



THE **HOLMESDALE** SCHOOL

Dedicated to Community, Committed to Equality, Striving for Excellence



Student Support Manager
The Holmesdale School
Information



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Welcome

Dear Applicant

Make a Difference in Young Lives: Join Our Vibrant School as a Student Support Manager.

Imagine stepping into a welcoming community where dedicated educators are passionate about making a real difference in the lives of children. At The Holmesdale School, a growing school with a strong sense of belonging, that's exactly what you'll find. As a Student Support Manager, you'll play a vital role in ensuring our students thrive in a safe, supportive, and stimulating environment.

The Holmesdale School, a growing school dedicated to community, equality, and excellence, is looking for someone like you!

Why Choose The Holmesdale School?

- **Make an Impact:** Be a direct influence on young minds, shaping their learning journey and fostering their confidence.
- **Thrive in a Supportive Environment:** Enjoy collaborative teamwork with passionate colleagues who offer ongoing support and mentorship.
- **Develop Your Skills:** Access exceptional professional development opportunities, including NPQ qualifications and Masters programs, to advance your career.
- **Join a Leading Trust:** Be part of Swale Academies Trust, a highly successful organisation dedicated to continuous improvement and innovation.
- **Become Part of Something Special:** Contribute to a school with a strong sense of community, celebrating diversity and nurturing independent, resilient learners.

What Makes You the Perfect Fit?

- Do you possess infectious enthusiasm and a genuine passion for helping children learn and grow?
- Are you a natural communicator who excels at building positive relationships with students of all ages and abilities?
- Do you have a strong sense of responsibility and a commitment to safeguarding children's well-being?
- Previous experience in a school environment is a plus, but your dedication and eagerness to learn are even more valuable.

Ready to take the next step?

Visit our school or apply today and discover how you can:

- **Make a real difference** in the lives of children.
- **Develop your leadership skills** in a supportive and dynamic environment.
- **Join a thriving school community** dedicated to your success.

Don't miss this exciting opportunity! Apply now and let's shape the future of The Holmesdale School together.

Yours faithfully



Mr Lee Downey

Head of School

Job Description

Job Title: Student Support Manager
Grade: SAT C
Responsible to: Assistant Headteacher

Purpose of the Job:

To support the enhancement and operation of the learning environment of the school, with a particular focus on the pastoral management of the students.

To support in the provision of a high-quality education for the students at the school.

Main duties and responsibilities (Accountabilities):

- With specific regard to the students in their care and with responsibility to the appropriate Assistant Headteacher / Learning Leader.
- To be available for pastoral issues concerning students and pass issues on to the relevant member of the team.
- A 30-minute unpaid lunch break to be taken at a convenient time.
- Parental meetings, up to return from exclusion meetings.
- Running Pastoral Support Programmes.
- In class, behavioural support where required, using 'hot spot list' to be proactive.
- Monitoring re-integration back into lessons after exclusions or return from suspensions or the Inclusion Room.
- Managing students on report.
- Attendance at meetings with external agencies, where appropriate.
- Record keeping.
- Encourage prompt arrival of students to lessons throughout the day.
- To liaise with other Student Support Managers to support in difficult times.
- Meeting with Pastoral team in daily Behaviour Panel meetings to discuss the culture of the school.
- Have oversight of school attendance and support timely actions to help improve attendance.
- To use data from Bromcom to inform the day sheet.
- To support school and community events such as Parents' Evenings.
- To support the DSL team in ensuring recording and reporting of concerns is detailed, accurate and timely.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications	Essential / Desirable
A good general standard of education, with at least 5 GCSEs or equivalent, including English and Maths.	E
Holder of a full driving licence.	E
Qualified to drive a minibus.	D
First Aid	D
Experience	
Experience of working with young people.	E
Experience of working in a secondary school.	D
Experience of liaising with external agencies.	D
Experience of providing support services.	D
Skills & Abilities	
Excellent communication skills, both written and verbal.	E
Ability to communicate with children and adults alike.	E
Ability to prioritise tasks and manage workload effectively.	E
Knowledge	
Working knowledge of e-mail communication.	D
IT literate, with a working knowledge of Microsoft/Google Suite.	E
Ability to complete forms electronically.	E
Personal Qualities	
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Enjoy working with young people.	E
Able to work constructively, both as part of a team and individually.	E
Confident, flexible and resilient.	E



Working at The Holmesdale School

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

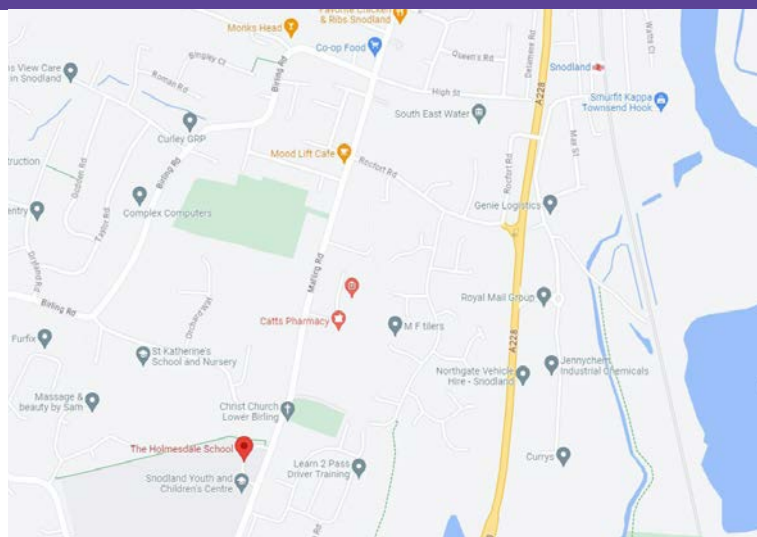
Finding Us

The Holmesdale School
Malling Road, Snodland, Kent ME6 5HS

01634 240416
THS_Office@swale.at

Closest Train Station: Snodland Station
Approx. 18 minute walk

Closest Bus stops:
The Holmesdale School - 71, 149, 151, 549, 575





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to louise.bates@swale.at or by post to the following address:

Louise Bates
The Holmesdale School
Malling Road
Snodland
ME6 5HS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Holmesdale School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

- Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:
- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



Swale ACADEMIES TRUST

