



Student Liaison Officer Grade 6

Archbishop Sentamu Academy Start date 1 June 2021

Sentamu Academy Learning Trust, Hull is a growing multi-academy trust for both primary, secondary and alternative provision schools.

This exciting merger between Hope Learning Trust and the Sentamu Academy Learning Trust gives us the chance to continue to develop as one Trust so that everyone in our communities is given the opportunity to thrive. Schools across both of our Trusts have already been working together since September and so we already have a family of schools who share best practice. Each one of our schools has its own distinctive character, identity and strengths which it brings to the Trust so that we all benefit from each other. We have a very bright future ahead!

Our Vision

Our vision is really very simple. We aspire to provide a place where children and young people can thrive. The aspirations for our existing academies and those joining us are to establish environments where young people thrive. We want our schools to be places where children and young people thrive as active learners; compassionate, kind and creative individuals; caring and engaged citizens; and spiritual beings. We aim to grow together, to serve one another and nurture our children and young people.

In a world of turmoil, we offer schools the opportunity to concentrate on teaching and learning, providing you with peace of mind as we look after everything else. Hope Learning Trust, York presents opportunities and expectations that promote success.

As a Trust, we want every young person to experience great teaching, so we place the highest value on developing colleagues at all levels.

By working together, we can ensure:

- all children and young people have a school in which to thrive as learners, as individuals, as citizens and as spiritual beings
- all staff and all governors are nurtured
- all children develop spiritually as well as academically
- no school is left behind regardless of its context and challenges, whether these are around size, rurality or levels of deprivation
- that all governance is highly effective in supporting and challenging the local schools
- a better use of resources by collectively sharing central services
- a provision of effective teachers and support staff, sometimes working across schools in new and imaginative ways
- access to training, support and external validation from a team of highly experienced educational consultants who will also support, question and challenge
- a link to a Teaching School to train the next generation of teachers and to support and develop others
- access to national resources such as capital grants through the EFA and other funding only being made available to MATs

Good luck with your application and I look forward to hearing from you!



Helen Winn
Chief Executive Officer





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Welcome to the Archbishop Sentamu Academy

Our aim is to bring the highest standards of education to the young people in our local area. It is a great honour to be the Principal at Archbishop Sentamu Academy. I was born less than a mile away from our academy and I want to ensure all students lead the best life possible.

'To lead the best life possible'

Our distinctively Christian vision is that everyone will be able 'to lead the best life possible', now and in the future. It is underpinned by the words of Jesus in John 10:10, which says, *"I have come that you may have life in all its fullness."* Our vision is lived out through our academy values of **Respect, Community, Courage and Wisdom**

We value respect, at all levels to and from each other. It is through respect that we can grow.

We see ourselves as a wider school community supporting each other. For us, community is also the locality in which we are situated and in which we serve.

We value courage from students and staff, to make progress with personal and academic development. We know not all decisions or actions are straightforward and we know we need courage to persevere.

Finally, we value wisdom. The ability to reflect on lessons and events so that we can learn from them and become better people.

Whilst we insist on rigorously high academic standards for all, we also focus on developing the whole student and promoting their well-being.

I want exactly the same high standards for Archbishop Sentamu Academy children as for my own. By offering inspirational teaching and a range of extra-curricular activities, I strive therefore, with all my staff, to ensure that they are safe, happy and given every chance to flourish and to lead the best life possible.

I look forward to working with you all to ensure we achieve this.

Job Details

We are looking for a motivated and enthusiastic Student Liaison Officer to join our busy student behaviour team.

All posts at SALT involve at all times seeking to further the mission, values and strategic aims of the Trust; accepting responsibility for the implementation of policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the role specification and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach. Additional duties may be asked of members of staff as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Chay Bell
Academy Principal





**Student Liaison Officer
Grade 6**

**Archbishop Sentamu Academy
Start date 1 June 2021**

Job Title	Student Liaison Officer	Job Category	Support
Grade & Salary	Grade 6, SCP 14-19 £19577 - £21613 Actual £23080 - £25481 FTE	Hours of Work	37hrs/week, 8am-4pm Monday-Thursday, 8am-3.30pm Friday Term-time Only
Location	Archbishop Sentamu Academy	Travel Required	No
Position Type	Permanent	Line Manager	AVP Behaviour and Attitudes
Date Posted	10 June 2021	Posting Expires	9am, Monday 21 June 2021
Interviews to take place	ASAP after closing date	Start Date	June 2021

Application Process

Please complete an application form.

All candidates are advised to refer to the job description and person specification before making an application. Interviews will be held as soon as possible after the closing date.

