✓

<b>General</b>		
Awareness of and promotion of equality.	✓	
Good understanding of Health & Safety.	✓	
Good understanding and effective implementation of Child Protection procedures.	✓	
Understand and comply with procedures and legislation relating to confidentiality.	✓	

## Student Support Assistant – Job Description

**JOB TITLE:** Student Support Assistant

**NJC SCALE RANGE:** Point 12 - 17 [ESSEX SCALE 6]

**RESPONSIBLE TO:** Head of Year/SLT Link

### **Purpose:**

To provide a high quality efficient and professional service for the school, acting as the first point of contact for students, parents and staff in connection with year groups.

### ***Main Duties:***

- To support the Line Manager in dealing with behavioural and pastoral issues.
- To undertake all related administrative tasks.
- To support the Line Manager in tasks related to the pastoral support area.
- To support the staffing of the Inclusion Room, as required.
- To establish positive relationships with students.
- To receive and deal with enquiries from students, parents, staff, external agencies, filtering queries/problems to the appropriate person.
- To take and deal with messages from both internal and external callers.
- To support the Line Manager with year group administrative tasks as directed.
- To arrange meetings (e.g., parents, teachers, external agencies) and take minutes if required.
- To assist in the preparation and maintenance of reports.
- To communicate professionally with all staff, students and parents.
- To support, implement and encourage new processes and systems; sanctions, rewards and attendance, for example.
- To positively promote the image of the school and encourage teams working throughout the school.
- To ensure confidentiality is maintained at all times.
- To ensure Health & Safety regulations and codes of practice are observed at all times.
- To assist where necessary with admissions, mid-year admissions and transition.
- To assist, if required, with the examination results process.
- To assist with and, where required, attend Parents' Evenings.
- To carry out any other reasonable duties, as directed by the Headteacher or Line Manager.

### ***Support for the school***

- Be committed to safeguarding and promoting the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equalities policies.
- Adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos of the school



## Southchurch High School

Southchurch Boulevard

Southend-on-Sea

Essex

SS2 4XA

[www.southchurchschool.com](http://www.southchurchschool.com)

[info@southchurchschool.com](mailto:info@southchurchschool.com)

01702 900777

