

# Head's Welcome

## ***Dear applicant,***

I am delighted to welcome you to Idsall School and Sixth Form. Idsall is a thriving and highly successful school where we genuinely believe every student can reach their potential. We put students at the centre of our thinking, decision making and everything we do. Supporting the seven-year journey of our students from year 7 to year 13, we are a large and inspiring group of teachers and support staff.

Everything we do is driven by the desire to ensure all students develop the necessary skills needed to be successful in the rapidly changing world which they are destined to encounter.

We create opportunities for all students to experience and try new things, and develop good friendships and pastimes, which gives them such fulfilment and great memories throughout their lives. Our motto is powerful and effective: "E Glandibus Quercus" "Great oaks from little acorns grow". This is certainly true, with the many highly successful students we have seen go on to great things, some very famous, but everyone having the opportunity to go on to university, apprenticeships and on the right path towards getting great jobs.

Externally recognised as a high performing school, Idsall is an exciting and vibrant place to learn, work and grow. We are working hard to ensure we continue to build on our many strengths to secure outstanding results; and support our students to become outstanding citizens and highly successful in life.

Please take a browse of our website. I am sure you will feel encouraged to apply to this post and become a member of our highly regarded team.

**Michelle King**

**Headteacher**



*Idsall School  
Coppice Green Lane  
Shifnal  
Shropshire  
TF11 8PD*

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## *Job Description and Personal Specification*

<b>Job Title:</b>	<b>Student Support Manager</b>
<b>Grade:</b>	<b>7</b>
<b>Hours / week:</b>	<b>37</b>
<b>Weeks / year:</b>	<b>Term time + 2 PD days</b>

### **Post overview**

- To assist the work of the Heads of Year and the Assistant Headteacher (Behaviour and Attitudes Lead).
- To assist in learning by providing pastoral and academic support to students.
- To use initiative in order to provide efficient, effective and pro-active organisational and administrative support to the Heads of Year as above.
- To get to know students as individuals and offer mentoring where appropriate to support academic, pastoral and behavioural concerns.
- To work with Heads of Year to facilitate smooth and effective communications with staff, parents and other agencies.
- To cover for the absence of the other student support manager.
- To hold a First Aid at Work certificate and to ensure that refresher training is undertaken when due.
- To supervise students in the Isolation Room.
- To supervise students during morning and lunchtime breaks

### **Specific Responsibilities**

#### **Pastoral Care, Guidance and Welfare:**

- To provide support with day to day behavioural, welfare and guidance issues as appropriate – including investigation of behavioural incidents, and application of the school behaviour for learning policy.
- To be available to receive students with concerns throughout the day.

- To be a positive role model who attempts at all times to instil ambition, aspiration and a 'can do' attitude in all students.
- To provide a presence around school to monitor behaviour and work pro-actively with students who display challenging behaviour or who are disengaged.
- As directed, deal with low level disruptive behaviour and the associated administrative follow up and contact with parents.
- To support the school.
- To be a qualified first aider with a current First Aid at Work certificate.
- To be first call, with the other identified student support manager, for all 111 and 222 calls.
- Lead training for the Lady Diana Anti Bullying ambassadors.

#### Organisation, administrative and supervisory duties:

- To support with the organisation all aspects of year group events such as parents' evenings, tutor reviews, photographs; this list is not exhaustive.
- To manage the upkeep of student records, assessment data and incident returns.
- To be available in the student support office before and after school to supervise students or take calls from parents.
- To collate information required for meetings, issuing letters and liaising with outside agencies.
- To liaise with the attendance officer and Educational Welfare Officer (EWO).
- To monitor and take action to improve student punctuality to school and to lessons.
- To assist in the management of prefects and their duties, including training and prefect dinner.
- To be available during assembly as required.

#### Support Teaching and Learning:

- To record, monitor and manage the merit and demerit system and after school detentions.
- To monitor the whole school rewards system.
- To undertake any other reasonable request commensurate with this post.
- To undertake training as required necessary to fulfil the current and future needs of the post.
- To identify areas of concern within students' individual timetables, and work with specific Heads of Year to resolve these issues.

This list is not exhaustive, and it is expected that the role will constantly be developed to meet the needs of the students and the school.

