



**Bingley  
Grammar  
School**

Belong | Grow | Succeed

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# Bingley Grammar School

## Student Support Officer

(With responsibility for Looked After Children and mental health support)

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**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.  
Please refer to the Bingley Grammar School Child Protection and Safeguarding Policy on our website (About/Policies)**

**Headteacher Mr Luke Weston**

Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS **Tel:** 01274 807700 **Email:** school@bingleygrammar.org



[www.bingleygrammar.org](http://www.bingleygrammar.org)



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# WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in applying for a position at Bingley Grammar School. This is an exciting opportunity to be part of a dedicated team and to make a real difference to the lives of our students. It is our staff who drive the high standards of achievement that our students expect and deserve.

Within this Information Pack you will find;

- School History & Vision
- Staff Benefits Information
- Department Information
- Post details
- Job Description
- Person Specification

If you feel you are ready for the challenge and would like to know more about the school and its activities, please take a look at our website. If you would like to speak with me directly or arrange a visit to the school please do not hesitate to contact school on 01274 807700.

I hope the information provided will assist you in submitting your application but if you require any further information please contact our recruitment team on 01274 807720 or [recruitment@bingleygrammar.org](mailto:recruitment@bingleygrammar.org)

*To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. We do not accept CVs but please feel free to attach a copy of your CV to your application form.*

We, as a school, are extremely proud of our diverse community of staff and students and we look forward to you joining our team.

Yours faithfully



Mr Luke Weston  
Headteacher



# SCHOOL HISTORY & VISION

At around 1900 students, Bingley Grammar School is a large and high attaining 11-18 comprehensive, mixed ability and multi-cultural school and understandably that gives the school a great sense of community. All our staff are incredibly hard working and we take pride in knowing our students as individuals. We deliver a constantly evolving broad and rich curriculum along with high quality pastoral support. As a staff we are committed to high quality professional learning and as such we have a two hour CPD session on alternate Mondays as well as many other opportunities such as our programme allowing staff to study for a Master's Degree in Education and a variety of other in-house bespoke courses.

Since its foundation the School has prided itself on its motto of 'passing on the torches of learning', and this is as true today as it was in 1529. We are proud of our past but also focused on the future and aim to provide an education that combines the very best of tradition and innovation.

Constantly developing a culture of excellence is at the heart of everything we do and we do not limit our definition of achievement simply to traditional academic pursuits. We believe in developing well rounded individuals and as a result we make significant investment into the areas of sport and the creative and performing arts.

The Sixth Form at BGS is a thriving one with over 300 students following highly personalised pathways. Virtually all our learners leave us at the end of Y13 to attend their first choice university. We are currently redeveloping our sixth form building to enhance the resources available to our Sixth Form students.

Our vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy. Bingley Grammar School is a caring and supportive school and we try to address the individual needs of every student through a comprehensive, flexible pastoral system. As such, we work together to develop self-respect, self-discipline and self-understanding.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. Our well-established house system at the heart of the school helps to foster a strong sense of belonging.

We, as a school, are extremely proud of all our staff and students and we look forward to you joining our team.



# STAFF BENEFITS INFORMATION

## **The school offers all its staff a range of benefits including:**

Appraisal – The opportunities to achieve enhanced increments for outstanding achievement and progress in lessons.

CPD – An extensive programme including the opportunity to apply for Master's Degree in Education and NPQML/NPQSL. The school also closes early on alternate Mondays in order for staff to participate in training much of which is faculty based.

Cycle to Work Scheme – lease a bike and safety equipment as a tax free benefit through our salary sacrifice scheme.

Employer Pension Scheme – Teachers Pension Scheme (Teachers). Local Government Scheme (Support Staff).



# POST DETAILS

## **Student Support Officer (With responsibility for Looked After Children and mental health support)**

### **Permanent role/Full time Commencing September 2023**

37 hours per week (8.00 to 16.00-Monday to Thursday and Friday 8.00 to 15.30)

Term time plus one week (39 weeks per year)

Salary level SCP 18-22 (FTE £27,344 to £29,439)

Actual Salary £23,515 - £25,317

This role supports the school by ensuring a consistent approach is adopted across all year groups through the development and support of the school ethos and ensuring student engagement. The primary focus is supporting children who are looked after or previously looked after, therefore having an understanding as to how adverse childhood experiences can affect a young person is essential.

