



Welcome to our Trust

Student Support Officer
Recruitment Pack



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Welcome to Anglian Learning

Thank you for your interest in the position of Student Support Officer at Stour Valley Community School.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Gemma Rule HR Officer, at hrhub2@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Stour Valley Community School



We are a relatively small 11-16 secondary school in the beautiful town of Clare, in rural West Suffolk, situated between Sudbury and Haverhill. We are a community school and our ethos is built on a philosophy of knowing our students and developing a real sense of community. We are over-subscribed and have a PAN of 115 students in each year group. We are committed to offering a broad and balanced curriculum throughout KS3 and into KS4 which allows for all students to be able to pursue their interests and explore new areas of knowledge. Music, Drama, Sport, Art, Design and Technology and Languages are all important and valued curriculum areas alongside Maths, Science and English.

Developing the whole child and nurturing students to value difference and be caring and kind and able to navigate a world of social media distraction and complicated political and social divide is as important to us as ensuring that our students gain the best qualifications they can to open the door to their next stage of learning, be that vocational or academic. Our PSHE (Personal, Social and Health Education) curriculum and our RS (Religious Studies) curriculum is compulsory for all, and they are regularly revised to respond to national and regional areas of concern where educating the students in our care to make responsible and healthy choices as they make their way through their teenage years is an integral part of our safeguarding strategy.

Are you passionate about making a difference in students' lives? We are looking for dedicated and enthusiastic individuals to join our dynamic team. If you are ready to inspire, collaborate, and grow professionally, we would love to hear from you. Together, we can continue to shape the bright future of our student



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Gemma Rule HR Officer at hrrhub2@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



Employee Assistance Programme offering a range of services to staff and their families



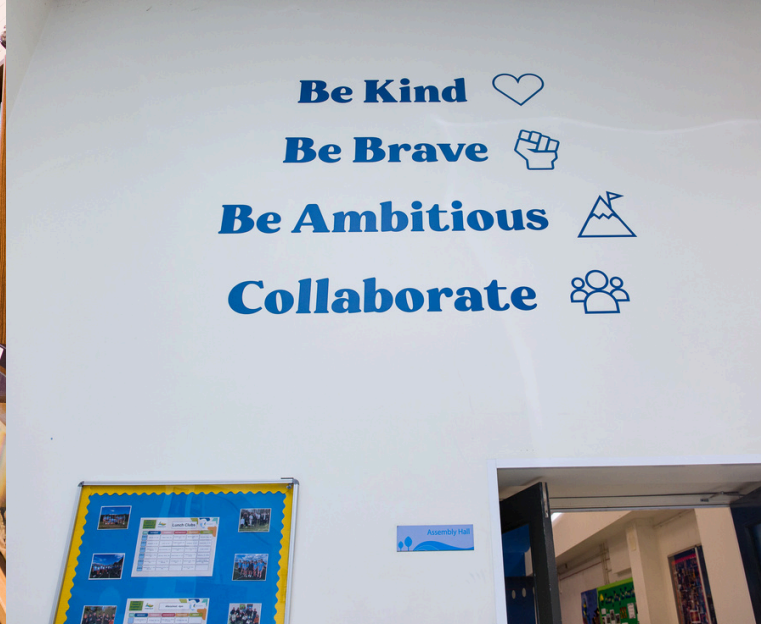
Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

To support the Raising Standards Leads in providing pastoral care and behaviour support to the students, and to support the systems that will enable the school to improve on the base figures on attendance and truancy as set by the Government. *The exact role will reflect the successful candidate's skills and experience.

Principal Accountabilities

- To be available to address pastoral/behaviour matters as they arise and update relevant members of the pastoral team of actions taken.
- Provide support to allow students to better cope with the challenges they face.
- Contribute towards creating a culture of support and safety around the school.
- Be committed to inclusive practices.
- To be able to attend after school meetings, team around the child meetings and events as required.