Signed by: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_

Dated: \_\_\_\_\_

Next review date: \_\_\_\_\_

## Person Specification

Criteria	Essential	Desirable
Qualifications/training	<ul style="list-style-type: none"> <li>• 4 GCSEs (Grade A-C) or equivalent including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Current first aid certificate</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good interpersonal skills and an ability to relate and communicate effectively with children, staff and parents.</li> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to work in a 1:1 relationship and in groups.</li> <li>• Ability to keep neat and accurate records.</li> <li>• Ability to work flexibly as part of a team</li> <li>• Ability to show initiative when appropriate</li> <li>• Clear, legible handwriting</li> </ul>	<ul style="list-style-type: none"> <li>• Computer keyboard skills</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Good standard of spoken and written English</li> <li>• Good English comprehension</li> <li>• Understanding of the developmental needs of children</li> <li>• Knowledge of a range of behaviour management strategies and techniques</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of potential hazards to children both inside and outside the classroom and an ability to avoid hazardous situations whenever possible</li> <li>• An understanding of issues affecting children (e.g. bullying, abuse)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with secondary age children</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Caring, approachable, firm, understanding, consistent, assertive and calm</li> <li>• Understanding of children's needs</li> <li>• Understanding and respecting the need for absolute confidentiality</li> <li>• Adaptability and willingness to assist with other aspects of school life</li> <li>• Willingness to continue to learn and develop and train</li> </ul>	

This post is a designated customer facing role and under the fluency duty requires a specified level of spoken English as stated in the person spec and in line with our policy.

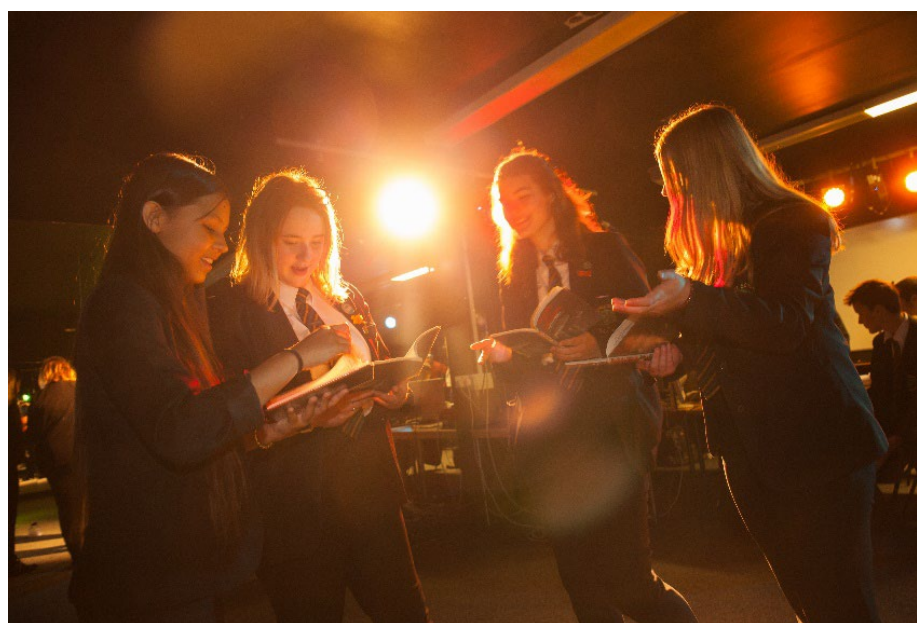
## *The Process*

To apply for the role, please write a letter of application to support a fully completed application form and names of two referees to:

The Head  
Idsall School  
Coppice Green Lane  
Shifnal  
Shropshire  
TF11 8PD

Please mark the envelope 'FAO: Mrs Seona Davies in the top left-hand corner. Applications are also accepted via email to [jobs@idsall.shropshire.sch.uk](mailto:jobs@idsall.shropshire.sch.uk)

Closing date for applications is **12 Noon on 7<sup>th</sup> July 2022**. Interviews will be held from **11<sup>th</sup> July 2022**.





## *Staff Benefits*

### **Work Life Balance**

Enhanced annual leave entitlement, plus paid bank holidays. Flexible working opportunities. Special leave provision. Maternity/Paternity/Shared Parental Leave and Adoption Schemes.

### **Pension Scheme**

Auto enrolment. Available for all employees. You will receive full details of the scheme when you commence. All schemes include death in service benefits.

### **Training and Career Development**

Access to on-going training and development. Annual staff appraisal system.

