



**St Ralph
Sherwin**
Catholic Multi Academy Trust



Saint John Houghton Catholic Voluntary Academy



Student Support Worker

Start Date: ASAP

Salary: Band 3 - Scale Point 6-9

Reporting to: Assistant Headteacher (Pupil Support and Progress)



Headteacher's Welcome

The vision for our school is a simple one, to deliver 'World Class Catholic Education' to each and every student we have the privilege of caring for. If you are not fazed by this challenge and it excites you, then joining our school community could be the right challenge for you.

Our school is 'striving for excellence' in all things because at the heart of what we do, is the belief that our students deserve the very best that education has to offer. With a newly established Senior Leadership Team, our school continues to go from strength to strength and we were rated 'Good' in all areas of our most recent Ofsted inspection (May 2019). This rapid improvement has also been reflected in improved academic outcomes, from a Progress 8 score of -0.4 in 2017 to +0.04 in 2019. We are in the midst of a period of rapid improvement for the school.

Saint John Houghton Catholic Voluntary Academy is a smaller than average secondary school, located just on the edge of Ilkeston in Derbyshire, with excellent access to the M1 and the cities of Nottingham and Derby. The school was built in 1965 and has many great traditions that are still important to us in 2022. Anyone who visits our school comments that we are a 'family' and that positive relationships between all members of our community are at the heart of all that we do. It is usually what people comment on, as they leave following a visit to our school. It is one of our greatest strengths.

The successful applicant for this position will be joining a school where we care about our students, and we care about our staff. Staff workload is regularly considered when decisions are made and the happiness and care of all who work with us are crucial. The school has undergone significant change in recent years and four of the five members of the Senior Leadership Team of the school have been in post for less than 18 months.

This is an incredibly important appointment for our school and we look to appoint 'the best' to ensure that our students and their families are supported as well as they deserve to be. If you are excited by this, I would welcome the opportunity to discuss the post with you, if you feel you want to be a part of our journey towards excellence.

Garde ta Foi! Defend your faith!

Mr. Steve Brogan

Headteacher

'Whatever you do, work at it with all your heart' – Colossians 3:23

About this Post

An inspirational, determined and committed Student Support Worker is required to support our students, starting as soon as possible at Saint John Houghton Catholic Voluntary Academy. This is an exciting opportunity to support the wellbeing of our students through proactive strategies. The Senior Leadership Team are ambitious for all students and are committed to securing the very best outcomes for all students including the students who present with the most challenges and you will be fully supported in bringing out the best for the students in your care.

The successful candidate will play a crucial role in further improving the whole-school approach to student wellbeing and positive mental health, which already exists in our school. You will be will supported by an experienced and dedicated Pastoral Team.



Job Description

Purpose of the Role: To assist with the day to day running of our wellbeing centre 'Emmaus' as part of the wider team for pupil support and progress

Accountable to: Assistant Headteacher (Pupil Support and Progress)

Working hours: This post is currently a job share of 3 days a week - 21 hours out of a 37 hour week, 39 Weeks per year – Term Time including 5 inset days.. Applicants wanting full-time hours will be considered.

Salary/Pay Grade:

Emmaus Duties:

- Establish and maintain a positive learning environment within the centre which supports students academically, emotionally and socially
- Run breakfast club each morning between 8.25am and 8.45am
- Manage the relationship with suppliers (Fare Share), keeping the kitchen/breakfast club stocked up, monitoring and working within the budget
- Be proactive in designing and supervising tasks, activities and alternative programs of work to help individual students to succeed in school
- Develop, oversee and deliver bespoke programmes designed to support the wellbeing and SEMH of students including resilience, emotion coaching, anxiety, body image, anger management, personal safety and enrichment as well as core academic subjects, both on a one to one and group basis. This will include the development and preparation of resources
- Support the Assistant Headteacher in implementing specific Mental Health, Nurture and Safeguarding strategies for individuals and groups through a 'Trauma Informed' lens.
- Monitor and report on student use of the centre, including the keeping of registers and the creation of an up-to-date Emmaus timetable
- Keep records and evaluate students' progress in the centre via the use of provision map
- Work with external partners and attend team meetings as required

