



Student Support Officer  
March 2025





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
Telephone: (01482) 342229 Fax: (01482) 346817  
Email: [info@kelvinhall.net](mailto:info@kelvinhall.net) Twitter: @kelvinhall\_hull [www.kelvinhall.net](http://www.kelvinhall.net)

Headteacher: Mr C Leng  
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

## Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Student Support Officer at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue our period of growth.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, Christopher Leng**; [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

Christopher Leng  
Headteacher

A handwritten signature in black ink, appearing to read "Chris Leng".





## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the Secondary Trust.



# Senior Leadership Team



**Trust School  
Development  
Lead (Secondary)**

**Mr Cavanagh**

## Headteacher



**Mr Leng**  
Headteacher

## Deputy Headteachers



**Mrs Grandidge**  
Deputy Headteacher & DSL



**Mrs Piercy**  
Deputy Headteacher



**Mr Shaw**  
Deputy Headteacher

## Assistant Headteachers



**Mrs Andrews**  
Director of Maths  
& Numeracy



**Ms Dawes**  
Director of Performing,  
Creating & Computing



**Mrs Graham**  
Director of  
Inclusion and SEN



**Mr Suddaby**  
Director of Culture  
& Behaviour



**Mrs Keddy**  
Senior Director of  
Teaching & Learning



**Miss Mills**  
Director of English  
& Literacy



**Mrs Hilton**  
Director of Humanities  
& MFL



**Miss Sansam**  
Director of Science  
& Technology



**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



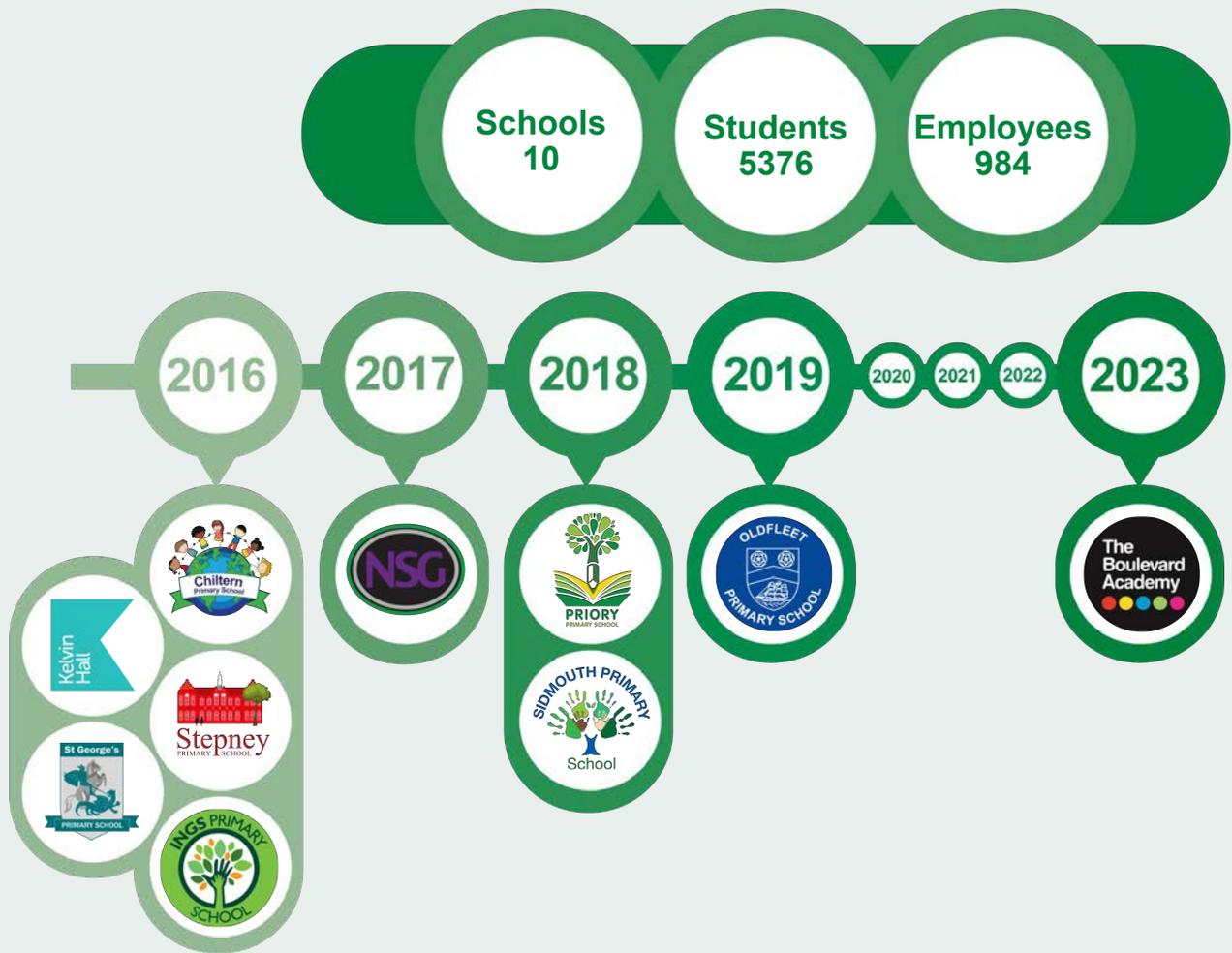
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...



