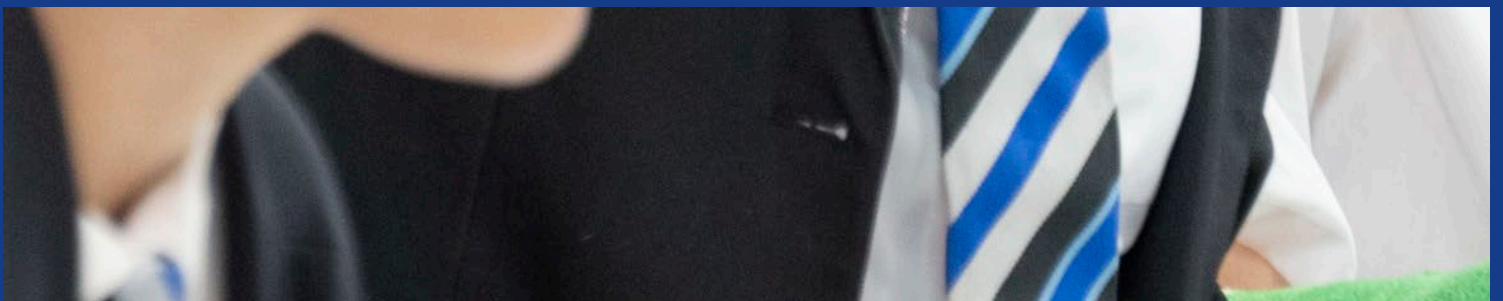




Kimberley
School



Student Support Assistant
Application Pack



Student Support Assistant – Full Time (Scale 5 £29,064 - £31,022)
Pro-rotta - Term Time only

Starting 1st September 2026



Dear Applicant

Kimberley School is a rewarding and exciting place to work. Our aim is for every child to achieve or surpass their academic and social potential and we achieve this through providing an outstanding quality of education, underpinned by a strong programme of care, guidance, support and enrichment.

We are seeking to appoint a Student Support Assistant with a responsibility for an aspect of school administration (see the job description; this will be negotiated depending on skills and experience) from September 2026. The successful candidate will work as part of the Student Support Team whose function in the school is to work with students, staff and parents to quickly resolve issues around behaviour, attendance and welfare; and will take a lead role on the team's work with students whose behaviour is a significant obstacle to their own success. Staff within the Student Support Team act as Key Workers for some of our most vulnerable students.

All staff are recruited under our safer recruitment processes, in line with DfE requirements, which includes an enhanced DBS check. We have a suite of safeguarding procedures, policies and guidance for all of our staff and volunteers to ensure we actively promote children and young people's welfare and safety.

We are also committed to equality of opportunity in employment and it is our policy to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age, marital status or sexual orientation. This applies to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of service.

This application pack includes a job description and person specification. Applications must be made on an EMET application form which you can download from the [East Midlands Education Trust website](#). Instead of completing section 6 of the application form, please include on two sides of A4 (Calibri 12) a statement that sets out how your experience has prepared you for this post and the difference that you will make to students if you are appointed. Please note that CVs will not be accepted.

If you have any questions or would like an informal discussion about the post please contact Wendy Watson, Leadership Support Team Leader, by email - hr@kimberleyschool.co.uk

