

Briefing Pack for Applicants Student Support Leader



NETHERTHORPE SCHOOL

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Student Support Leader
Location:	Netherthorpe School
Salary:	NJC Grade 5, Point 15: £29,093 to 20: £31,586 gross per annum
Actual	
Annual Salary:	£25,665.54 to £27,864.83 (under 5 years of service)
Contract:	Permanent, 37 hours per week x 40 weeks per year
Start date:	January 2025

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Netherthorpe School is a popular 11-18 school in Staveley, Chesterfield. We pride ourselves on being an inclusive school for all. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We are looking to appoint a Student Support Leader. You will need to establish positive working relationships with students, acting as a role model and setting high expectations. You will provide support managing groups of students who are showing signs of disaffection or vulnerability. You will work with students, families and external agencies on preventative and early intervention strategies in order to identify and remove barriers to learning. The person appointed will be a team player with a friendly disposition and good communication skills.

The successful candidate will demonstrate a drive, resilience and enthusiasm to ensure that students' progress and succeed.

A full job description and person specification is available below, but in short you must:

- Be able to work as part of a team
- Have high expectations of young people regarding learning, independence and behaviour
- Be able to forge positive links and relationships with young people, parents and colleagues
- The ability to converse at ease with families and external agencies and provide accurate and clear advice

If you have any questions and/or would like to discuss this role before submitting your expression of interest, please speak with Mrs N Connolley, Deputy Headteacher for Inclusion via info@netherthorpe.derbyshire.sch.uk

The closing date is Monday 6th January 2025 and interviews will take place week commencing 13th January 2025

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the school website www.netherthorpe.academy **Please ensure that you do not fill in a local authority application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.** Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for taking an interest in applying for this post at Netherthorpe School. I am privileged to be the Headteacher at Netherthorpe School and extremely honoured to have been entrusted with the job of leading such a great school in September 2021.

Having worked at the school for over 25 years, I have established strong relationships with our staff, young people and their families, and understand what is needed to take the school forward.

Netherthorpe School is an **inclusive community school** that ensures all students are able to **Learn, Enjoy and Succeed**. We aim to foster enjoyment in learning, so that each individual has the opportunity to **make good progress and achieve excellence**. We ensure we develop **confident individuals** who are able to live safe, healthy and fulfilling lives, whilst also being a responsible and active citizen who will make a **positive contribution** to society.

Our strategic priority is for all individual students to achieve and exceed their expected outcomes. In order to support the strategic aims of the school, we ensure the following;

- High quality teaching and learning experiences both within and outside the classroom by employing an ambitious and forward looking curriculum and assessment system across all key stages.
- A pastoral structure that ensures every student has the guidance and support tailored to their individual needs.
- A focus on Inclusion, mental health and well being for all.
- A pro-active student leadership structure to inform the decisions made by the School Leadership Team to help students in achieving their potential.
- The opportunities to develop students' moral and social understanding.
- Strong and effective working relationships between staff and our students.
- A warm and welcoming environment.

We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values: **Respect, Responsibility, Resilience and Aspiration**

Here at Netherthorpe, we are ambitious for both the school and its community and are committed to continued improvement. Our staff are our most valuable asset and we are committed to attracting the best staff to the school and ensuring their personalised professional development, with our core purpose being the improved quality of teaching and learning for all.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.

We look forward to receiving applications from candidates who would love to join us on our journey to excellence.



Helen McVicar
Headteacher

Section 4: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Student Support Leader
GRADE/SALARY	NJC Grade 5, point 15 to 20
HOURS/WEEKS	37 hours per week x 40 weeks per year
LOCATION	Netherthorpe School
RESPONSIBLE TO	Deputy Headteacher Behaviour and Attitudes
RESPONSIBLE FOR	N/A
PURPOSE OF THE JOB	To provide the initial point of contact and day to day guidance and support for students within a defined year group/s
RELEVANT QUALIFICATIONS	Qualified to at least GCSE level or equivalent incl. English Lang and Mathematics to Grade C or above

