

May 2024

Dear Applicant,

Thank you for your interest in the post of **Full-time, Term-time only Support Officer.**

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Benefits summary
- Application and Monitoring Form

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

#### **Completing and returning your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

The closing date for receipt of applications is **Tuesday 21<sup>st</sup> May 2024 at 9am.**

#### **Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 24<sup>th</sup> May 2024**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews the w/c 3<sup>rd</sup> June 2024 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

*'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'*

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

*'It is a supportive, positive, happy environment, which is great for both students and staff.'*  
*'As a member of staff I am given autonomy but always know that guidance, direction and support is available'*  
*'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'*

The College currently employs around 220 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be required.

## THE STUDENT GUIDANCE TEAM

- **The Student Guidance Team** oversees the pastoral support of students on an individual basis in terms of their learning and academic progress. This is done in an inclusive way with support and respect for all. Our focus is on supporting students develop self-help strategies to manage their development from school, through sixth form study and then beyond onto their next steps, whether that be University, Apprenticeship, Employment or another form of training. The team is made up of: Assistant Principal – Safeguarding and Support, Director of Safeguarding and Intervention, Senior Tutors, Support Officers, Health and Wellbeing Manager, Student Wellbeing Practitioner, Student Services Administrators, Student Reception, Learning Support team and EDI Officer.
- The College recognises that mental health and wellbeing are of paramount importance. We provide a supportive, inclusive environment and we are proactive in our approach. We adopt a whole college approach to mental health and all staff have responsibility to support students with their mental health. Alongside this holistic approach, students have access to the support of our **Health and Wellbeing Manager** and **Student Wellbeing Practitioner**.
- Each student has a **Personal Tutor** whose priority is to ensure that students settle into College. They support academic progress and wellbeing. The Personal Tutor is the first port of call if students have concerns and encourage students to take responsibility for their learning. Personal Tutors also guide students through options after College and help make those big decisions about their future. The Support Officer will be required to support two Personal Tutor groups initially (2 hours per week), increasing to four Personal Tutor groups (4 hours per week) for 2025/26.
- Our highly experienced **Senior Tutor** team are also trained safeguarding leads who work with students on their academic progress, wellbeing, and complex issues. The Senior Tutors work closely with our **Support Officers** who know that welfare is key to academic progress and are committed to working with students to help them reach their potential. Senior Tutors and Support Officers have an open-door policy, students can either drop in or book an appointment with them via Student Services. They, alongside Personal Tutors, offer safe and non-judgemental advice and help signpost students to external forms of support where necessary.
- **Learning Support** is available to every student, enabling learning and successful completion of courses. Students take part in an initial screening process and will complete a Learning Support questionnaire. This is to help us identify students who might benefit from extra support. Our highly experienced team work with students who have a wide range of needs, some of whom have Educational Health Care Plans (EHCPs).
- Our **Careers and Progression Team** assists students in planning for their future. It is a well-resourced department where students can access a wide range of online information and guidance materials through SharePoint, Microsoft Teams and our online progression platform, Unifrog.

## SUPPORT OFFICER JOB DESCRIPTION

**Job Title:** Support Officer

**Line Manager:** Senior Tutor

### Summary of Job

To play a key role within our Student Guidance team to enable all students to succeed and progress, with a key focus on attendance and attitude to study.

### Main Responsibilities

#### **Set a culture of high expectation which inspires and motivates students**

- Set high standards for students' learning, motivation and attendance.
- Triaging, issuing and managing students on Misconduct Level 1 of the Behaviour and Support Procedures, providing effective and tailored intervention to get students back on track.
- Administer a Workshop for students on Misconduct Level 1, using this as a time to check in with student progress.
- Establish an effective and efficient system of support for students, allowing all students to perform to the best of their abilities.
- Collaborate effectively with subject staff to support students and review referrals from the Academic Support Strand of the Behaviour and Support Procedures.

#### **Support within the Student Services Team**

- To provide front line, accessible support for students who may be in crisis or distress and need immediate calming before signposting next steps.
- Triage students presenting with mental health concerns at Student Reception, signposting to relevant staff and/or external agencies.

#### **Support for the Student Guidance Team**

- Reviewing and reporting data on student behaviour and attendance, prioritising referrals to Senior Tutors for students of concern.
- Have a key focus on building relationships with low attending students and engage with family members where appropriate.
- Be a first point of contact for students, parents/carers, and staff in relation to students within that tutor team orbit.
- To make effective records of intervention in support of the Behaviour and Support procedures.
- Provide tutorial cover for staff who may be absent on a short term or occasional basis.

#### **Be a tutor for a group of students, supporting tutees and monitoring their progress throughout their time at College**

- Support students and help them with any problems, personal or academic, which they might encounter during their time at College – including referral to the Senior Tutor, the Learning Support Team, the Health and Wellbeing Manager or Counsellors where appropriate.
- Act as the link between the College and parents, keeping them informed where concerns arise.
- Deliver the Shaping Futures Programme in the designated Tutorial period, as well as delivering the induction and progression tutor sessions as required.

