



The  
**3-18**  
Education  
Trust

# Applicant Information Pack

## Student Support Assistant



*Respect – Resilience – Success*



## Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of a sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

For further information about The Thomas Adams School, please visit our website  
<https://thomasadams.net/>.

You can also find out the latest news via our social media pages:



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



Mark Cooper, Headteacher

## About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://www.3-18education.co.uk/schools/bowbrook-primary/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

## Job Description



The  
**3-18**  
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<b>Title of Post</b>	Student Support Assistant
<b>Post Status</b>	Permanent, 37 hrs/wk, 43.69 wks/yr Subject to a 6 month probationary period
<b>Salary/TLR/ Allowance</b>	Grade 5, Points 5-6
<b>Reporting to</b>	Deputy Headteacher

### Main Purpose

Under the direction and instruction of senior staff, the post holder will support the school community in a variety of different roles, including first aid, administration, student attendance, and work within the pastoral department.

### Duties and Responsibilities

#### First Aid / Medical

- Be responsible for student first aid and welfare duties, such as looking after sick young people, liaising with parents and staff, and keeping appropriate records
- Keep healthcare plans and medical records up to date for students who require medication; administering medication when appropriate
- Regularly check medication to ensure all items are in date and held in adequate quantities, contacting parents if medication needs to be replaced
- Collect students from classrooms when parents call at Reception to collect them (e.g. for medical appointments)
- Assist the Attendance Officer in setting up annual vaccinations; contacting parents, collating student consent forms, etc
- Complete Personal Emergency Evacuation Plans for individual students
- Half-termly audit of first aid supplies; making orders as necessary on the PS Financials ordering system
- Weekly checks of the defibrillator to ensure that it is in good working order
- Make student passes and update student pass records on a half-termly basis
- Key worker for students with identified medical issues

#### Student Support

- Manage lost property; returning named items and recycling other items
- Manage the loaning and laundering of spare uniform daily
- Make daily calls and emails to parents of children who have uniform issues
- Record confiscated items information and contact home as required



- Set up and manage the online tutoring programme for individual students; registering students, monitoring their progress and supervising them during their online lessons
- Assist in school fire evacuation procedures as directed
- Participate in training and other learning activities and performance development as required, including training for administering medication, awareness of asthma and diabetes

### **Administration**

- Provide general administrative support e.g. filing, completing standard forms, responding to routine correspondence
- Handle enquiries from students, staff, parents and suppliers by telephone, email, letter, and in person
- Help maintain manual and computerised records and management information systems; recording information with use of specialist software
- Produce lists, information and data as required, e.g. student data
- Answer the telephone as part of a team; greeting callers, establishing reason for calling, and resolving matters by either answering general enquiries or contacting an appropriate colleague; leaving clear messages as appropriate
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school

### **Professional Development**

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with the Deputy Headteacher and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school

### **Other Responsibilities**

- Comply with 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 and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good standard level of education</li> <li>• 5 GCSE's or equivalent, including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> </ul>
Work or relevant experience	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> <li>• Computer/keyboard skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting or other relevant environment</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Good ICT skills</li> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Willingness to participate in training and development opportunities</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> <li>• Ability to bring initiative, enthusiasm and commitment to the role</li> <li>• Ability to maintain confidentiality</li> </ul>	
Special Conditions	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	

## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

## Application & Appointment Process

An application form is available to download from the school website:

<https://www.thomasadams.net/vacancies/>

Please send completed applications to [bjh@thomasadams.net](mailto:bjh@thomasadams.net)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 12.00 noon, Monday, 30 January 2023**

**Interviews will take place shortly after the closing date**

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <https://www.thomasadams.net/key-information/>*