



Lipson

Co-operative Academy

Recruitment Pack for Student Services Assistant

Closing Date: 9am, Thursday 4th July 2024

Ted
Wragg
TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Welcome from the Ted Wragg Trust CEO, Moira Marder



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values

How will we succeed?



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**





Welcome from Martin Brook, Headteacher

Welcome to Lipson Co-operative Academy, a school at the heart of its community trying to ensure that every single student is given the best possible opportunity to reach their true potential. We put culture first and believe that everything else follows.

At Lipson we like to do things a bit differently. Kindness is at the heart of everything we do so therefore the relationships between our people at all levels are crucial. Lots of schools talk about the importance of this, but for us it is the foundation upon which everything we do is built. In the classroom and around the school it is the quality of the relationships between our staff and our students that underpins every aspect of our work.

If you join us, you are not just joining a school; you become part of a family. It is a place where everyone is valued and known as an individual. Staff wellbeing is an integral part of our ethos and we are not afraid to say no to the latest initiative or gimmick if we do not think that it will add value to what we are already doing. Our core purpose is to raise levels of student achievement and we will only put our efforts into anything that we believe will have a positive impact on this simple mantra. However, Lipson is also about working together and we aim to create an environment where students and staff can have fun, be valued and thrive.

We want our students to be confident, well rounded individuals who are fully prepared and able to play a full role in the world in which they live. It is important that they leave Lipson with the necessary skills and qualities required to make a contribution to society, but it is also vital that they leave us with the necessary qualifications to earn their way in the world.

Our students are fantastic young people and they are rightly very proud of their school. Our role is quite simple. It is to do everything we can to enable the teachers here to teach to the very best of their ability so that our students can learn to the best of theirs.

We think we are on to something special here at Lipson; come and join us and be the one that makes the difference. We warmly invite you to visit our school to experience for yourself its unique atmosphere and see the outstanding opportunities we offer our students

Martin Brook
Headteacher



What we believe

Mission

Lipson is an Academy at the heart of our community. We maximise academic and personal success through a student centred education that is personalised, holistic and raises the aspirations of all.

Vision

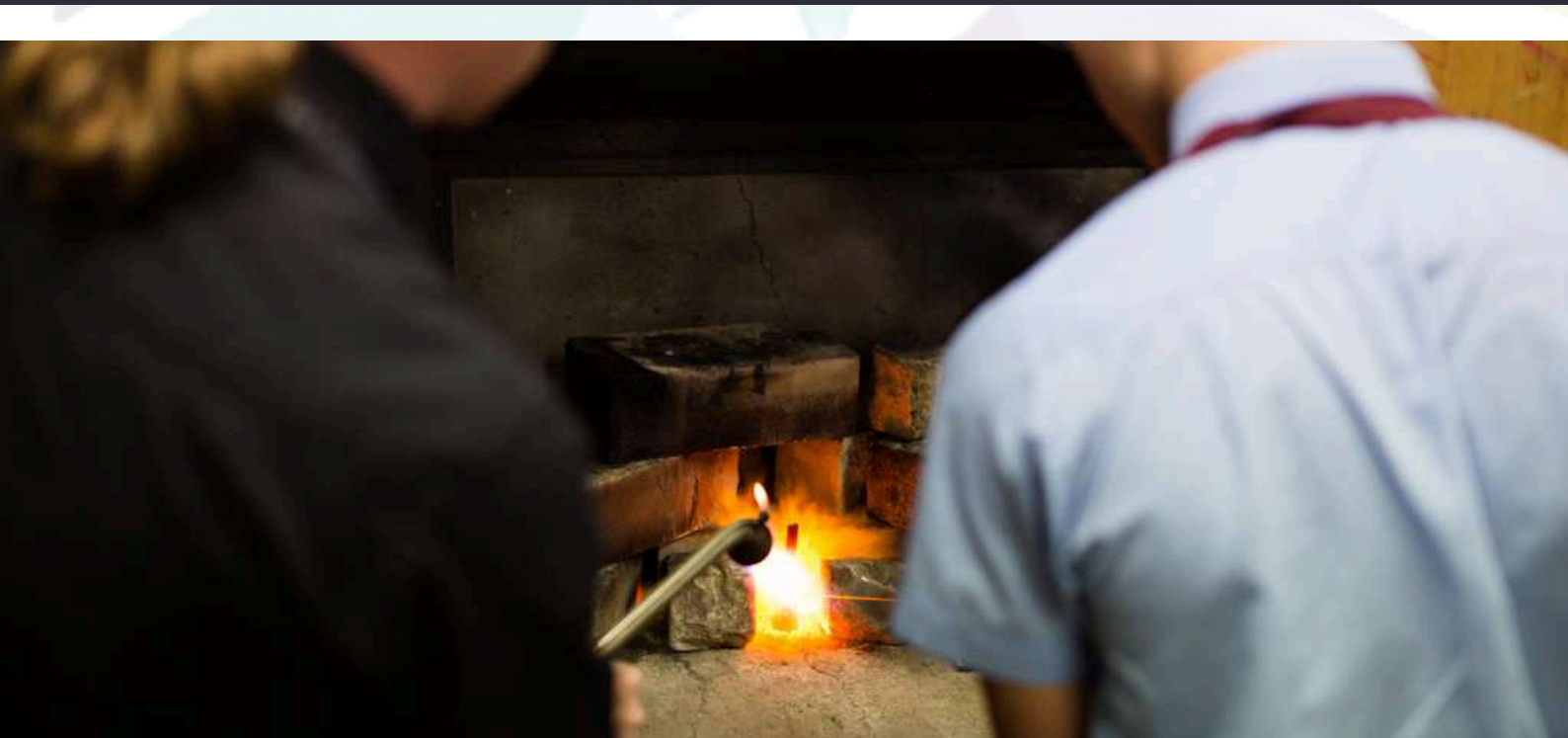
We want our students to achieve more and be happier at Lipson than at any other school, by delivering an exceptional education for students to become well rounded citizens who have a positive impact on society.

