

JACK HUNT SCHOOL

Hard work Integrity Kindness

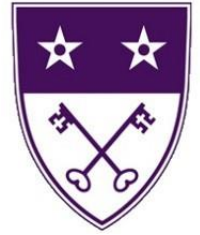


Candidate Pack



PETERBOROUGH 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 School, 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 JHS well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt School 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 House 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 behavior 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 School. 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 Peterborough Keys Academy 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 School 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

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. Dr Ian Young joined the trust as its first full-time CEO in September 2022 and has led work to create the Strategic Plan 2023-26.

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 PKAT 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 Peterborough 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

Sixth Form Student Support Officer
Jack Hunt School

Salary: NJC SCP Grade 8, Point 19-24

Hours: 37 hours per week, Term Time plus 2 weeks

Type of role: Permanent

Closing date: Friday 7th February 2025

Start date: As soon as possible.

Job Description

Job Purpose:

To provide effective support for the Head of Sixth Form in order 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.

Main Responsibilities:

1. To ensure safeguarding of students by completing the following:
 - Period 5 registers.
 - Being aware of, and comply with, policies and procedures of the school relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
 - Meet with external agencies where necessary including EWO, Youth Service, careers Advisers, YOS, LAC, HEC, Learning Mentors, Safer Schools Police.
 - Address the needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential. The variety of issues covered is wide ranging from attendance, punctuality, challenging behaviour, low self-esteem to working with able and gifted students who are experiencing difficulties.
 - Providing impartial information, sign-posting and guidance to parents about the range of support services available to them.
 - Complete Early Help Assessment following instruction from the Head of Sixth Form.
 - To complete and update records of students who are on the Vulnerable at Risk Register and that available support is put in place.
2. Will ensure a safe and positive learning environment is maintained and that all students behave in an appropriate manner:
 - Supervision of cancelled 6th form classes or groups attempting work set by their teacher.
 - Managing the behaviour of students in the 6th Form Centre ensuring studying can take place effectively, including ensuring behaviour standards are met.
 - To carry out two supervisory duties at break or lunchtime as part of a rota.
 - Develop and maintain effective relationships with other staff, parents, and carers.
 - To support student detentions as part of the whole school Behaviour Policy.
 - Liaise with class teachers to resolve concerns relating to individuals and barriers to success.
 - 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 Sixth Form.
 - Liaising and meeting with parents on matters of concern in agreement with Head of Sixth Form.
 - Establish productive working relationships with students, acting as a role model and setting high expectations. Listen to and help students resolve a range of issues that are

creating barriers to their learning. Support students' pastoral needs including help with emotional, social, welfare, care and health matters.

- Work with individuals or small groups of students for nurture work.
 - Providing objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence as well as reports for reviews and meetings as required, gathering information from teaching staff as necessary.
3. Overall responsibility for the attendance process in the 6th Form.
- Monitoring attendance and contacting parents in a systematic way to support students in achieving 92%+ attendance.
 - Monitoring punctuality, uniform and behaviour of students in the Sixth Form.
 - Run the late gate each morning.
 - To focus particularly on transition and retention initiatives that help students to settle in from year 11 and settle in 6th form
 - To co-ordinate requests for exam access arrangement assessments (EAA's) for 6th form and co-ordinate with inclusion base.
 - Accompany staff and students on visits, trips and out-of-school activities as required.
4. Other areas commensurate with this post:
- Attend meetings, briefing sessions and professional development activities as required.
 - Recognise own strengths and areas of expertise and use them to advise and support others.
 - To undertake support activities, clerical tasks or exam invigilations when required.
 - Assist with identified events which affect the Sixth Form including external speakers, Higher Education Evenings, Prospective Sixth Form Evening, trips, induction etc.
 - Participate in student supervision duties at break times.
 - To support the Sixth Form team in the Post 16 Mentoring and Support Programme

This job description will be reviewed periodically.

This job description sets out the main duties of the post 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 of themselves justify a reconsideration of the grading of the post.

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.

The Sixth Form Vision

The Sixth Form at Jack Hunt is a vibrant and lively place where students are given every opportunity to learn, develop and grow in confidence and maturity, so that when students leave they will be able to move onto their desired next stage with ease. Our aim is to maximise the potential of every student both academically and socially and our results show that in this we are successful. One reason for this is that we constantly review our provision of academic and non-academic courses to ensure they match the demand and wide array of skills and talents that our students bring. This is especially crucial with new courses coming online every year as a result of recent qualifications reform. We also provide our sixth formers with many varied and exciting opportunities for personal and social development with the emphasis being on leadership.

How to Apply

For more information, and to access our online application form, visit our website at www.pkat.co.uk/vacancies

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



Please scan these codes to access our Safeguarding Policies:



Safeguarding and Child Protection Policy (Trust)



Recruitment of Ex-Offenders Policy Statement



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 PKAT 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

Peterborough Keys Academies Trust (PKAT) and Jack Hunt School 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.



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**Ledbury Road
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