### **Annual free flu vaccines (all staff)**

### **Free Employee Counselling Service**

This counselling service is completely confidential and available to all staff employed by Idsall. This can be used for guidance on a wide range of lifestyle issues and problems such as debt, stress, marital, bereavement and financial worries.

### **Childcare Voucher Scheme**

Working parents are entitled to help with the cost of their childcare through a salary sacrifice scheme. This enables you to take part of your salary as childcare vouchers on a tax and NI contribution free basis.

### **Cycle to Work Scheme and Secure lock up**

This can give you big savings on the cost of a new bike. It is a tax incentive scheme aimed at encouraging people to cycle to work thereby reducing pollution and improving health. A secure lock up area is also provided.

### **Corporate Eye care System**

If you are a regular VDU user, you will be entitled to routine eye examinations and provided with a contribution towards VDU glasses if these are prescribed.

### **Excellent Sports Facilities**

Staff may use the school facilities for booking sports activities.

### **Subsidised Canteen**

Open for breakfast, food and drink available throughout the day, plus a choice of cooked meals with dessert, baked potatoes, pasta or curry and sandwiches – cashless system.

### **Library**

We have a well-stocked school library that offers a variety of books and DVD's.

### **Staff Car Parking on Site (also spaces for motorcycles and secure areas for bicycles).**



# *An Exciting Place to Learn*

We have a well-deserved reputation for our high standards in teaching and academic achievement. At Idsall School, we aim to provide a great variety of opportunities; academic, social and cultural, in order to challenge students to develop and achieve their personal best.

We ensure that every student gets the best possible opportunities and education allowing them to succeed and flourish. Learning is at the heart of all we do. Through high quality teaching, we ensure every students' talents and abilities are catered for, allowing them to not only excel academically but also to become independent in their learning and prepare them for the next stages of their life.

We value and strive to develop both the academic learning skills and personal skills of our students so that they can be a positive member of the local and global community. Our teachers and support staff are highly skilled in understanding the needs of every child; and are committed to providing each of them with the very best learning experience in an environment where they feel secure and happy.

Our academic results speak for themselves. In 2019, at GCSE 82% of students gained at least 9-4 (A\*-C) in English, and 81% of all students gained at least 9-4 (A\*-C) in Maths. Overall, nearly 21% of all grades were 9-7 (A\*-A); while at A Level 50% of grades were A\*/B. In 2020, we are very pleased with our Centre Assessed Grades awarded to both GCSE and A Level students. They reflected the hard work shown by our students in a difficult period.

More importantly we are a very happy school. The relationship between staff and students is exceptional; although very busy and, at times, pressurised, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.

## Learning

In Years 7 to 9, Idsall School offers a curriculum that is structured with clear objectives of what we want students to know and do by the end of each course. This curriculum is aimed at developing our students' personal learning and thinking skills as well as encouraging their resourcefulness, resilience and teamwork. English, mathematics and science are complemented by physical education, the arts and humanities, modern foreign languages, design and technology and ICT.

Teaching at Idsall School is constantly developing to ensure that all students are supported to achieve their personal best. We have consistently high expectations of both ourselves as teachers and our students. We maintain high levels of student engagement through the use of stimulating and imaginative learning strategies that develop resilience, confidence, collaboration and curiosity.



Regular checks are made to track each student's progress against their own personal learning targets. Students receive regular feedback on their work and progress. This feedback is designed to support the student to recognise what they have done well and what they could improve on to achieve the next steps in their learning. Progress is discussed with students by tutors and the results are reported termly to parents in a clear format showing strengths; and identifying areas for improvement. Additionally, when work is marked, teachers will identify how well a student has done and importantly, how that work can be improved. We thus constantly strive to ensure that a student reaches his or her full potential.

Students are placed in groups or bands for most subjects based on prior attainment levels and grades achieved in progress tests completed during the year.

In Key Stage 4 (Years 10 and 11), the range of subjects and courses available to students opens up to allow each student to make choices which they find interesting and relevant to their future careers. An options booklet provided during year 9 sets out details of all the courses on offer, and students make a guided choice to construct their personal programme of study in full consultation with parents and staff.

The opportunity to progress to A Level studies in our own successful Sixth Form is a tremendous advantage for Idsall students; and is a stimulus for them to aim for the highest grades at GCSE. Sixth Form students make a valuable contribution to the life of the school, helping to run clubs and organise charity events, and supporting the younger children in our school community.