

Recruitment Pack

Vacancy: Pupil Support Officer

37 hours per week, term time (39 weeks)

Actual salary £22,816

Start Date: As soon as possible

Closing Date: Monday 27th January 2025, 9am



Blackheath Lane,
Stafford,
ST18 0YG

The Weston Road Academy



Aspiring and Believing to Achieve the Extraordinary

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Welcome from our from Headteacher

January 2025

Dear Applicant,

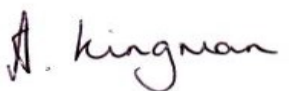
Thank you very much for requesting details for the position of Pupil Support Officer at The Weston Road Academy. This is an exciting opportunity for a person with experience wishing to develop their career in an environment that is supportive of its staff. The successful candidate will be joining the Academy at an exciting time as it continues to be very popular.

We are looking for an enthusiastic and committed Pupil Support Officer and this is an excellent opportunity for you, if you are looking for your next challenge or to transfer your skills into a key school support role.

We seek somebody who will have a commitment to providing a first class pastoral service, supporting staff and pupils within a caring and aspirational environment. You will benefit from working with a strong team of teachers and support staff in a purpose built learning environment. All staff at the school share the Academy's vision that every pupil will 'Aspire and Believe to Achieve the Extraordinary'. Pupils will leave The Weston Road Academy with excellent academic outcomes and a clear purpose for the next stage of their lives.

Our information pack gives details of the post and the recruitment process. I hope that you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application. In the meantime, if you have any queries or would like to arrange a visit to The Weston Road Academy, please contact us on 01785 413600.

Yours sincerely,



Ann Kingman
Headteacher



Vision and Values



Vision: *To be an outstanding academy, at the heart of the community, enabling our students to deliver the extraordinary across all areas of the curriculum and beyond.*

Objectives

To collaborate with our community, making a difference to the life chances of every pupil, breaking down barriers to learning, building self-belief, and developing aspirations, therefore, enabling every child to achieve the extraordinary

To enable staff to achieve their best; passionate about teaching, rewarded for delivery of our priorities and supported by effective leaders

To offer a broad and balanced curriculum that inspires and encourages delivery of the extraordinary

To create a truly inclusive school where adults build positive relationships with children and where every child feels safe, happy, confident, challenged and supported to achieve the remarkable

To develop partnerships with parents, businesses, and our local community in order that Weston Road continues to be a centre of excellence that is trusted and valued by its stakeholders and beyond

To enable all students to achieve the extraordinary through provision of a world class environment, underpinned by financial sustainability and inspired staff

To enable students to make the right choices by equipping them with the life skills, guidance and advice empowering them to be the creators of a rewarding and successful future within their local community, modern Britain and the wider world.

We will deliver our vision through our **Core Values** ensuring extraordinary outcomes for all:

Belief	Togetherness	Respect
Responsibility	Accuracy	Inclusion
Organisation	Excellence	Integrity

Information about The Weston Road Academy

Welcome to The Weston Road Academy. We are extremely proud of our school and new students, staff and visitors are always struck by the friendly, positive and hard-working atmosphere. Our ethos is built on traditional values such as respect, hard work, community, pride in our appearance and high expectations. We work together to instil an enjoyment in learning and strive to support each child. We work hard to develop their confidence and skills to be the best they can be and to reach their full potential. It is our pleasure to invite you to be a part of the exciting future of our school. We are not just a school recognised by Ofsted as Good, we are also welcoming and caring, with the staff, ideas and a drive to continually improve. Our students leave us well qualified and proud of their achievements. We guide them to be mature, highly skilled and successful learners equipped for the fast paced modern society they will eventually join.

Since opening in 1979, as Weston Road High School we have continued to deliver an excellent education to students of all backgrounds and abilities, valuing the well-being of each pupil. Serving the community of East Stafford and nearby villages, our school is an ideal size – not so big that it is impersonal but large enough to offer a wide variety of courses and extra-curricular opportunities.

On 1st October 2011 we proudly became Stafford's first academy. As a converter academy, The Weston Road Academy is answerable directly to the Department for Education and has used its freedoms to develop an innovative curriculum and pastoral care system. Inevitably, this document cannot convey the inspiring atmosphere and vibrancy of the academy and we invite you to visit us to find out first hand, why so many parents choose The Weston Road Academy as the preferred choice for their child's secondary education.