SALARY:	Cambridgeshire Scale 4, point 7 £26,403- point 11 £28,142 FTE
HOURS:	37 hours per week, 39 weeks per year, Monday to Friday 8am to 4pm (3.30pm on Friday)
PENSION:	LGPS Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at Stour Valley Community School but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Assistant Headteacher

MAIN RESPONSIBILITIES

- Initiate and carry out periodical post registration truancy checks.
- Lead intervention sessions that are suited to individual needs.
- Be available to staff and parents for home visits on named individuals.
- Liaise with Raising Standards Leads, Assistant Headteacher, SENCO, EWO and other support services to improve attendance rates.
- Participate in the development of the school reward system in relation to attendance and behaviour.
- Transition: Make contact with feeder primary schools and gain any relevant information about new students. Support with transition visits to each feeder primary schools.
- Provide advice and support for students returning to school after a long period of absence.
- Support the Raising Standards Leads, tutors and, where appropriate, all staff in dealing with behaviour issues in the school.
- Support the school's safeguarding team and promote the whole school safeguarding culture.
- Monitor behavioural referrals and entries in SIMS and other school systems.
- Help staff put in place strategies to improve behaviour, attendance and punctuality and to monitor and evaluate their effectiveness.
- Investigate incidents; liaise with other staff, parents and external agencies as appropriate.
- In collaboration with other staff determine the relevant sanction for students and ensure that it is carried out and that all parties are informed of the outcome.
- Withdraw students from lessons where necessary as a result of call-outs from teaching staff and other such issues.
- To lead (or instigate tutors to lead) attendance meetings with parents when attendance becomes a concern.
- Lead reintegration meetings with students who are returning from suspension.
- Keep the Raising Standards Leads informed of all issues.
- Undertake a lunchtime duty every day as part of the role, working with other lunchtime cover staff.
- Maintain internal records relating to behaviour, exclusions and On Call/Student Support use.
- Provide data reports for SLT and governors, including paperwork for exclusion/disciplinary panels.
- Attend pastoral meetings.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To follow school procedures in terms of reporting and supporting mental health and wellbeing concerns.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Line Manager to carry out appropriate duties within the context of the job, skills and grade.

SCHOOL ETHOS

- To play a full part in the life of Stour Valley Community School; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the schools policies at all times.
- Comply with the schools Health and Safety Policy at all times.

To model professional behaviours at all times, especially under challenging circumstances.

Person Specification

Student Support Officer
Stour Valley Community School



Qualifications and Training

Essential:

- Educated to NVQ Level 2 or equivalent.
- Experience of working with children in a professional setting
- Good working knowledge of school ICT systems.

Experience, Skills & Knowledge & Personal Qualities

Communication

Essential:

- Ability to write detailed reports, letters and complete complex returns.
- Ability to use clear language to communicate information unambiguously
- Ability to listen effectively
- Ability to overcome communication barriers with children and adults.

Working with Children

Essential:

- Ability to demonstrate effective implementation of the Behaviour Management Policy
- Ability to demonstrate that you encourage the inclusion of students with emotional and/or behavioural difficulties in a mainstream setting
- Good understanding of teenage development
- Ability to assess recommend appropriate strategies to support development
- Understand and support the importance of physical and emotional wellbeing

Working with others

Essential:

- Ability to support teacher/practitioner to set up a positive learning environment for the children you work with
- Ability to make a proactive contribution to the work of the team supporting children, their families and carers
- Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

- Ability to work effectively with a range of adults.
- Ability to influence the attitudes and opinions of others according to an agreed plan, gaining their agreement through persuasion to ideas, proposals and courses of action
- Contribute to the development and implementation of effective systems to share and safeguard information.

Person Qualities

Essential:

- Good organisational skills
- Ability to remain calm under pressure
- Follow instructions accurately
- Ability to manage own time effectively
- Ability to adapt quickly and effectively to changing circumstance or situations
- Demonstrate creativity and an ability to resolve problems independently

General

Essential:

- Awareness of and promotion of equality
- Good understanding of Health and Safety
- Good understanding and effective implementation of child protection procedures
- Understand and comply with procedures and legislation relating to confidentiality
- Demonstrate a clear commitment to develop and learn in the role.
- Ability to effectively evaluate own performance

How to apply

Dates

CLOSING DATE:	Wednesday 1 st July
INTERVIEW DATE:	Week commencing 6 th July
START DATE:	September 2026

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Student support officer and meet the person specification we invite you to apply for this exciting opportunity via [Our website](#)

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via Hrhub2@anglianlearning.org

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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