Completed Applications are to be returned to:

Name	Jenny Rose – PA to Principal
Email Address	recruitment@sentamuacademy.org
Postal Address	Archbishop Sentamu Academy, 1 Bilton Grove, Hull, HU9 5YB

Sentamu Academy Learning Trust 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 candidate will be subject to an enhanced DBS check, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, satisfactory references and eligibility to work in the UK checks.

For any queries regarding the role, please contact the school directly or alternatively you can contact the HR Team via hr@sentamuacademy.org



Job Description

Job Title	Student Liaison Officer
Grade	6
Responsible To	Assistant Vice Principal
Staff Manage	None
Job Family	Pastoral Support
Job Purpose:	To support the welfare and progress of students in their learning, behaviour and transitions
Job Context:	<ul style="list-style-type: none"> Leads on pastoral support to pupils, providing advice and guidance and implementing agreed plans to encourage learning and overcome barriers to learning. Works with students in school who are experiencing complex emotionally demanding situations due to outside influences, requiring sensitivity. Enhanced DBS clearance required An ability to fulfil all spoken aspects of the role with confidence through the medium of English
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> Develop and maintain professional relationships with students, providing mentoring support to targeted students Coordinate the supply of references on students to further education establishments and employers Organises the collection of statements from pupils following an incident Deals with queries and problems in relation to students Deals with all correspondence in relation to student welfare and behaviour Supports the transition process for students e.g. when moving schools/further education establishments or moving into employment Supervises students sent out from lessons Plans schedules of work missed for students sent home for non-compliance of school rules and supports the reintegration of those who have been absent Receives unwell students and contact their parents as necessary Monitor student attendance and punctuality and work with them to improve it Work with teaching staff to undertake assessments of pupils to determine those in need of particular help and develop a support plan of appropriate interventions and action
Communications	<ul style="list-style-type: none"> Provide advice to pupils relating to their social, health, hygiene and emotional development needs Provides feedback to pupils in relation to their progress, achievement, behaviour and attendance Provide information and advice to pupils to enable them to make choices of their own Act as the first point of contact for parents and students when personal matters affect learning Attends meetings as appropriate Liaises with other school staff raising awareness of issues with particular students and advising staff on proposed support plan



Job Description

Partnership or Corporate Working	<ul style="list-style-type: none"> • Work with external agencies to support students and their families seek the help that they require
Skills Development	<ul style="list-style-type: none"> • Practice Continuous Professional Development • Attend team meetings
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information	<ul style="list-style-type: none"> • Record information on pupils' behaviour on the appropriate system • Records information on pupils' truancy from school • Records information of exclusions
Planning and Organising	<ul style="list-style-type: none"> • Contribute to the development of behaviour and attendance policies and procedures for the school
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Other	<ul style="list-style-type: none"> • Any other roll commensurate with the post as directed by Principal/Assistant Vice Principal.



Person Specification

Job Title	Student Liaison Officer	
Grade	6	
Responsible To	Assistant Vice Principal	
Staff Manage	None	
Job Family	Pastoral Support	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> An understanding of the potential barriers to learning and attending school faced by children and young people and how they can be overcome Knowledge of Safeguarding legislation and procedures Knowledge of the different transition periods of a student and how to offer support Knowledge of the different opportunities available to students post school education Knowledge of behavioural management techniques An understanding of child development 		<ul style="list-style-type: none"> Knowledge of Health & Safety regulations Knowledge of the school's policies and procedures
Experience		
<ul style="list-style-type: none"> Experience of working with young people of relevant age 		<ul style="list-style-type: none"> Experience of multi-agency working Experience of counselling or mentoring young people
Occupational Skills		
<ul style="list-style-type: none"> Excellent interpersonal communication skills and the ability to influence, engage and motivate children and young people Analytical skills to assess the challenges faced by students Ability to relate well to young people Flexible Good organisational skills Ability to prioritise and manage own workload ICT skills Creativity and problem-solving skills Sensitivity and caring skills 		
Qualifications		
<ul style="list-style-type: none"> NVQ Level 3 qualification 		
Other Requirements		
<ul style="list-style-type: none"> Enhanced DBS clearance To be committed to the school's policies and ethos To be committed to Continuing Professional Development Motivation to work with children and young people 		



Person Specification

<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintaining discipline• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	
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Benefits of Working at SALT

Continuing Professional Development (CPD)

Sentamu Academy Learning Trust, Hull is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also work in partnership with Hope Learning Trust, having access to bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From NQT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the Hope team to succeed, develop and aspire to the next challenge.



Pension Scheme

As an employee of Sentamu Academy Learning Trust, you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) SALT also pays into the scheme on your behalf. For more information please visit: www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and SALT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the Cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit www.cyclescheme.co.uk



The Sentamu Family

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.