## Our Partners

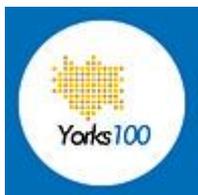
Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Student Support Officer**  
**Grade 4, Scp 5-7, (£18,130 - £18,710 actual salary)**  
**31.5 hours per week, term time plus 5 training days**  
**Monday 8:30am to 3:30pm (30 minutes lunch break) Tuesday to Friday 8:30am to 3:15pm (30 minutes lunch break)**  
**Starting as soon as possible**  
**Permanent**

Kelvin Hall School is part of Thrive Cooperative Learning Trust, formerly YHCLT. Founded in September 2016, it is now responsible for 10 schools across Hull, including 3 secondary schools and 7 primary schools.

We are a successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a successful school academically.

Required to start as soon as possible, a Student Support Officer to provide pastoral and learning support to students at Kelvin Hall School. You will work alongside the Pastoral Year Leaders assisting in the implementation of agreed support strategies and restorative practice where necessary.

We are looking for someone who believes in building strong relationships with students and families and is willing to go the extra mile to support them in being successful both in and outside of school. The role is to provide support and guidance to students, including support programmes to enable access to learning for pupils and to assist in the management and care of pupils around the school. You will possess excellent communication skills and work closely with parents/carers. In addition, you will be required to support student supervision before school and at break and lunch times.

The successful candidate will have;

- The ability to establish productive working relationships with students, acting as a role model;
- An understanding of the various barriers to learning, particularly in relation to those that would affect behaviour.

In addition, the following personal qualities;

- To be empathetic and a good listener;
- To be encouraging and motivating;
- Excellent interpersonal skills.

This is a fantastic opportunity to join a forward-thinking School which is committed to academic excellence; continual development of staff; and innovative teaching and learning strategies. This is within the context of outstanding pastoral care and curricular provision to ensure the best possible student experience.

**Closing date: Wednesday 19th March 2025, 4pm**

**Interviews: W/C Monday 24th March 2025**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative 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. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

# Job Description



<b>Post Title</b>	Student Support Officer
<b>Grade</b>	4
<b>Location</b>	Kelvin Hall School
<b>Reporting to</b>	Pastoral Year Leader, Assistant Pastoral Year Leader

## Purpose of Role

To provide pastoral and learning support to students working alongside the Pastoral Year Leaders, assisting in the implementation of agreed support strategies and restorative practice where necessary.

## Key Responsibilities

1. Work alongside the pastoral team to provide a high quality pastoral and learning support to students in Key Stage 3 and 4, and to support students with their behaviour for learning.
2. Work alongside the year leaders to provide support for students who present with challenging behavior. Implement agreed support strategies.
3. Liaise as needed with parents in meetings and by telephone as directed by the Year Leader.
4. Contribute to the supervision of students before school, at break-time, lunch, and detentions.
5. Establish productive working relationships with students, acting as a role model.
6. Assist with investigating incidents and use restorative practices to resolve issues.
7. To work flexibly in the interests of the school as required.
8. To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
9. To work in a professional manner with integrity, maintaining student and staff confidentiality.
10. To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity
11. To support the Midday Supervisors with general clear downs as required.
12. Any other duties of a similar nature and level of responsibility as requested by the Leadership Team.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Work with Pastoral Year Leaders to support students with their behavior for learning and support with student supervision during lunch, break and detentions
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

		E	D	How Identified
<b>Qualifications</b>	GCSE Grade C/4 (or equivalent) in English	✓		C
<b>Relevant Experience</b>	Experience and motivation to work with children and young people and/or vulnerable adults.	✓		AF, I, R
	Experience of working in a school environment or similar for at least 1 year	✓		
	An understanding of the various barriers to learning, particularly related to those that would affect behaviour	✓		
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to prioritise workload and work under pressure	✓		
	Good numeracy and literacy skills		✓	
	An understanding of issues from a student, parent/carer and school perspective	✓		
	Ability to work both on your own initiative and as part of the wider school team and to work in a creative way, showing flexibility in unplanned situations	✓		
	Commitment to the safeguarding and promotion of the welfare of young children	✓		

		E	D	How Identified
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
<b>Training</b>	Commitment to on-going professional development	✓		
	Health & Safety and/or First Aid Training		✓	
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

# How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

**Closing Date: Wednesday 19th March 2025, 16:00pm**

**Interview Date: W/C Monday 24th March 2025**