



Application Pack

Student Support Advisor

UNITY SCHOOLS TRUST

Excellence through collaboration



Welcome from the CEO



Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto- Excellence through collaboration– encapsulates our belief that cooperation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain



fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment

opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del Río
Chief Executive Officer

About Unity Schools Trust



Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

Ethos and Values

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

Our Objective

The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.

Why work for UST?



Employee Benefits

- 🎨 Learning and Development opportunities
- 🎨 Free use of school gym at specified times
- 🎨 Reduced gym membership at Eastwood Sports Centre
- 🎨 Access to Employee Assistance Programme (EAP)
- 🎨 Free on-site staff parking
- 🎨 Free tea and coffee available in the staff room
- 🎨 Scheduled Wellbeing weeks
- 🎨 Allowance for running after-school enrichment activities
- 🎨 Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)



The Magna Carta School

Learning Shapes Lives



The Magna Carta School is an 11-16 academy based in Staines-Upon-Thames, with approximately 1100 students on role. The school is a founder member of Unity Schools Trust and the 1215 Learning Partnership, determined to enhance lives for young people across this area of Surrey.

The school has a long and proud tradition of educating students from our local community. To facilitate high aspirations, progress and achievement, we have high expectations of behaviour, rooted in respect for one another. We are particularly proud of our students; they are aspirational and enthusiastic about their learning and as a result make good progress and achieve impressive GCSE results. They consistently and successfully progress on to further education and apprenticeships.

Our Academy Council provides a strong voice for students to present their ideas and concerns and to develop the skills necessary to become advocates for positive change. We believe listening to, and reflecting upon, the experience of our whole school community is an important part of our continuous development journey.

We strive to provide a welcoming, challenging, secure and inclusive learning environment where all students and staff feel that they belong. We are committed to realising our vision that *Learning Shapes Lives* by creating a culture in which everyone aspires to achieve in a reflective educational environment and a school community where together we learn to know, to do, to be and to live together.

If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.



“Pupils are engaged in their lessons. Teachers have strong subject and pedagogical knowledge.”

The Magna Carta School, Ofsted June 2022

Job Advert



Student Support Advisor (Maternity Cover)

Job Type: 36 hours per week, Term time plus 5 Inset days (39 weeks)

Start date: March 2024

Salary: Actual £22,887 to £26,582 UST 6 (FTE £26,604 to £30,899)

Closing date: 11th March 2024 at 12 noon

Interviews will take place: TBC

At the Magna Carta School, we are guided by our vision that *Learning Shapes Lives* and are relentless in our work to ensure that our students achieve the highest possible outcomes

Join our collaborative school community as a Student Support Assistant!

In this role, you will work with students on a one to one or group basis to overcome barriers to their education and deal directly with students, parents, carers, and external agencies in matters relating to attendance, behaviour, student wellbeing, and progress. You will also support the work of the wider pastoral team as required including the Designated Safeguarding Lead, Attendance Officer, and Year Team Leaders to ensure best outcomes for students.

We're looking for someone with:

- 🌈 Exceptional interpersonal and communication skills, with the demonstrable ability to adapt your style to work with, and meet, the needs of a variety of different groups
- 🌈 A high degree of personal integrity and the ability to deal with confidential information with discretion, sensitivity, and professionalism
- 🌈 A flexible and adaptable approach to work, thriving in a fast-paced environment.

At the heart of our ethos lies a profound commitment to fostering professional growth, nurturing collaboration, and facilitating career advancement. We strive to empower our team members to excel in their current roles while also paving the way for their future career progression. For a comprehensive overview of the benefits we offer to our employees, we invite you to visit our Benefits page.

To arrange a visit or request a conversation about this post, please email recruitment@unityschoolstrust.co.uk or telephone 0193 290 1351.

Job Description



Job Title: Student Support Advisor
Accountable To: CEO & Board of Trustees
Responsible To: Senior Student Support Advisor

Make a real difference. Your work in this role will directly impact the Trust's achievements and progress, driving us towards excellence. Shape our culture. Help us build a centre of excellence characterised by mutual respect, tolerance, care, and support. Foster a sense of pride in everything we do.