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

- To work with the Head of Section and external agencies in the identification of vulnerable students.
- To plan and manage a co-ordinated pastoral support programme for students and their families.
- To encourage active participation of children/parent/carers with other professional staff who provide support.
- To liaise with Designated LAC staff member and manage the process in accordance with DCC guidance.
- To organise and lead Team Around the Family (TAF) meetings for students on their Caseload.
- To attend case reviews and/or case conferences as required and to prepare reports as necessary.
- To complete Starting Point referrals as necessary.
- To liaise with the Inclusion Room Manager and Attendance Officer to manage the re-integration of school refusers back into full-time mainstream school.
- To work with the School Attendance Officer and Heads of Section following the school attendance policy to identify students and families who need input and early intervention to build good habits of school attendance.
- To establish, develop and maintain relationships with students, parents, school staff and other agencies in order to examine joint issues experienced by students that might prevent them from attending school and/or achieving their potential.
- Following discussion with the Head of Section place students on Pastoral Support Manager report and monitor these students for a 2 week period.
- To undertake home visits to identify barriers to education and provide appropriate support for families.
- Work with appropriate staff to identify ways of motivating students to remove any barriers to progress.
- Take a lead role in managing the behaviour of a year group and implementing, monitoring and evaluating whole school agreed policies and procedures with support from SLT.
- Provide targeted support to reintegrate excluded students back into class.
- To provide information and reports to outside agencies as requested.
- Keep accurate records relating to contact with students and families and use these to inform an appropriate course of action.
- Provide accurate records relating to contact with students and families to the School Attendance Officer to aid preparation for statutory legal action.
- Provide regular reports to the line manager on the progress of the identified caseload.
- Provide specific information for, and contribute to Statement Reviews, Exclusion Hearings, PSP's, MEP's, Child Protection Conferences and other reviews as required.
- Deal with difficult situations and/or individuals in a confidential, calm but fair and effective manner.
- Liaise with SLT/Progress Leaders, Teachers and External Support Agencies including Social Care.
- Meet regularly with Progress Leaders and the Deputy Headteacher and take part in planned meetings and INSET days as required.
- Take part in training activities to further knowledge.
- To be trained as safeguarding lead and deputise for the Designated Safeguard Lead as required.

- To support the Leadership Team and other colleagues in maintaining a presence in and around school.

Support for the School

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required e.g learning walks, lesson changeovers, whole school detentions and on-call and internal isolation procedures.
- Attend Year Group Parent Evenings.
- Attend network meetings as appropriate.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Any other related duties as may arise.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 5: Person Specification



Minerva Learning Trust Person Specification



Student Support Leader

Minimum Essential Requirements	Method of Assessment
EXPERIENCE	
Experience of working in a mainstream school	AF/I
Experience of dealing with challenging behaviour	AF/I
Awareness of confidentiality issues linked to home/student/staff/school	AF/I
Ability to provide clear expression both verbally and in writing.	AF/I
Excellent behaviour management skills	AF/I
QUALIFICATIONS	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	AF/I
Right to work in the UK	AF/I
KNOWLEDGE AND SKILLS	
Awareness of the statutory frameworks relevant to their role	AF/I
Awareness of policies and procedures relating to child protection, equal opportunities, confidentiality and data protection	AF/I
Good knowledge and understanding of effective record keeping and sound administrative skills	AF/I
Full working knowledge of relevant safeguarding, equality and health and safety policies, codes of practice and legislation	AF/I
SKILLS/APTITUDES	
Ability to relate well to children and adults and to build positive relationships.	AF/I
Ability to use a range of strategies to support positive behaviour and self-regulation.	AF/I
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	AF/I
Ability to respond calmly and use initiative, responding effectively to unexpected or unplanned situations or reactions throughout the school day.	AF/I
A pleasant disposition and ability to stay calm under pressure.	AF/I
Demonstrate a positive team approach to work.	AF/I
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	AF/I

EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
 AF = Application form
 I = Interview
 R = Reference

Section 6: The Appointment Process

These notes are intended to guide you when making an application for a post at Netherthorpe School.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten, but if you do write it by hand, do make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in, and who your employer is.
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps, e.g. for child raising, voluntary work, to allow full account to be taken of your experience.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific over addresses including e-mail contacts and telephone/fax. numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statements to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts.
8. The Interview
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback
Feedback is offered to those candidates who are not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Authority's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be forwarded to vacancies@netherthorpe.derbyshire.sch.uk by the closing date.

Section 7: Visitors to Netherthorpe School

Approaching from the North

By Car (Via M1)

Visitors should leave the M1 at junction 30 and follow the signs for Chesterfield taking the A616 exit.

At the roundabout take the 4th exit onto Chesterfield Rd/A619. Continue to follow A619

Continue to follow the road straight until you reach Ralph Road

Turn left onto Ralph Road

Turn left into Netherthorpe school

By Car (Via Chesterfield town Centre)

Head South on Spa lane toward Hollis Lane/A632

Turn right onto Hollis Lane/A632

At the roundabout, take the 4th exit and stay on Hollis lane/A632

Slight left to merge onto Rother Way/A61 toward

Sheffield/Worksop/A619/Sheepbridge/Chesterfield/Trading Est

At Brimington Roundabout, take the 4th exit onto Chesterfield Road/A619. Continue to follow A619

Turn left onto High Street/A619. Continue to follow A619

At the roundabout take the 2nd exit onto Market Street/A619. Go through 1 roundabout

At the roundabout, take the 3rd exit onto Lowgates/A619

Turn right onto Ralph Road, then straight left

By Bus

The 77a, 77, 74a, 74 services run near Netherthorpe school

By Train

Trains arrive regularly into Chesterfield station and then Netherthorpe school can be accessed by bus as above or taxi.