Alongside this the opportunity exists for an inspiring and proactive mental health practitioner to make a positive and profound impact on the lives of student within our school community by supporting students overcome the barriers of poor mental health and/or emotional health.

The successful candidate will support within the existing pastoral team by providing a clear vision and will communicate this with all members of the pastoral team, ensuring no student has barriers to achievement by promoting and maintain high standards of conduct and engagement amongst students. They will also work with external partners such as the Local Authority, Youth in Mind and the NHS Mental Health Support Team and be responsible for triaging students to receive the correct support.

#### *The role and responsibilities include:*

- Providing support and guidance for those students classed as Looked After and Previously Looked After
- Attending all LAC meetings and PEP reviews
- Providing support and guidance on safeguarding and/or child protection issues
- Identifying and using data; individuals and groups not making expected or better progress and intervene to impact alongside middle and senior leaders.
- Determining where intervention is needed within lessons and then supporting character and culture within these lessons.
- Deputising for other members of the pastoral team as required
- Monitoring, mentoring, and supporting targeted groups of students under the direction of the DHT – Designated Safeguarding Lead.
- Working with parents, colleagues and external agencies to ensure individual and year group attendance continues to improve;
- Working with parents, colleagues and external agencies as appropriate to ensure student well-being;
- Working to ensure that students feel able to communicate concerns and report problems, and that appropriate and effective action follows;
- Responding to parental and student concerns
- Investigating and dealing with day-to-day incidents involving students;



- Participating in monitoring student behaviour through report systems and pastoral support plans;
- Providing a visible presence around school at all times, particularly break and lunchtimes and building up positive and supportive relationships with students;
- Attending relevant meetings (which may be outside standard working hours) with students, staff, and parents and outside agencies as appropriate and as required.

*The successful candidates will be able to demonstrate:*

- Minimum standard of GCSE (grade A\*-C) or equivalent, in English and Maths
- A proactive approach with the ability to design and implement new processes/procedures
- Strong ICT skills, SIMS proficiency and data analysis proficiency
- Enthusiasm and a positive attitude
- At least 12 months' relevant and recent experience of working with and supporting young people in a school environment (Year 6 and above)
- An awareness of 'attachment' and the impact this can have on a child
- An awareness of 'adverse childhood experiences' and the impact these can have on a child
- Experience of improving student behaviour and outcomes
- The ability to work well both individually and as part of a team
- Good literacy and numeracy skills
- Excellent interpersonal and communication skills with parents/carers, students and external services
- Current Drivers Licence and able to provide use of own car to undertake home visits, attend meetings etc.

**We can offer you:**

- The opportunity to work within a friendly, dedicated and motivated team
- Proactive support for your career development
- An approachable and supportive Leadership team and Governing body:

**Closing date: 27<sup>th</sup> June 2023**

**Interviews will be held: 7<sup>th</sup> July 2023**

**For more information and to apply please see our website or contact our**

**Recruitment team on 01274 807700 or email**

**[recruitment@bingleygrammar.org](mailto:recruitment@bingleygrammar.org)**

**Please note CVs will not be accepted**

*Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check*

# **JOB DESCRIPTION**

## **Prime Objectives of the Post**

To work as a member of the Pastoral, namely to:

- assist the Pastoral Leadership in ensuring a consistent approach is adopted across all year groups in the development and supporting of the school ethos and student engagement
- support the existing Pastoral team by providing a clear vision and to communicate the vision to all members of the team
- assist the Pastoral leadership in ensuring that no student has barriers to achievement
- assist the Pastoral Team in ensuring high standards of safety and welfare for students
- assist the Pastoral Team to ensure co-ordinated support for every individual child as required
- assist the Student Support team in promoting and maintaining high standards of behaviour and discipline amongst students
- assist the designated member of the Senior Leadership Team for LAC
- assist the designated member of the Senior Leadership Team for mental health

To be a point of contact for students and to deal with every-day student support matters, including dealing with incidents, responding to student concerns and disciplining students when necessary

## **Supervisory/Management Responsibilities**

No supervisory responsibility for other staff. Responsible for managing student behaviour within the Behaviour and Rewards system.

## **Supervision and Guidance**

Day to day work under the supervision of the relevant DHT – Designated Safeguarding Lead. Daily liaison with students, form tutors, Attendance team, mentors, counsellors and parents.

## **Range of Decision Making**

Required to use own initiative to make decisions within established working practices and procedures to ensure accuracy and consistency of application. Expected to take initiative in the development of new administrative procedures to meet changing requirements and improvements in quality. Required to use good common sense and initiative in all matters relating to the duties of the post.

## **Responsibility for Assets, materials, information etc**

To maintain the confidential nature of information relating to the school, its pupils, parents and carers. General responsibility for the care of all equipment and materials within the designated area of the school.

## **LAC**

- Providing support and guidance for those students classed as Looked After

- Providing support and guidance for teachers and other professionals when approaching Looked After Children
- Attending all LAC meetings and PEP reviews
- Liaising with the LA regarding LAC students

### **Mental Health**

- To provide support and training for relevant members of staff to support them in supporting emotional wellbeing
- To provide support for students with their mental health and/or their emotional wellbeing
- To triage students to external mental health support
- To monitor the success of any interventions

### **Learning, progress, and achievement**

- monitoring, mentoring, and supporting targeted groups of students under the direction of the DHT – Designated Safeguarding Lead
- identifying, using data; individuals and groups not making expected or better progress and intervene to impact alongside middle and senior leaders. (Include mental health and impact?)
- determining where intervention is needed within lessons and then supporting character and culture within these lessons.
- working with parents, colleagues and external agencies to ensure individual and year group attendance continues to improve;

### **Student safety and welfare**

- work with parents, colleagues and external agencies as appropriate to ensure student wellbeing
- follow the school's agreed procedures in cases of safeguarding and/or child protection issues
- work with form tutors and other staff to ensure that students are safe
- work to ensure that students feel able to communicate concerns and report problems, and that appropriate and effective action follows
- respond to student concerns and issues as they arise
- respond to parental and student concerns that come through the school's concerns helpline
- providing support and guidance on safeguarding and/or child protection issues

### **Student behaviour and discipline**

- monitor, mentor, and support targeted students with problematic behaviour, under the direction of the DHT – Designated Safeguarding Lead, including, where appropriate, supporting students in lessons and working with small groups of students
- carry out roaming duties across the school site to assist in combating truancy and ensuring appropriate behaviour, as required
- manage challenging and extreme behaviour of individual students
- calm and diffuse difficult situations involving students
- promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school including break and lunchtimes



- on a daily basis collect and escort to the Future Focus Centre any students who are required to attend ensuring that students have topped up their catering funds on the way
- give comments and detentions as appropriate within the school's Behaviour and Rewards system, and make recommendations for isolation/exclusion
- participate in re-admission interviews, other parental interviews, case conferences etc., as requested
- participate in monitoring student behaviour through report systems and pastoral support plans and work collaboratively with colleagues to support rewards and sanctions in line with school policies;
- support the reduction of fixed term exclusions, internal exclusions and the raising of attendance
- work in conjunction with the Pastoral Team in the supervision of and follow up work regarding detentions
- investigating and dealing with day-to-day incidents involving students;
- participating in monitoring student behaviour through report systems and pastoral support plans;
- providing a visible presence around school at all times, particularly break and lunchtimes and building up positive and supportive relationships with students

## **General**

- deputising for other members of the Pastoral team as required
- delivering part/whole assemblies
- work as a member of the Pastoral Team to work with students who require support at the beginning of the school day, during breaks, and during lunch times, responding to concerns and issues as they arise including emergency call-outs from staff
- build up positive and supportive relationships with students and be available to provide appropriate support particularly around break and lunchtimes
- liaise with parents in matters concerning student welfare
- attending relevant meetings (which may be outside standard working hours) with students, staff, parents and outside agencies as appropriate and as required.
- administrative tasks and updating records as required
- support the aims and ethos of the school ie to be the school of first choice in Bingley, where every student is valued, challenged and nurtured in order to realise their potential
- be a good role model for all members of the school community
- set a good example in terms of dress, punctuality and attendance
- uphold the school's behaviour code and uniform regulations
- develop and maintain links with all relevant stakeholders
- be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection
- To provide additional support within school, as required e.g. exam invigilation
- support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services
- participate in training and other learning activities and performance development as required
- create and maintain a brief procedure manual for key areas of the role as appropriate (written copy to be available near your work station)
- contribute to the efficient running of the school by contributing to the development of systems to meet changing needs and to improve the services provided

## General Responsibilities

- Be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection
- To support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services
- Contribute to the overall ethos of the school
- Appreciate and support the role of other staff
- Participate in training and other learning activities and performance development as required
- To demonstrate fluency of English language at an advanced threshold level

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

## Safeguarding Statement

Bingley Grammar School is committed to safeguarding, to safer recruitment practices and promoting the welfare of children and young people and expects all staff to share this commitment.

## Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Mastery or proficiency level which requires the post holder to demonstrate that he/she can express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it.

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

Staff should not refuse to undertake work which is not specified in this job description. Any additional duties should be recorded and these will be taken into account during the performance management process.

# PERSON SPECIFICATION

## Key

E/D = Essential/Desirable Criteria for post

R = References

A = Application Form

T = Test

I = Interview

C = Certificate/Documentary Evidence

Criteria	E/D	How Measured				
		A	I	T	R	C
Qualifications						
Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview)	E	X				X
Qualified to drive and able to provide use of own car to undertake home visits, attend meetings etc.	E	X				X
Experience & Knowledge						
Minimum 12 months' experience of working with children of secondary age and/or young people with emotional, social or behavioural issues	E	X	X		X	
An awareness of the current issues affecting young people	E	X	X			
An awareness of “attachment” and the impact this can have on a child	E	X	X			
Experience of improving student behaviour, attendance and outcomes	E	X	X		X	
Previous experience of working as a member of a team to support students	E	X	X		X	
Skills and Competencies						
Good knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation (Including Safeguarding)	E	X	X			
Excellent standard of numeracy and literacy skills	E	X				
Ability to absorb and understand a wide range of information	E	X				
Effective behaviour management skills	D	X	X			

Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	E	X				
Excellent organisational skills with the ability to meet set deadlines	E	X	X		X	
Ability to analyse data and make informed judgements based on outcomes	E	X	X			
Excellent inter-personal skills with the ability to communicate with people at all levels and maintain strict confidentiality	E	X			X	
A pro-active and flexible approach with the ability to work effectively both within a team and on own initiative	E	X	X		X	
Proficiency in the use of Microsoft Office applications	D	X				
Working knowledge of SIMS (or equivalent) School MIS systems.	D	X				
Ability to provide and seek relevant advice	E	X	X			
Ability to develop a range of approaches to assist in engaging with young people and encourage them to engage with the learning process.	E	X	X			
Ability to work flexibly to meet deadlines and respond to unplanned situations.	E	X	X			
Able to work with students with challenging needs and behaviours	E	X	X		X	
<b>Working Behaviours</b>						
Approachable and confident demeanour	E	X	X		X	
An understanding of the importance of promoting and safeguarding the welfare of children	E	X	X		X	
Committed to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school	E	X	X		X	
Common sense and initiative	E	X	X		X	
Flexibility to adjust to change and development and unplanned events	E	X	X		X	
Commitment to the highest standards of child protection	E	X			X	

Ability to build and form good relationships with students, colleagues and other professionals/external agencies e.g. Social workers and police.	E	X			X	
A diplomatic and patient approach.	E	X	X		X	
Strong emotional resilience, good sense of humour, enthusiasm and positive attitude	E	X			X	
Ability to inspire and lead other staff and students	E	X			X	
Willingness to participate in development and training opportunities	D	X				X
Commitment to maintaining up to date technical skills and knowledge.	E	X				X
Able to attend meetings outside normal school hours.	D		X			
<b>Fluency Duty</b>						
Demonstrate fluency of English language at an advanced threshold level	E	X	X			
<b>Bingley Values &amp; Ethos</b>						
A passion for education and for making a difference to young people's lives	E	X	X			
Commitment to supporting & promoting equality, diversity and inclusion	E		X			
Commitment to safeguarding young people and vulnerable adults	E		X			
Candidates should indicate an acceptance and commitment to the principles underlying the equality policies and practices.	E	X				
No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)	E		X			
Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)	E		X			
Must be healthy and resilient-able to cope with the requirements of the post.	E	X				