



Position: Student Services Coordinator

Hours and Salary: 37 hours per week, NJC 24 – 27, FTE Salary £35,413 - £38,221 (Actual Salary - £31,599 - £34,104)

School and Location: Kenwood Academy, Enterprise Works, 300 Meadowhall Way

Contract type: Permanent, Term Time only + 5 INSET days

Closing date: 9am Wednesday 22nd April 2026

Shortlisting date: Thursday 23rd April 2026

Interview date: Wednesday 29th April 2026

Start date: Monday 1st June 2026

About our School

Kenwood Academy is a special learning community for neurodiverse young people in South Yorkshire, where everyone belongs and everyone has a voice. All staff, students, families, Governors, Trustees and partners work together as a team to realise our young people's future dreams, opportunities and destinations. We have the highest expectations for engagement, learning and achievement, and a strong culture of inclusion that means no-one is left behind.

All our students are wonderful, unique young people. They all have a wealth of talents and achievements to celebrate; and together we all have the highest aspirations for their futures. Many of our students need extra support with their learning, their communication and interaction, their social skills, their emotional wellbeing and their mental and physical health. Many of our students self-identify as being autistic and/or neurodiverse.

At Kenwood Academy we firmly believe that all young people have a right to be safe, healthy and achieve their academic potential. In supporting them towards these goals, we will enable them to contribute meaningfully to society and live fulfilling, enjoyable lives.

About our Trust

This is an exciting opportunity to join an award winning Multi Academy Trust and be part of a welcoming and supportive team that serves amazing children and young people. Nexus Multi Academy Trust was founded in 2016, with 19 unique SEND and mainstream academies.

We are a growing, forward thinking and innovative Trust with a shared ethos, vision and values for a personalised child centred approach. We are committed and invested in "Learning together, to be the best we can be" and it is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

Please see a copy of our most recent [prospectus](#) and [workforce engagement statement](#) for further information.



About our Opportunity

We are seeking to appoint a highly motivated and enthusiastic Student Services Coordinator to join our successful team. All our team are dedicated to providing an excellent learning environment in a vibrant and busy working environment.

You will be highly-skilled and experienced in providing complex pastoral support – including planned interventions – for young people’s engagement, study skills, independence and wider development. This extends to taking a lead role in partnership working with families and multi-agency professionals.

You will work closely with Academy leaders and be the student services lead for our Enterprise Works campus, developing and managing systems and services for meeting the wider learning and community needs of our young people. This includes a key role in the design, implementation and evaluation of strategies to further strengthen inclusion and to remove educational barriers for young people.

What you can expect from us

Wellbeing – Pay – Careers and Training – Annual Leave and Flexibility

- ✓ Access to free wellbeing support resources including counselling, medical and legal advice and an option to top up to private healthcare via corporate membership of a healthcare plan.
- ✓ Access to discount schemes for savings with high street retailers, restaurants, activities and lifestyle services
- ✓ Auto enrolment into a leading pension scheme with Teachers Pension Scheme or Local Government Pension Scheme
- ✓ Access to extensive and tailored career pathways, CPD programmes, training and coaching giving you the opportunity to grow and develop your career
- ✓ An Induction package to help you settle in and approach your role with confidence and enthusiasm
- ✓ The ability to contribute to and share quality practice with other professional TAs, Teachers and the wider team
- ✓ Internal opportunities across the Trust academies and to work with specialised leaders in education on nationally recognised projects
- ✓ Flexible working policies
- ✓ Cycle to Work Scheme
- ✓ Annual leave increases based on length of service plus bank holidays for support staff

To apply

If you're interested in this role and wish to apply, please visit the Nexus MAT website to download an application form. Once on the Nexus MAT website, select the *Joining Us – Careers* section, click on the position you wish to apply for, and the application can be found at the bottom of the page.

All candidates are advised to refer to the job profile before making an application.

Completed applications to be sent to Julie Ramsden (School Resource Manager) at kenwood@nexusmat.org

In line with safer recruitment practices and Keeping Children Safe in Education (KCSIE), curriculum vitae (CVs) will only be accepted alongside a full application form.

We reserve the right to close this advertisement early should we receive a high volume of suitable applications.



Further information

For an informal and confidential conversation about the role, please contact Grace Benson (Deputy Headteacher) at kenwood@nexusmat.org

Further information can be found on our school website: www.kenwoodacademy.co.uk

Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and young people. If successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at www.gov.uk/disclosure-barring-service-check.

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.