Responsibilities:

- Work with students on a one to one or group basis to overcome barriers to their education.
- To deal directly with students, parents, carers and external agencies in matters relating to attendance, behaviour, student wellbeing and progress
- Assist the Pastoral Manager and Year Team Leaders to maintain, monitor and track student data e.g. attendance, behaviour. Review progress of students (individual and groups) in relation to targets
- Support student attendance and punctuality procedures by managing the late desk on a rota basis, making attendance calls, attending meetings with the inclusion service, home visits to ensure excellent attendance for all students
- Organise and participate in activities and events relevant to the year group or Key Stage such as transition visits (to primary schools or sixth form colleges), parent information evenings and celebration events
- Support the on-call system, investigate breaches of discipline, deal with bullying incidents, record details and outcomes of all investigations and liaise with families and carers and external agencies where appropriate
- To support and supervise the school's Internal Suspension Room in accordance with the school's behaviour policy expectations on a rota basis
- To support and supervise the school's resilience room at break and lunchtimes on a rota basis.
- Complete required paperwork associated with individuals and groups in a timely manner.
- Support the work of the wider pastoral team as required including the Designated Safeguarding Lead (DSL), the attendance officer and/or the Year Team Leader (YTL) to ensure best outcomes for students
- Liaise with teaching and support staff, the SENDCo and other relevant professionals and outside agencies, providing information and contributing to the development of suitable support strategies for individual students according to their needs.
- Support the role of parents/carers in students' engagement and organise and contribute to meetings.
- Support the emotional well-being of all students and provide praise, motivation and encouragement.
- Promote and support the development of students' self-reliance, self-esteem and emotional resilience

Deputy Designated Safeguarding Lead

- Undertake safeguarding training and ensure this remains up to date in order to act as a point of contact for safeguarding and child protection referrals as may be required by the DSL.
- To ensure that all follow up actions are recorded promptly and accurately on the CPOMS system.

General Responsibilities

- To play a full role in ensuring that students at the school make rapid progress due to the support they receive
- To model the values and behaviours expected of those in school and to promote the school's core values and expectations in the language, policies and practices of the school
- To assist the Pastoral Manager and Year Team Leaders to support students to overcome barriers to their learning
- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the school
- Attend staff briefings and department meetings in line with the school calendar
- Attend INSET days, Twilight CPD Sessions, and other evening events in line with the school calendar

Additional Responsibilities

- Execute any other tasks that may be reasonably requested by the Head of School/CEO.
- Stay informed about and comply with all Trust and school policies and procedures.
- Uphold confidentiality at all times.
- Advocate for and protect the welfare of children and young people within the school.

Health and Safety

- Participate in Basic First Aid training and attend refresher courses as necessary.
- Understand and uphold personal responsibilities for Health, Safety, and Welfare, considering the impact of your actions or lack thereof on others.
- Collaborate with the employer on all matters pertaining to Health, Safety, and Welfare.

Continuing Professional Development

- Engage in an introductory programme that incorporates safeguarding training.
- In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
- Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
- Sustain a professional portfolio of evidence to back the Performance Management process, focusing on evaluating and enhancing your own practice.

This job description is a guide, not a limit. We encourage your initiative and innovative ideas to shape your role and help us achieve our mission meaning the post holder may be required to do other duties appropriate to the level of the role.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Education and Qualifications	• GCSE or equivalent in English and Maths	• Graduate
Experience and Knowledge		• Knowledge of the legal and procedural framework relating to safeguarding, including the roles and responsibilities of services and engaging with them • Prior experience of working within a similar role, or within Children's Services, combined with knowledge of the current Ofsted inspection regime • Previous experience of keeping accurate, detailed, records and writing concise reports • Evidence of having undertaken recent training and development opportunities appropriate to the post
Skills and Aptitude	• IT literate • Effective oral and written communication skills • Excellent interpersonal skills • Excellent organisational and planning skills • Flexible approach and ability to work under pressure • Able to work effectively independently	• Ability to take responsibility for own development

Personal Qualities	• Ability to use initiative effectively • Ability to relate professionally and appropriately with students and staff • Ability to manage time effectively and prioritise work • Ability to work as part of a team • Commitment to own personal and professional development • Ability to work with discretion and confidentiality • A high degree of personal integrity • A commitment to safeguarding, diversity and equality • Optimism and emotional resilience combined with an understanding that you may be involved with potentially distressing situations in the course of your work	
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Application Process



To apply please complete our application form that can be found by visiting the vacancies section of our website <https://unityschoolstrust.co.uk/current-vacancies/>.

For further Information or to arrange a school visit please contact:

The Magna Carta School, Thorpe Road, Staines, TW18 3HJ

Email: recruitment@unityschoolstrust.co.uk

Website: www.magnacarta.surrey.sch.uk

Telephone: 01784 454 320

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

Disclosure & Barring Service Check (DBS)

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

Recruitment monitoring

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.





Chief Executive Officer: Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH

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Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130
The registered office is at Unity Schools Trust, Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