Academy Facilities

The Weston Road Academy is a purpose built school which is well maintained with extensive playing fields. Each department has its own suite of rooms. In addition to normal specialist classrooms, we have a 200 seat theatre, sports hall, gymnasium, eight hard playing courts, drama/dance studio, and specialist rooms for music, science, design and technology, art and ceramics, computing and ICT.

The Academy Day

08:30	School Opens	13:25	Period 5
08:40	Tutor Time	14:15	Period 6
09:05	Period 1	15:10	End of School Day
09.55	Period 2	15:15	Period 7 (Sixth Form only)
10:45	Break	16:05 - 16:55	Period 8 (Sixth Form only)
11.05	Period 3		
11:55	Period 4		
12:45	Lunch		

Leadership Team

Mrs A Kingman	Headteacher
Mr M Smith	Deputy Headteacher: Pastoral Care
Mr D Bloor	Assistant Headteacher: Teaching and Learning
Mr N Everill	Assistant Headteacher: Assessment and Data
Mr J Hackett	Assistant Headteacher: Inclusion and Community
Mrs S Hancox	Director of Finance

Extended Leadership Team

Mr C Gibbard	Associate Headteacher: Sixth Form
Mrs Z Breeze	Associate Headteacher: Curriculum

Governors

Our Governing Board is made up of a group of individuals from both the school, parents and the wider community. The role of the Academy Governing Board is to provide strategic leadership, accountability and to act as a critical friend. The three Sub-Committees are the Finance and Premises Committee, Teaching & Learning Committee and Staffing & Students Committee. The Term of Office for Governors, with the exception of the Headteacher, is four years.

Mr A Hind, Co-opted Governor, Chair of Governors

Mr D Craig, Governor appointed by The Academy Trust

Mrs L Lewis, Co-opted Governor

Mr P Canning, Parent Governor

Mr S Cranston, Parent Governor

Mrs J Brazier, Co-opted Governor

Mrs E Mather, Parent Governor

Mr M Goodwin, Parent Governor

Mrs M James, Staff Governor

Mr A Piercy, Staff Governor

Mr E Plant, Staff Governor



Ofsted

In March 2023, The Weston Road Academy, Stafford, was subject to an Ofsted inspection, the first since January 2018. Following an intensive and rigorous inspection, we are delighted to report that the view of the inspection team corresponded with ours in that the school continues to be good and that safeguarding is effective.

There were many positive comments in the report and it is evident that our superb staff, who are happy and proud to work at the school, our curriculum that ensures that academic rigour sits at the heart of a broad and balanced curriculum and our high and ambitious expectations all contribute to the school's success. We have ensured that the school has a strong culture of safeguarding and this has been recognised.

The positive outcome is testament to the hard work and dedication of our staff and students and the support of our amazing parents.

Ofsted remarked:

The Weston Road Academy is a calm, caring school in which students can thrive and feel safe. Staff know students well and support them to achieve their full potential. Students appreciate this support and are happy at school. They respond by working hard and achieving high standards.

The rest of the report can be read at [Weston Road latest Ofsted Report](#)



Workload and Wellbeing

We have reviewed the workload of staff and will continue to do so, this includes:

- Introducing new technology systems to be more efficient with appropriate and adequate training
- Focusing on our priorities
- Only sending emails during the working week, not at weekends or in holidays, unless it is an emergency
- Reviewing our meeting schedule giving staff more opportunity to talk with each other through our Teaching and Learning Coaching Network
- Introducing a comprehensive CPD programme with support for individuals
- Reviewing our marking policy, altering the frequency and quantity
- Simplifying our reports to parents
- Dedicating time to collaborative planning
- Reviewing the school calendar
- Reducing the number of data collection points from six to three per year

Wellbeing

- Introduced various secret buddy schemes
- Give staff monthly thank you's
- Organised staff socials
- Organised staff events, including yoga classes, mud runs and Leadership Team cook breakfast

We can offer through external agencies:

- Nurse Support Services
- Physiotherapy
- Counselling
- Weight Management
- Menopause Support
- Private Medical Operations in some instances
- Cancer and Chronic illness Support
- GP helpline
- Speech Therapy

In our most recent staff survey, 100% of staff feel listened to, are proud and happy to work here and say the Academy is improving. Staff are highly complementary in the way that they are involved.

Admissions

The Weston Road Academy is the admission authority and has responsibility for setting the admission arrangements and for making decisions regarding admissions applications.

