

# JACK HUNT ACADEMY

Hard work Integrity Kindness



## Candidate Pack



KEYS  
ACADEMIES  
TRUST

# About the School



## A Welcome from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt Academy, we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHA well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt Academy is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic Year system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt Academy. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Keys Academies Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt Academy could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,  
Headteacher

For more information about this post, or to organise a visit to the school, please contact the HR department at [recruitment@jhs.pkat.co.uk](mailto:recruitment@jhs.pkat.co.uk)

# About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The Trust's Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

*The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



# Job Information



**Student Support Officer**  
**Jack Hunt Academy**

**Salary:** NJC SCP Grade 8, Point 18-24  
**Hours:** 37 hours per week, Term Time plus 2 weeks  
**Type of role:** Permanent  
**Closing date:** 20<sup>th</sup> April 2026  
**Start date:** As soon as possible.

## Job Description

### Purpose of Job

To provide effective support for Head of Year and Deputy Head of Year in an allocated Year group to maximise the learning potential of students. To support the school's aim to create a safe and secure environment for its learners. To assist learners in overcoming barriers to learning.

### Accountabilities:

- Assist in monitoring attendance, punctuality, uniform and behaviour of students in allocated Year groups.
- To monitor and apply appropriate procedures to those students whose attendance is 85% or below.
- Respond to day-to-day issues arising with students which are likely to have an effect on their learning as directed by the Head of Year.
- Assist in the implementation of school policies associated with the role, notably policies on behaviour management, attendance, punctuality, uniform and homework.
- Liaising and meeting with parents on matters of concern in agreement with Head of Year.
- Meet with external agencies where necessary including EWO, Youth Service, Connexions, YOS, LAC, LA Pupil Support, Learning Mentors, Safer Schools Police.
- Support with the whole school duty rota.
- Manage the team of staff supporting students, including Learning Mentors and Safer Schools Police.
- Liaise and meet with relevant teaching staff, teaching assistants, learning mentors when required in support of the student.
- Complete reports which may be required internally or by external agencies on individual students.
- Co-ordinate the provision of work for students absent from school.
- Assist with identified events which affect the Year group, e.g. medicals, photographs, parent consultation evenings.

- Participate in students supervision duties at break times.
- Take an active part during Lesson 1 to ensure a productive start to the day – this is at the discretion of the Head of Year
- To liaise with the Head of Year to complete external references for students as and when required.
- To liaise with school staff to ensure that all necessary external agencies are involved when needed.
- To complete and update records of students who are on the Vulnerable at Risk Register and that available support is put in place.
- To monitor and record students on varying levels of support including the report system.
- To keep up to date records and monitor student progress in meeting school expectations.
- To link with Head of Year and assist them with their specialist focus according to their Year Group.
- To assist the Head of Year with the administration of the Form/Year competition
- To follow school policy in regards to all safeguarding issues.
- To be aware of vulnerable students and support as necessary working with tutors and pastoral staff.
- To start the initial EHA process by providing the following to the Family Support Officer: requests for parental permission to open an EHA; initiating the student round robin from relevant teaching staff; and provide a list of interventions in place.

#### Specialist Areas –

- Year 7 – supporting transition from primary school
- Year 8 – Active Citizens
- Year 9 – supporting options process
- Year 10 – supporting work experience
- Year 11 – Year 11 Exam Preparation and Leavers Programme

This job description will be reviewed periodically.

This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

It may be necessary from time to time adapt working hours to suit the needs of the organisation. Any permanent changes to working patterns would be notified.

# Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

## Qualifications and Training:

- GCSE English and GCSE Mathematics grade C or equivalent.
- Willing to undertake further training.

## Personal Attributes:

- Able to engage constructively with, and relate to, a wide range of young people and their families/carers, some of whom may be disaffected with school.
- Is committed, caring and reliable.
- Able to work effectively and network with a wide range of support services.
- Able to take charge.
- Has the initiative to make decisions and to deal with incidents as they occur.
- Has the versatility to deal with all the facets of the job.
- Willing, on occasions, to be flexible with working hours.
- Appropriate personal qualities conducive to the role, including sense of humour, sensitivity, reliability, and the ability to interact socially with students and staff.
- Values and respects the views and needs of children and young people.

## Experience:

- A proven track record of work relevant to young people of secondary school age (including education, youth work, health and social services).

## Knowledge and Skills:

- ICT skills and knowledge.
- Able to fulfil all spoken aspects of the role with confidence through the medium of English.
- Understands issues related to disadvantaged sections of the community.
- Excellent communication skills, both written and spoken.
- Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.

Relevant qualifications could be an advantage although the combination of experience and personal qualities will be more important.

## How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>

Or, for a short cut, scan the code below:



Please use the below links to access our Safeguarding Policies:

**Safeguarding and Child Protection Policy (Trust):** <https://www.keystrust.org/SafeguardingandChildProtectionPolicy>

**Recruitment of Ex-Offenders Policy Statement:** <https://www.keystrust.org/RecruitmentofExOffendersPolicy>

# Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

## **Our staff benefit from:**

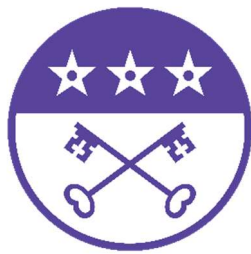
- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all Keys schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

## **Our people vision:**

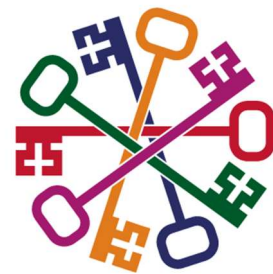
- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

# Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



**Bradwell Road  
Peterborough  
PE3 9PY**



**Ledbury Road  
Peterborough  
PE3 9PN**