



STOKE PARK
— SCHOOL —

Leader of Student Support Services

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Natalie Rock

Head Teacher



Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	LEADER OF STUDENT SUPPORT SERVICES
OPPORTUNITY	<p>We are seeking to appoint an excellent Leader of Student Support Services. You will lead Student Support Services and manage the SEND and Inclusion Teams to ensure that students make outstanding progress by removing barriers to learning.</p> <p>You will have responsibility for students who access Student Services Heart Space for independent learning, well-being support and bespoke learning packages.</p> <p>You will be a positive role model and have a flexible approach to working.</p>
REPORTING TO	Assistant Headteacher for SEND and Inclusion
LOCATION	Based at Stoke Park School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	<p>Grade 6 - £33,875 - £28,156 per annum (pro-rata salary)</p> <p>37 hours / 39 Weeks</p> <p>Mon – Thu: 8.00 am – 4.00 pm, Fri: 8.00 am – 3.30 pm</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>



Job Description

Job Purpose:

To lead the Student Support Services and manage the SEND and Inclusion Teams to ensure that students make outstanding progress by removing barriers to learning. Responsibility for students who access Student Services Heart Space for independent learning, well-being support and bespoke learning packages.

Duties and responsibilities

Student progress

- Co-ordinate support for students in their learning, and encourage positive attitudes and behaviour in and around school.
- Support with the transition arrangements from one key stage to another.
- Lead bespoke transition arrangements for a named caseload of students.
- Lead the organisation and supervision of the Student Support Centre
- Co-ordinate the timetables of HLTAs/TAs to provide appropriate support for students with SEND
- To develop and provide mental health and well-being support across the school, including the CPD and timetabling of student mental health ambassadors, alongside providing specific 1:1 mental health support to an identified caseload of students.
- To develop bespoke programmes for students who may need additional interventions linked to trauma informed practice
- To monitor the progress of SEND students and liaise with teachers and relevant staff so that these students make the same progress as their peers
- Work alongside other staff to ensure timely and relevant interventions are in place for students who may need additional support in literacy, numeracy and reading.
- Work alongside the SENDco to ensure all adaptations are being met for SEND students and that relevant documentation is up to date.

Student attendance

- Improve attendance by supporting robust systems and intervening with key students.
- Support the co-ordination of punctuality procedures that ensure students are not late to school or lessons.



- Work with named key students to monitor and reduce internal and external truancy.
- Maintain accurate attendance records.
- Liaise closely with parents of students with attendance concerns to raise their attendance.
- Work systematically to improve parental engagement via the establishment of working relationships with hard to reach families.

Line management

- To lead and manage the colleagues within Student Support Services

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Leader of Student Support Services are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English and Maths at Grade C or above or equivalent 	<ul style="list-style-type: none"> Educated to level standard or equivalent qualification 	Application form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Highly organised; can prioritise and work well under pressure. Able to lead impactful teams Able to work within set timescales and meet deadlines. Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals Able to be proactive, pre-empting student needs. Able to support with the implementation of the school's Behaviour Policy. Able to maintain confidentiality and data security. Be able to form professional relationships with students, some of whom may have additional needs. 		Application form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> • Providing individual support for children and young people • Genuine desire to help young people from disadvantaged backgrounds succeed. • Be able to guide and coach students. 		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of the different ways students learn. • Understanding of the needs and characteristics of young people. • Understanding of the roles played by various adults in the education of young people. 		Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of The Trust: Students First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:

Friday 4 July 2025

Interviews:

tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Stoke Pak School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.