Closing date for receipt of applications: 9am on Monday 6th July 2026

Andy Park

Head Teacher

Overall Job Description	
Job Title:	Student Support Assistant
Reports to:	Student Support Leader and Deputy Head Teacher Pastoral
Responsible for:	<p>Work with as an integral part of the Pastoral Team to remove any behaviour, attendance and welfare obstacles to success; working in partnership with teachers and parents. As a result of this enable teachers to teach and leaders to lead.</p> <p>To operate as a member of the Student Support Team fulfilling general and specific responsibilities</p>
<p>A) Operate as a full member of the student support team and fulfil specific responsibilities as agreed with the Senior Deputy Head Teacher. Specific responsibilities may include one of the following:</p> <ul style="list-style-type: none"> – Admissions – Attendance – Behaviour <p>B) Be a senior designated officer for safeguarding:</p> <ul style="list-style-type: none"> • Attend relevant training • Respond to safeguarding incidents in line with the child protection policy and “Keeping Children Safe in Education” • Liaise with external agencies/parents as required. Attending meetings with outside agencies as relevant (e.g. CiN, RCPC, LAC PEP etc). • Take ownership for MyConcern reports of associated year group • Ensure MyConcern is up to date for students as necessary <p>C) Ensure that there are prompt responses to parental concerns or queries on matters relating to behaviour, attendance and welfare:</p> <ul style="list-style-type: none"> • Ensure that every effort is made to resolve parental concerns or queries promptly, including those relating to school-comms. • Be the first port of call for parental contact related to pastoral contact • Oversee a process where specific parental concerns or queries are allocated to the relevant members of staff; and general queries or concerns are allocated to an individual for a prompt response • Monitor parental queries and concerns for trends and emerging problems and work with the Year Performance Leader, Assistant Head Teacher (Behaviour) and Deputy Head Teacher (Pastoral) to resolve these <p>D) Monitor and track students in linked year group (attendance, welfare and safeguarding) so that emerging issues are identified and dealt with promptly:</p> <ul style="list-style-type: none"> • Track welfare and safeguarding concerns about individual students and take the necessary action to address emerging concerns – operating in line with the child protection policy if necessary • Work with the team and other key staff to organise pre-emptive action where concerning patterns of attendance and welfare are emerging across the school; referring to outside agencies where relevant or designing in-school action where possible. • Work collaboratively with the Attendance Team to ensure the attendance policy is fairly and accurately implemented • Support necessary meetings, alongside YPLs, to intervene as required and remove potential barriers e.g. ATTEND Framework <p>E) When incidents of poor behaviour occur ensure that there is a prompt investigation and support action taken in line with the behaviour policy:</p> <ul style="list-style-type: none"> • Supporting colleagues (YPLS, AHT or DHT) when implementing sanctions in line with behaviour policy • Communicate sanctions to students, staff and parents as necessary • For Pre-Suspensions: <ul style="list-style-type: none"> ○ Support the administration • For Suspensions and External Isolations: <ul style="list-style-type: none"> ○ ensure it is recorded in line with school policy ○ a work pack is collated and sent home ○ organise and manage readmissions – ensuring that appropriate support is in place to avoid a recurrence of the incident or sanction 	

F) Carry out or oversee other activities related to the work of the team, including:

- Day to day support for all individuals in associated Year Groups, as required
- Act as a key worker for identified vulnerable students, including LAC, ARNA etc, and be the main point of contact for parents and school staff
- Collect students for Centralised Detention
- Coordinate Parents' Evenings in liaison with Year Performance Leader
- Coordination of clerical support to Senior Pastoral Leaders

G) To work with the Student Support Leader to relentlessly remove barriers to enable teachers to teach and students to learn.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Student Support Assistant. Person Specification

Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.

Applicants should be able to demonstrate how they meet the core criteria relevant to the post:

E= Essential D= Desirable A= Application I= Interview	✓	Criteria Type		Identified By	
		E	D	A	I
Experience					
1.1. Significant experience working in a pastoral role in a secondary school			✓		✓
1.2. Experience of working with parents, students and teachers to resolve pastoral issues	✓				✓
1.3. An understanding of the support that external agencies can provide the school in its work with vulnerable youngsters	✓				✓
1.4. Successful experience of working with vulnerable secondary age students to remove obstacles to their attendance, enjoyment and success			✓		✓
Qualifications, Training & CPD					
1.5. Successful completion of safeguarding training			✓		✓
1.6. Recent training in school based software including one or more of: SIMS; SISRA; Arbor; Show My Homework; or School Comms,			✓		✓
Knowledge & Skills					
1.7. An understanding of strategies that can be used to remove obstacles to behaviour, attendance and welfare	✓				✓
1.8. The ability to de-escalate situations with parents, carers, students and staff	✓				✓
1.9. An understanding of how to collect and use data in order to target work to remove obstacles to students making progress			✓		✓
1.10. An absolute passion for ensuring that vulnerable students attend, enjoy and succeed at school	✓				✓
Personal Qualities & Attributes					
1.11. Ability to develop positive working relationships	✓				✓
1.12. Personable and friendly manner, willing and helpful	✓				✓
1.13. Strong commitment to personal development through CPD	✓				✓
<p>In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:</p> <ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children Ability to relate well to children and young people Ability to work effectively in a team and relate to all people Ability to stay focused whilst being able to problem solve and use own initiative as appropriate Ability to organise, prioritise and complete tasks efficiently and effectively Good literacy and numeracy skills Ability to communicate effectively and to impart clearly knowledge for the benefit of others Flexible, adaptable and professional approach to work Openness to new ideas Punctual, reliable and an ability to keep to deadlines Ability to maintain confidentiality 					