

## THE HOLT SCHOOL

Holt Lane

Wokingham

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[www.holtschool.co.uk](http://www.holtschool.co.uk)

### **Student Support & Safeguarding Assistant**

**Salary: Grade 4 SCP 7-1: £25,584-£27,269FTE per annum.**

**Actual salary £17,309 - £18,449 per annum**

**30 hours per week**

**Monday to Friday 09:30 am to 4:00 pm. Term time only**

**Start date: January 2025**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

The school was judged 'outstanding' by Ofsted in March 2023; there are 1459 students on roll (262 in the Sixth Form).

You will work with a Head of Year to deliver excellent pastoral care to support students who are experiencing difficulties associated with school life, including attendance, friendship issues, health issues and uniform misdemeanors. The post holder will be able to prioritise workload and resolve issues that arise independently as well as work effectively in a team. You will also be expected to administer first aid on a daily basis, liaise with parents and support the school's ethos and expectations.

The successful candidate will be able to demonstrate a compassionate manner with an appreciation for the need of sensitivity and discretion. Good knowledge of Microsoft office programs is essential.

**Application forms and recruitment pack are available to download from the school [website](#)**

**Please note that we are unable to accept CVs.** If you would like to discuss this post, please contact Mrs Kay Maynard, Student Support Manager.

Completed application forms should be emailed to [holtschool@holt.wokingham.sch.uk](mailto:holtschool@holt.wokingham.sch.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

**Closing Date: 9am, Friday, 6<sup>th</sup> December 2024**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b>	Student Support and Safeguarding Assistant		
<b>Reports to:</b>	Student Support Manager	<b>Reviewed:</b>	September 2024
<b>Grade/Pay Scale:</b>	4	<b>Hours of work/FTE</b>	30 per week, term time only
<b>Employment Status</b>	Permanent	<b>Work Pattern</b>	9.30am – 4pm

**To be line managed by: Student Support Manager**

**To support pastoral issues within the school by working with the Heads of Year, staff and students.**

At The Holt School this will involve:

1. To support the DSL and Deputy DSL with the safeguarding case load
2. To attend outside professional meetings when required.
3. Providing emergency first aid for staff and students and contacting next of kin where necessary. To help maintain and administer medicines, POM permissions, agree health care plans where necessary.
4. To provide support for the Heads of Year 8.
5. To provide nurturing spots as time allows and as requirements dictate
6. To make contact with parents regarding absence and day to day pastoral issues, as requested by Heads of Year and identify problem areas.
7. To assist the Heads of Year in the organisation of events for students and their parents, including presentation assemblies and project days.
8. To support students with particular needs, e.g. anxiety, anger management, family trauma. Liaising with teachers accordingly.
9. Recording lates and detentions of students in your year groups on SIMS
10. To be responsible for encouraging and enforcing the wearing of correct uniform according to the school's dress guidance.
11. Maintain pupils' records on CPOMS.
12. To be responsible along with other Student Support members for keeping of valuables handed in as lost property and confiscated items.
13. To undertake other duties as may become necessary and as discussed and agreed with the postholder.
16. To set up/manage Parents Evening using online system
17. To provide intimate care for students as required during the school day.
18. Assist manager with administration and support of transition duties.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task, which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteacher

<b>Person Specification: Student Support Assistant</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
Excellent IT skills - extensive knowledge of Word, Excel and Outlook	✓	
First Aid Knowledge		✓

<b>Skills</b>		
Patient, calm and able to work under pressure	✓	
High level of organisational skills – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Good communication skills – orally and written	✓	

<b>Personal Qualities:</b>		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	
Resilient – Able to deal with difficult situations	✓	
Ability to display and understanding of social/welfare issues as they effect students, families and schools	✓	

<b>Committed to:</b>		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