- Check data on absence from College on a weekly basis and contact parents where absence is a concern.
- Deal with tutees who have unsatisfactory effort and behaviour. This may involve liaison with subject staff, and the Senior Tutor, as well as parents.
- Carry out 1-2-1 meetings to review progress with tutees, as per the College Shaping Futures (Tutorial) programme.
- Prepare high quality references e.g. UCAS or apprenticeships for tutees, keeping to internally set College deadlines.
- Attend all scheduled Personal Tutor meetings.

#### **Safeguarding Administration**

- Request safeguarding information from schools and passing on safeguarding records when requested as per the KCSIE requirements, ensuring that all records are accurate, kept up to date and are completed as quickly and efficiently as possible and informing the Director of Safeguarding and Intervention of any issues.
- Administration of CPOMS (including scanning paper files, uploading scans and management of transfers of records from schools).

#### **Additional Responsibilities**

- To participate in the College Professional Review Scheme and Training programmes
- To demonstrate an awareness and commitment to equality, diversity and inclusion, health and safety and safeguarding in accordance with College Policies
- To adhere to the College Data Protection Policy
- To carry out other reasonable requests as required by the Principal

## Person Specification for Support Officer

The successful candidate will have the following essential qualifications, experiences, skills and values:

### Qualifications

- General standard of education to A Level or above

### Essential Experience and Skills

- Excellent interpersonal and communication skills to be able to communicate effectively with staff, students and parent/carers.
- Good written communication skills to inform staff, students and parent/carers of interventions or summaries of meetings held.
- The ability to work on your own initiative.
- Good organisational skills and ability to identify and agree priorities and meet deadlines set.
- Strong understanding of safeguarding young people.
- An appreciation of protecting confidential information and personal data
- Effective time management skills to juggle competing demands in a busy work environment.
- Understanding and management of setting appropriate professional boundaries with 16–19-year-olds.

### Essential Personal Qualities

- Empathy and willingness to help solve problems
- Able to work in a team
- Be proactive and self-starting and able to manage their own time efficiently
- Flexible and adaptable to change
- Well organised and self-motivated
- Initiative and continuous desire to improve

### Desirable

- Experience of working in an educational setting
- Understanding of the Post 16 Curriculum

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

## Godalming College Support Staff Payscale March 2024

*Additional Surrey Allowance on all points of £1222 per year*

|         |    |       |
|---------|----|-------|
| Scale 1 | 18 | 21725 |
|---------|----|-------|

|         |    |       |
|---------|----|-------|
| Scale 2 | 19 | 21874 |
|         | 20 | 22312 |

|         |    |       |
|---------|----|-------|
| Scale 3 | 21 | 22735 |
|         | 22 | 23175 |
|         | 23 | 23640 |
|         | 24 | 24464 |
|         | 25 | 25299 |

|         |    |       |
|---------|----|-------|
| Scale 4 | 25 | 25299 |
|         | 26 | 26123 |
|         | 27 | 26950 |
|         | 28 | 27774 |

|         |    |       |
|---------|----|-------|
| Scale 5 | 29 | 28574 |
|         | 30 | 29374 |
|         | 31 | 30317 |
|         | 32 | 31251 |

|         |    |       |
|---------|----|-------|
| Scale 6 | 33 | 32291 |
|         | 34 | 33357 |
|         | 35 | 34424 |
|         | 36 | 35486 |

|                |    |       |
|----------------|----|-------|
| Senior Officer | 37 | 36454 |
|                | 38 | 37422 |
|                | 39 | 38391 |
|                | 40 | 39362 |
|                | 41 | 40328 |

|              |    |       |
|--------------|----|-------|
| Management 1 | 42 | 41298 |
|              | 43 | 42265 |
|              | 44 | 43332 |
|              | 45 | 44398 |
|              | 46 | 45460 |

|              |    |       |
|--------------|----|-------|
| Management 2 | 47 | 46525 |
|              | 48 | 47691 |
|              | 49 | 48755 |
|              | 50 | 49913 |
|              | 51 | 51077 |

|              |    |       |
|--------------|----|-------|
| Management 3 | 52 | 52238 |
|              | 53 | 53401 |
|              | 54 | 54568 |

|              |    |       |
|--------------|----|-------|
| Management 4 | 55 | 55757 |
|              | 56 | 56973 |
|              | 57 | 58220 |
|              | 58 | 59494 |
|              | 59 | 60793 |
|              | 60 | 62123 |

|              |    |       |
|--------------|----|-------|
| Management 5 | 61 | 63481 |
|              | 62 | 64868 |
|              | 63 | 66286 |
|              | 64 | 67735 |
|              | 65 | 69217 |

### Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

### To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42