



## STUDENT SUPPORT WORKER

**SALARY: E5 - £24,685-£26,623 FTE (£21,541-£23,232 PRO RATA) BASIC, PLUS PENSION AND PERFORMANCE-RELATED PAY**

**HOURS: TERM TIME ONLY + 5 INSET DAYS**

**LOCATION: THE THOMAS ALLEYNE ACADEMY, STEVENAGE**

As a school, we offer the following benefits:

- A unique and exciting future as part of the Hart Schools trust
- Happy, friendly and motivated students
- A dedicated, professional and caring team
- A professional and supportive work environment
- A range of development opportunities and tailored support programmes across the Hart Schools Trust
- A positive atmosphere where there is a real 'can do' attitude

If you are keen to make a difference, enjoy working as part of a supportive, dedicated and happy team please come and meet us – visits are warmly welcomed and recommended.

### JOB PURPOSE

- Reporting to Head of Year 9
- To support the Head of Year with administration duties for their year group
- To work under the instruction/guidance of Head of Year to ensure that students are supported with their behaviour, safety, progress and achievement
- To support the Heads of Year in ensuring students are provided with appropriate information, advice and guidance

### ROLES AND RESPONSIBILITIES

- Investigate any reported behaviour incidents. Take statements, interview students, provide recommendations and be involved in the resolution of incidents where appropriate and communicate the outcome of these investigations
- Liaise and meet with parents, staff and external agencies to support students as part of any investigation

**COURAGE : DETERMINATION : EMPATHY**

- Assist with organising events, trips and celebration assemblies throughout the year
- Oversee and implement the admissions process for your year group admissions as required
- Administer the school detention system
- Monitor incidents of bullying. Maintain records and liaise with the Head of Year to suggest possible interventions and support students when required
- Administrative support for the development and implementation of Individual Education/Behaviour Plans and Pastoral Support Plans
- Be responsible for keeping and updating records as agreed with the Head of Year, contributing to reviews of systems/records as requested
- Attend and participate in relevant meetings as required
- Help to maintain a purposeful, orderly and supportive environment within the pastoral team
- Promote good learner behaviour by dealing promptly with conflict and incidents in line with established policy, and encourage learners to take responsibility for their own behaviour
- Use Microsoft applications and in-house systems (e.g. SIMS, SEAM, SchoolsFX, Integra & CPOMS) as required
- Support the academy by undertaking a first aid qualification and having first aid duties as required (approx. 2 half days per week)

## **SUPPORT FOR THE ACADEMY**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in training and other learning activities (e.g. INSET days) and performance development as required
- Assist with the supervision of students out of lesson times
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Perform any other reasonable duties as requested by the Head or Assistant Head
- This job description may be amended at any time following discussion between the Head and the member of staff and will be reviewed annually

**COURAGE : DETERMINATION : EMPATHY**

## PERSON SPECIFICATION

- Excellent inter-personal skills in order to forge positive working relationships with staff, parents and students
- Excellent team working skills which will facilitate collaborative relationships with teachers and other support staff across the academy
- Honesty and a professional attitude
- Self-confidence and the ability to use your initiative to solve problems
- Excellent time management
- Ability to act on feedback and demonstrate a desire for continued professional development
- Excellent command of the English language in written and spoken communications
- Confident using IT systems and willingness to undertake further training if required.

## WHO WE ARE

The Hart Schools Trust (the Trust) is a multi-academy trust that currently includes the Thomas Alleyne Academy and Roebuck Academy in Stevenage.

- The Thomas Alleyne Academy: a growing secondary school, with sixth form, in Stevenage. The school was graded 'Good' with 'Outstanding' leadership and management at its last Ofsted inspection in 2019.
- Roebuck Academy: a growing primary and nursery school in Stevenage. The school was graded 'Good' at its last Ofsted inspection in 2021.

The Trust is part of the Hart Learning Group, a charitable organisation with a mission to create social and economic value through learning.

The Hart Learning Group currently includes:

- North Hertfordshire College, a large general further education college in Stevenage and Hitchin.
- The Hart Schools Trust, a burgeoning schools trust that currently sponsors Thomas Alleyne's Academy and Roebuck Academy in Stevenage.
- Hart Learning & Development, a progressive new learning and development business which supports businesses of all sizes to engage with and invest in emerging talent.

We're building an amazing team, all of whom share our passion, pace and commitment to helping our students to get where they want to be in life.

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### **TO APPLY**

To apply please send a completed Thomas Alleyne Academy application form to Mrs Stella Clark [clarks@tas.herts.sch.uk](mailto:clarks@tas.herts.sch.uk) by **9am on Tuesday 7<sup>th</sup> May 2024**. **Please note that CVs cannot be accepted.** Interviews will take place on Friday 10<sup>th</sup> May 2024.

### **SAFER RECRUITMENT STATEMENT**

Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK. In addition, Google searches will be conducted on shortlisted applicants.

The Thomas Alleyne Academy is an equal opportunities employer with a culture of inclusivity, and we welcome applications from all suitably qualified persons. We are committed to treating all people equally and respectfully, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.