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Job Description

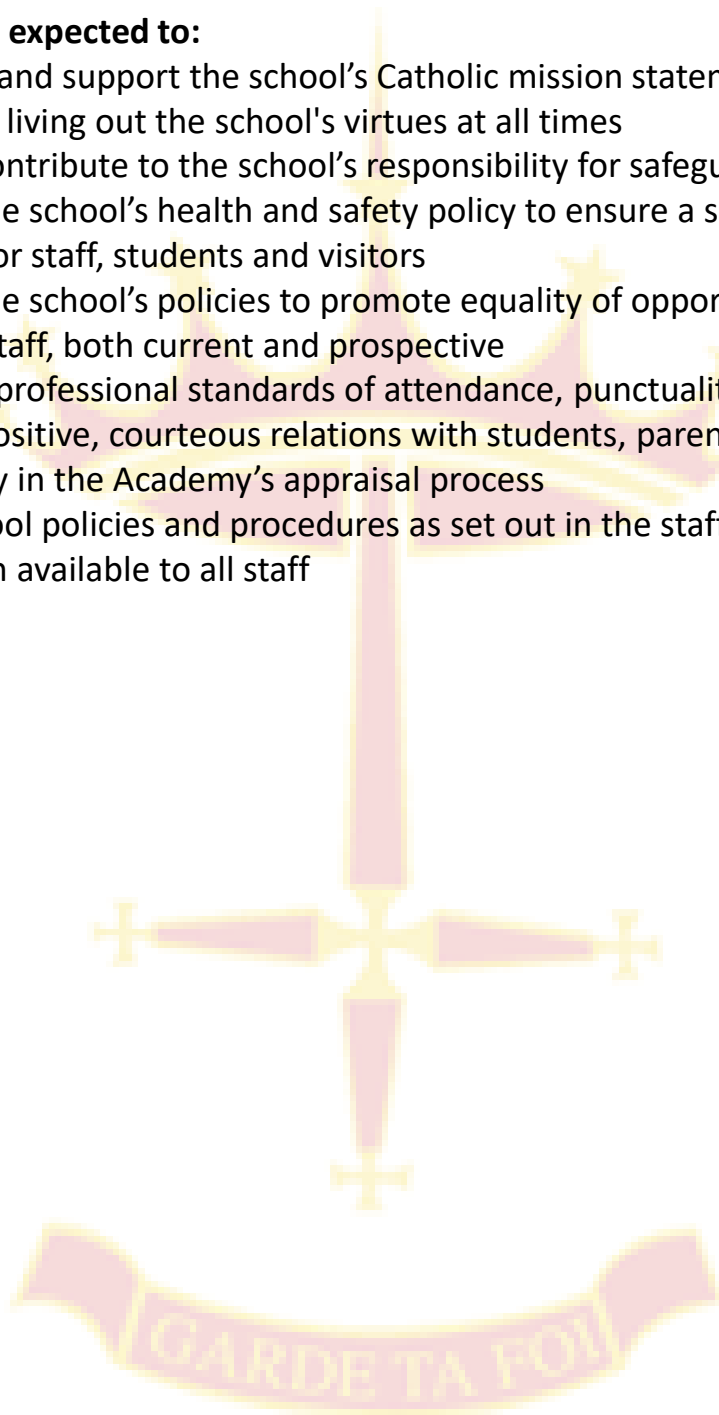
Students

- Develop an understanding of the particular emotional and behavioural difficulties of students, taking into account their special educational needs to ensure they are able to access their work through appropriate clarification, explanations, equipment and materials.
 - Be professionally curious, noticing and acting on changes in behaviour and signs of safeguarding concerns
 - Assist the students in all aspects of the curriculum, requiring good cross curricular knowledge
 - Assist students to manage their emotional and behavioural difficulties, modelling self and co-regulation and teaching them the relevant strategies to help them succeed
 - Build and maintain successful relationships with students, treating them consistently, with respect and consideration
 - Create and run a student ambassador group which will facilitate peer support in promoting wellbeing and equality across the whole school
 - Support the induction process of students arriving at the school during the academic year
 - Support students struggling with attendance, helping to remove barriers and alleviate anxieties
 - Promote independent learning; helping students to develop routines, study and organisational skills and to record their work in an appropriate way
 - Help keep the students on task and build motivation and resilience
 - Assist students with physical needs
 - Help build the students' confidence and enhance their self-esteem
 - Aim to understand the young people's backgrounds and experiences
 - Monitor and report on the progress of students in the centre and discuss this with wellbeing and pastoral colleagues
 - Develop strategies to enable students to reintegrate into mainstream classes wherever possible
 - Be a key worker for particular students, building relationships with families, ensuring regular communication with parents, being prepared to meet with them when required.
 - Keep records of provisions and meetings via the appropriate systems.
 - Evaluate the impact of key strategies and interventions
 - Be a member of the Safeguarding Team if required
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Job Description

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives, living out the school's virtues at all times
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the Academy's appraisal process
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff



Person Specification

| | Essential | Desirable |
|--|--------------------------------------|-----------|
| Qualifications <ul style="list-style-type: none"> 5 or more GCSEs (grade 'C' or above) including English and Maths | ✓ | |
| Experience <ul style="list-style-type: none"> Experience in an educational setting | | ✓ |
| Skills, abilities and knowledge <ul style="list-style-type: none"> Excellent communication (written and oral), organisation and interpersonal skills Ability to be flexible and use own initiative Ability to remain calm and work well under pressure Ability to work well independently and in a team, making a good contribution to the 'big issues' Knowledge of the key factors that can affect how children can behave Knowledge of a range of strategies that promote positive wellbeing in young people An ability to demonstrate high levels of support Ability to use ICT effectively | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |
| Personal Qualities <ul style="list-style-type: none"> Energetic, confident and enthusiastic Ability to build and maintain positive working relationships with adults and children Ability to plan and manage time effectively Well-organised and well-presented Commitment to Saint John Houghton and the students in our care Vision and virtues that are aligned with the school's Personal drive and commitment to supporting young people A commitment to personal development and undertaking ongoing training | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |