

# The Stourport High School & VI<sup>th</sup> Form College

## External Vacancy



### VI Form Support Assistant

NJC Scale 2 – NJC Scale 3 (£13,233 – £13,969)

Permanent position

Available from April 2023

27.5 hours per week (8:30 - 2:30pm), term time only + 5 days

Providing an equitable educational experience for all of our students is fundamental at **Stourport High School & VI<sup>th</sup> Form College**. Ensuring all students can access education to meet their individual needs is, therefore, a priority. We are looking to appoint a Support Assistant who is motivated and committed to delivering effective support that contributes to improving all post 16 students at Stourport High School & VI<sup>th</sup> Form College.

The successful candidate will provide effective support that contributes to improving VI<sup>th</sup> Form student's attendance and punctuality. This role will also incorporate administration for VI<sup>th</sup> Form pastoral and careers leads. The postholder will work closely with the Head of Year 12 & Head of Year 13 and pastoral support teams in the VI<sup>th</sup> Form, developing relationships with VI<sup>th</sup> Form students and their families. The postholder will also be guiding and monitoring the impact of interventions for improved attendance that supports students' education and achievements at Stourport High School VI<sup>th</sup> Form College. There will also be an involvement in supporting administration systems for careers and pastoral leads.

The successful candidate should demonstrate a proactive approach with excellent communication skills to work effectively with students, families, pastoral support teams and other agencies as the first point of contact for all attendance issues within our VI<sup>th</sup> Form department.

#### **Stourport High School & VI<sup>th</sup> Form College is on a journey of improvement, with a focus on:**

- building a learning community
- strong curriculum strategy
- consistently good teaching
- a culture of kindness and care
- collaboration with our wider school community

**For further details of the post, please refer to the job description and person specification available.**

Being part of Severn Academies Educational Trust enables collaboration with best practice across our schools. The Trust is committed to harnessing talent and developing its people and there may be opportunity to undertake further training and development in related disciplines. There may also be flexibility to work across other settings within the trust, for the right candidate.

#### **Other benefits include:**

- Generous Occupational Pension
- Free confidential Employee Health and Well-being service including access to counselling support
- Free confidential employee helpline 24/7
- Incremental pay progression and cost of living increases in line with government policy
- Flexible working arrangements to support colleagues with work-life balance.
- Salary sacrifice scheme for electric car

The Stourport High School & VI<sup>th</sup> Form College are committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Safer recruitment

practices and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to enhanced clearance by the Disclosure and Barring Service.

**Please send your application forms to [recruitment@saet.co.uk](mailto:recruitment@saet.co.uk)**

Closing date: 9am – Monday 20 March 2023 with interviews being held shortly after.

