



September 2023

Dear Applicant,

Re: Student Support Worker

Many thanks for expressing an interest in the above position. I hope you find the enclosed Job Description, Employee Specification and following information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community that will be ready in the near future.

- Know our children well
- Character for achievement
- Partners in learning
- Enjoy and aspire

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support and challenge to students. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity providing and developing pastoral support to our students.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your CV and Application Form, via email to hr@wetherbyhigh.co.uk.

Yours faithfully

A handwritten signature in black ink, appearing to read "S. Jefferson", enclosed within a simple oval outline.

Samantha Jefferson
Headteacher



JOB DESCRIPTION

Job Title: Student Support Worker

Grade: B3

Responsible To: Engagement and Standards Manager

Purpose of job

- Liaising with parents/carers re: behaviour and welfare
- Monitoring and tracking student behaviour and engagement
- Recognising and rewarding student success
- Supporting teachers and learning
- Supporting year managers
- Help improve attendance, reduce exclusion, raise standards and expectations

1. Purpose of the post:

- 1.1 To help raise standards of student attainment and achievement.
- 1.2 To contribute to the monitoring and support for student welfare, supporting student development and academic outcomes.
- 1.3 To help improve student behaviour support restoratively in school and its impact on learning. To follow the school's agreed rewards and sanction procedures to support effective learning.
- 1.4 To support and uphold the school ethos.
- 1.5 To support and arrange the liaison with parents/carers on matters related to behaviour and welfare.
- 1.6 To liaise with other colleagues in ensuring good student attendance and punctuality.
- 1.7 To work closely and collaboratively with other colleagues, outside agencies, partner schools and the Local Authority, to improve the behaviour and welfare of students in the school.
- 1.8 To support with the organisation of assemblies, parents/carers evenings and targeting days etc. supporting the raising attainment agenda for parents and student.
- 1.9 To fulfil day-to-day duties ensuring the well-being and behaviour of students throughout the day including, before and after school, break and lunch times and lesson change over times.

2. Responsible for:

- 2.1 Support of student behaviour and welfare in order to provide effective and appropriate support and challenge for students, raise expectations, help track performance and identify support in and outside the school.

3. Liasing with:

- 3.1 Senior Leadership Team, Year Managers, Middle Managers, Key Stage Managers, Coaches, outside agencies, and other staff with whole school responsibilities, support staff, Governors, parents and LCC staff.

4. Core Duties:

1. To work with colleagues to formulate an action plan which has coherence with the School Improvement Plan and the key objectives.
2. To support the monitoring and tracking of student behaviour and welfare using the school procedures and data.
3. To help identify and target prevention strategies for students at risk of poor behaviour, attendance and underachievement.
4. To support and resource strategies to improve behaviour for individual and / or small groups of students.
5. To work with other colleagues in supporting the year group on a day-to-day basis.
6. To help develop staff in good practice and professional development, promoting CPD, developing and sharing good practice and expectations etc.
7. To support year managers with the tracking of students throughout the year, informing students of their progress through parents/carers evenings, reports, targeting days and parental meetings/interviews etc.
8. To liaise with other colleagues in order to support students' behaviour choices and delivery of key sessions in PSHCE and assemblies.
9. To help provide analysis of student progress using data and tracking information, keeping students, parents/carers and colleagues informed.
10. To build and maintain good working relationships with students and staff.
11. Conduct home visits for student welfare check and/or attendance concerns (where appropriate).

5. Quality Assurance:

- 5.1 To ensure the effective use of self-evaluation operational procedures within the work of the Inclusion Team.
- 5.2 To follow a rigorous programme of self-evaluation including:
 - Review with SLT to review progress against targets - termly
 - Observations – weekly
 - Parental questionnaires / feedback
 - Scrutiny of students behaviour records and PSPs– ½ termly
- 5.3 To lead the effective use of tracking data, especially the use of the behaviour database, PSPs, student synopsis with other colleagues.
- 5.5 To produce annual action plans with targets (success criteria), due dates and evaluation procedures. To produce a behaviour and inclusion report each autumn term analysing performance against year group and individual student targets. To work with SLT link to set targets annually and review progress termly

6. Personnel:

- 6.1 To support with work with outside agencies (behaviour support etc), to help induct them to the school procedures and systems.
- 6.2 To assist in meetings and foster a sense of shared direction and expectation.

7. General Duties:

- 7.1 To actively promote and foster links with parents/carers and to encourage parents/carers to take an active responsibility for their child's learning.
- 7.2 To support effective links with partner institutions including partner Primary Schools, FE providers and the wider community.
- 7.3 To develop and implement inclusion strategies across the wider school, including CA areas and other colleagues.
- 7.4 To actively promote the development of effective individual student links with external agencies and with other schools.
- 7.5 To actively participate in celebrating successes in of individual students both internally, within the school and in to the wider community.
- 7.6 To act as a personal mentor for specified students and to fully undertake the role of Coach within the school.
- 7.7 To carry out Study Supervisory duties as required.

- 7.8 To continue personal development.
- 7.9 To undertake ad hoc duties as may be required by the Head of School or Executive Headteacher and / or Senior Leadership Team from time to time.
- 7.11 To photocopy documentation as required maintaining confidentiality at all times. To adhere to school policies and procedures.

8. General duties:

- To fulfil the role of a coach to a small group of students and participate fully in training as required.
- To support and participate in the duty rota as required
- To support school events and attend as required.
- To provide cover as necessary for absent colleagues

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the A P T & C Conditions of Service. This is a 'job description' and not the Student Support Worker's conditions of service.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

The interpretation of each task hinges on the word 'reasonable'. It is acknowledged that any requirement of the post holder is only valid if it is in itself a reasonable task for the PLM

Signed : _____

Date : _____



Privacy Notice for Applicants

Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview
- Your online activity (social media sites such as Facebook and Twitter)

Who uses this information?

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable in accordance with the statutory framework for safeguarding children and safer recruitment in education.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

Why do we use this information?

We use this information in the course of recruiting members of staff.

Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

How do we keep this information secure?

Your information may be stored securely in electronic and paper document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at dpo@bywaterkent.co.uk.