Students in Years 7 to 13 can apply directly to The Weston Road Academy for a school place and we will liaise with Staffordshire County Council Admissions on your behalf.

Secondary School Admission applications for transition at the end of Year 6 are managed by the Staffordshire School Admissions Service.

Admission number

The Year 7 PAN (Pupil Admission Number) is 182.

Admissions over-subscription criteria:

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order)
- 2) Children who have an elder sibling in attendance at the academy who will still be attending at the proposed admission date
- 3) Staff children
- 4) Children living within the catchment area of the Academy
- 5) Children who satisfy both of the following tests: on medical grounds or by other exceptional circumstances and the child would suffer hardship if they were unable to attend the academy.

Curriculum

The Weston Road Academy is committed to providing for all of its students a broad, balanced and personalised education. The emphasis, in all years, is upon providing students with a varied diet of studies across a wide range of subjects. Personalisation is achieved through high quality teaching. Further, corrective literacy and numeracy schemes and one-to-one tuition are used to support the literacy and numeracy of those students who need this.

In Year 9, students are given the opportunity to choose some of their courses to study, in order to pursue particular interests or strengths. At this "Options stage", students are guided along a particular pathway according to their own individual strengths and weaknesses, but can ultimately make their own choices. This allows students to follow a curriculum which is balanced, stimulating and of interest to them.

Social, Moral, Spiritual and Cultural Education, Citizenship, Literacy, Numeracy, Economic Awareness, Health Education, Internationalism and Careers are delivered across the Curriculum, often in SHARE (Social, Health and Relationships Education).

In the Sixth Form we work in collaboration with four other schools in Stafford. This allows students to choose from a wide variety of academic and vocational courses.

Curriculum

The timetable operates on a 30 period week with lessons being in either doubles or singles.

The following table gives the breakdown of lessons.

Years 7, 8 and 9

<u>SUBJECT</u>	<u>YEAR 7</u>	<u>YEAR 8</u>	<u>YEAR 9</u>
ENGLISH	4	4	5
MATHEMATICS	4	5	4
PERFORMING ARTS	2	1	1
COMPUTING AND DIGITAL LITERACY	1	1	1
SCIENCE	4	4	4
TECHNOLOGY	2	2	2
ART	2	2	2
HISTORY	2	2	2
GEOGRAPHY	2	2	2
FRENCH	3	3	3
PHYSICAL EDUCATION	3	3	3
SHARE	1	1	1

Years 10 and 11

<u>SUBJECT</u>	<u>YEAR 10</u>	<u>YEAR 11</u>
ENGLISH	5	4
MATHEMATICS	4	5
SCIENCE	6	6
PHYSICAL EDUCATION	2	2
SHARE	1	1

Curriculum

4 BLOCKS each of 3 periods and containing a mix of the following (one of which must be an EBacc subject)

ART AND DESIGN
PERFORMING ARTS
BUSINESS STUDIES
COMPUTER SCIENCE
FOOD TECHNOLOGY
FRENCH
GEOGRAPHY
HISTORY

ICT
MUSIC
PHOTOGRAPHY
PHYSICAL EDUCATION
PRODUCT DESIGN
ENGINEERING
TEXTILES
CREATIVE MEDIA

GCSE courses are offered in all of the above subjects, but where appropriate some students are following a more vocational pathway. These include Cambridge Nationals in ICT, Cambridge Nationals in Enterprise, BTEC Music & BTEC Performing Arts.

The Learning Support department assists students with learning difficulties or Special Educational Needs and this is organised by the Special Educational Needs Co-ordinator in close consultation with Subject Leaders. Students with SEND are able to access the full curriculum.

Sixth Form

Sixth Form students benefit from Weston Road's relationship with the Stafford 14-19 Partnership. The academy delivers English Literature, Maths, Physics, Chemistry, Biology, History, Geography, Art, Psychology, Business Studies, at A Level. Others are available through the other Stafford High Schools.

Content: Years 12 and 13 (The Sixth Form)

Sixth Form students at The Weston Road Academy usually follow a curriculum of three courses of their choice. The intention is that the courses are pursued to full qualifications, although individual circumstances are considered.

Further information about the Stafford Sixth Form Partnership can be found in the Prospectus.