Ethos

Our ethos is quite simple, to enable all of our students to be 'the best that they can be'. We believe that happy, challenged and well supported students perform better, and we ensure the necessary support is in place to help them succeed in all aspects of school life.

Key Details

Job Title: Student Services Assistant
Location: Lipson Co-operative Academy, Bernice Terrace, Plymouth, PL4 7PG
Salary: £23,500 to £24,294 (£18,924 - £19,563 Actual Salary)
Hours of work: 35 hours per week / 38.6 weeks per year
Start Date: September 2024
Responsible to: Deputy Headteacher
Closing Date: 9am Thursday 4th July 2024
Interview Date: Tuesday 9th July 2024



How to apply

If you would like an informal conversation about this role please contact Business Lead, Stacey Parker - hr@lipson.plymouth.sch.uk

Please apply online at <https://www.lipsonco-operativeacademy.coop/page/?title=Vacancies&pid=18>



Job Description

To provide clerical and pastoral support to our Student Services provision. To provide support to the Heads of Year and support the overall administrative functions within the Academy as required.

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by providing a high-quality and effective administration service for the school.

Your responsibilities

- Responsible for providing the full range of administrative duties to the school which may include attendance, student services, reception and behaviour.
- To be responsible for accurately inputting and maintaining student data.
- To be the first point of contact for students, supporting their pastoral needs and preparing them for learning.
- To act as the first point of contact to deal with parents' initial enquiries on behalf of the Heads of Year.
- To understand and support the implementation of the Academy 'Behaviour for Learning policy'.
- To support the Heads of Year with student behaviour, documenting contact, absence monitoring, student transfers and exclusions.
- Produce reports, correspondence and other school communications and provide administrative support for school events
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice
- Act as a role model to the students at all times
- Be willing to undertake First Aid, Fire Marshall and Reader/Scribe training

Grading criteria

- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work carried out within clearly defined rules and make decisions from a range of established options
- Make decisions which have limited or short-term effects on immediate colleagues, students or members of the community.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/practical skills embedded in the professional area.

Person Specification



Person Specification

Qualifications

- GCSE (or equivalent) in English and Maths Essential

Experience

- Administrative experience Essential
- Administrative experience in an educational setting Desirable

Key skills

- Excellent organisational skills and ability to meet deadlines Essential
- Good knowledge of ICT Essential
- Excellent communication skills Essential
- Able to use own initiative Essential
- Excellent team player Essential
- Maintain confidentiality and adhere to Data Protection regulations at all times Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential

Values

- **Ambitious:** works hard, has the highest standards and is positive for the future. Essential
- **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. Essential
- **Collaborative:** builds strong relationships and networks. Essential

The Ted Wragg Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



Thank you for your interest!

www.lipsonco-operativeacademy.coop
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www.tedwraggtrust.co.uk



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