Pupil Support Officer

37 Hours per week, term time (39 weeks)

Start date: As soon as possible
Actual Salary £22,816

We can offer you:

- An employer placing staff welfare and wellbeing at the heart of our school
- A stimulating working environment with a platform to share your ideas
- Career development opportunities
- A supportive and dedicated team of colleagues
- Enthusiastic and well behaved students

We are seeking friendly, professional and dedicated individual, with experience of working within an education setting and is committed to the inclusion agenda and meeting the individual needs of pupils.

The Pupil Support Officer is a key role within the academy Pastoral Team. The post provides direct supervision and support to pupils who have been withdrawn from class, helping these pupils overcome barriers to their learning whilst ensuring work set is completed.

Who we are:

Weston Road is a friendly, harmonious, progressive, over-subscribed 11-18 Academy, located on the edge of an attractive county town. The Academy has an outstanding reputation for pastoral care. Ofsted recently judged the Academy Good commenting that students “are well behaved, hardworking and keen to succeed”.

Please see our website for further details www.westonroad.staffs.sch.uk/vacancies

Closing date: Monday 27th January 2025, 9am

Completed applications should be returned to lbirks@westonroad.staffs.sch.uk

We are strongly committed to promoting and safeguarding pupil welfare and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

Blackheath Lane, Stafford, ST18 0YG

T: 01785 413600 E: office@westonroad.staffs.sch.uk

Job Description

Statement of Purpose

To supervise and support pupils who have been withdrawn from lessons, helping these pupils overcome barriers to their learning whilst ensuring work set is completed.

Support to the Pupils

- Receive and supervise pupils withdrawn from, or otherwise not working to, a normal timetable.
- To recognise and diffuse difficult behaviour.
- Inform parents as required of pupil's presence in the Pastoral area of school.
- Send for appropriate work, supervise pupils doing it, and be responsible for them until their return to normal timetable.
- To carry out restorative work with pupils following behaviour incidents.
- Provide feedback to senior staff, if necessary, about behaviour of disruptive pupils while in the Pastoral area.
- Provide pastoral support to pupils within the school environment.
- Support provision for pupils with additional needs such as EAL.
- Provide support for distressed pupils.
- Use specialist knowledge/experience to provide an appropriate support to pupils in relation to their individual needs.
- Provide feedback to pupils and teachers in relation to progress on work set.
- To support and deliver emotional regulation including, anger management , self esteem and anxiety support workshops with pupils.
- To create effective reflection resources to be used with pupils.

Support to Teacher

- Supervise pupils withdrawn from the classroom during the timetabled lesson.
- Return to appropriate teachers all work completed by pupils while in the Pastoral area.
- Take statements from pupils following behaviour incident and feedback to appropriate staff.

Administrative Support

- Administer and oversee uniform passes and detentions, contacting home where necessary.
- Support the organisation of after school detentions, collate and create detention work where appropriate.
- Provide general administrative support according to the needs of the school.
- Adjust and oversee conduct reports.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- To support with on-call duties, such as responding to internal truancies.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Criteria	Measured by
Experience <ul style="list-style-type: none"> •Experience of working in an education setting committed to the inclusion agenda. •Experience of working with pupils demonstrating challenging behaviours. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> •NVQ3 learning & development support for children, young people and those who care for them or equivalent qualification, or experience in a relevant discipline. 	I
Knowledge/Skills <ul style="list-style-type: none"> •Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. •Able to apply effective management behaviour tools •Ability to relate well to children and to adults. •Good ICT and record keeping skills. •Very good numeracy and literacy skills. •Excellent interpersonal skills •Good communication skills •Good organising, planning and prioritising skills •Methodical with good attention to detail. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> •Customer focused •Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. •Open, honest and an active listener •Takes responsibility and accountability •Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. •Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations •Is committed to the provision and improvement of quality service provision •Is adaptable to change/embraces and welcomes change. •Acts with pace and urgency being energetic, enthusiastic and decisive •Communicates effectively •Has the ability to learn from experiences and challenges •Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

A = Assessed at Application I = Assessed at Interview T = Assessed through Test

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

Motivation to work with children and young people.

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Selection Procedure



Applicants are asked to send a fully completed application form to the academy, highlighting any gaps in employment. No other letter or CV is required.

The appointment decision will take account only of the application form, any tasks and interview. References will be used to confirm the decision. No unofficial soundings will be asked for or considered in the selection process.

The Weston Road Academy is strongly committed to safeguarding and promoting pupil welfare and expects all employees to share this commitment. The successful candidate will therefore need to undertake a List 99 and criminal record check via the DBS and provide references to cover a full three year period.