



Bingley Grammar School

Application Pack: Student Support Officer

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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 MSc BSc.

Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS Tel: 01274 807700 Fax: 01274 807713



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
- Post details
- Job Description
- Person Specification
- Guidance Notes

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

To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. The attached guidance notes should give you all the necessary information you require to complete the form. Your application should be accompanied by a letter of application which should be no more than one side of A4 describing how your skills, attributes and experience to date make you a suitable candidate for the post. We do not accept CVs but please feel free to attach a copy of your CV to your application form.

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

We are looking to fill the following permanent post to start as soon as possible:

Student Support Officer

37 hours per week, term time + one week (39 weeks per year)

Mon - Thurs 8.00am to 4.00pm, Fri 8.00am to 3.30pm (with a half-hour unpaid lunch break)

Salary level: SCP 12-17, Actual Salary £19,077 - £21,062 (FTE £22,183 to £24,491)

The successful candidate will work closely with students and families to ensure high standards of safety, welfare and behaviour of students within a specified Year Group. Initially though you will gain experience of different year groups to help develop your understanding of the role and the team and the different approaches to supporting students, parents and staff. In particular, our focus is on restorative measures and therefore an understanding of these and their impact is highly desirable, as this will enable you to be part of a team which has a pro-active approach to behaviour and safeguarding.

The role and responsibilities include:

- Monitoring, mentoring, and supporting targeted groups of students under the direction of the Head of Year;
- 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;
- Following the school's agreed procedures in cases of safeguarding and/or child protection issues;
- 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 from the school's concerns helpline;
- 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;
- Liaising with parents in matters concerning student welfare;
- Attending relevant meetings with students, staff, parents and outside agencies as appropriate and as required (may be outside working hours).

The successful candidates will be able to demonstrate:

- Minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths
- A good sense of humour, enthusiasm and a positive attitude
- Recent and relevant experience of working with young people
- 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
- Strong ICT skills and SIMS proficiency
- Excellent interpersonal and communication skills

Within your supporting letter please highlight your experience and two specific points you would look to complete within the first month of your appointment to benefit the students and staff at Bingley Grammar School.

Closing date for completed applications is Monday 19 October at 9.00am

Interviews will be held on Thursday 22 October

(In view of the current situation interviews will be conducted remotely)

Working at our school offers the opportunity to work within a culture of professional learning and reflection.

JOB DESCRIPTION

Prime Objectives of the Post

To work as a member of the Student Support Team, namely to:

- assist the Student Support leadership in ensuring that no student has barriers to achievement
- assist the Student Support Team in ensuring high standards of safety and welfare for students
- assist the Student Support 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

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 Key Stage Leader. Daily liaison with students, form tutors, Lead Attendance Officer, Attendance staff, 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.

Learning, progress, and achievement

- monitor, mentor, and support targeted groups of students under the direction of the Head of Year

Student safety and welfare

- With students within the Year Group and wider school
- 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

Student behaviour and discipline

- monitor, mentor, and support targeted students with problematic behaviour, under the direction of the Head of Years, 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 Heads of Year and other members of the Student Support Team in supervision of and follow up work regarding detentions

General

- delivering part/whole assemblies
- deputising for Head of Key Stage, as required
- work as a member of the Student Support 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
- attend relevant tutor meetings, student support meetings, staff meetings, training meetings, and meetings with other colleagues 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

Your duties also include any assistance which may reasonably be required of you by the School from time to time.

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.

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

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview) • Minimum 12 months' experience of working with children of secondary age • An awareness of the current issues affecting young people 	<ul style="list-style-type: none"> • Qualifications/training relating to post e.g. social work, behaviour management and child protection • Experience of working in a school or similar establishment • Experience of making contact and dealing with external agencies • Experience of working within and with local communities to increase achievement of young people • Experience of working with children with emotional and behavioural difficulties 	Certificate(s) Application form & Selection process
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to work constructively as part of a team, understanding school roles and responsibilities • Ability to manage and deal with confidential data / issues appropriately • Ability to build and form good relationships with students, parents/carers, colleagues and external agencies including Social Workers and the Police • Knowledge of improving student behaviour, attendance and outcomes • Good standard of numeracy and literacy skills • Ability to absorb and understand a wide range of information • Ability to manage and deal with confidential data / issues appropriately • Good knowledge of safeguarding policies and procedures • Effective behaviour management skills 	<ul style="list-style-type: none"> • Appreciation of relevant policies, procedures, codes of practice and awareness of relevant legislation • Working knowledge of SIMS (or equivalent) School MIS systems. 	Application form Letter of application References Interviews

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none"> • Commitment to the highest standards of child protection • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals • Excellent organisational skills with the ability to meet set deadlines • Ability to maintain accurate records and filing systems • Excellent inter-personal skills with the ability to communicate with people at all levels and maintain strict confidentiality • A pro-active and flexible approach with the ability to work effectively both within a team and on own initiative • Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems • Ability to provide and seek relevant advice • A willingness to develop a range of approaches to assist in engaging with young people and encourage them to engage with the learning process • Knowledge of safeguarding policies and procedures • Ability to work flexibly to respond to unplanned situations • Effective behaviour management skills 		
FLUENCY DUTY	<ul style="list-style-type: none"> • Demonstrate fluency of English language at Mastery or proficiency level. 		Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
DISPOSITION – ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Initiative and ability to prioritise one’s own work • Enthusiasm, energy and commitment • Ability to build and form good relationships with students, colleagues and other professionals/external agencies e.g. Social workers and police • Able to follow direction and work in collaboration with Line Manager and Student Support Team • Proactive and flexible approach with the ability to react well to changes and unplanned events A diplomatic and patient approach • Efficient and meticulous in organisation • Initiative and ability to prioritise own work to meet deadlines • Strong emotional resilience, good sense of humour, enthusiasm and positive attitude • Recognition of the importance of personal responsibility for health and safety • Commitment to the school’s ethos, aims and its whole community. • Ability to work constructively as part of a team, understanding school roles and responsibilities • Commitment to the highest standards of child protection 	<ul style="list-style-type: none"> • Ability to identify own training and development needs 	<p>Selection process</p> <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time • Must be healthy and resilient-able to cope with the requirements of the post • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) • Able to attend meetings outside normal school hours • Evidence of excellent attendance and punctuality record 		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities • Commitment to maintaining up to date technical skills and knowledge 	<ul style="list-style-type: none"> • Behaviour Management training • Child Protection/Safeguarding training 	<p>Application form & Selection process</p>
EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the School’s Equality policies and practices 		<p>Selection process</p>

APPLICATION GUIDANCE NOTES

1. Information

Information you provide in the Application Form will be treated as confidential. To ensure greater objectivity in the selection process it is divided into two parts (A and B) with only Part B being used to shortlist candidates for interview. Therefore please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

The forms should be returned to: **Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS** or via email to: recruitment@bingleygrammar.org

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed. If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. The Application Form is also available to download or complete via the School web site. If you need to attach additional sheets to support your application or to provide additional information, please quote the job title.

3. Asylum and Immigration Act 1996

The successful applicant will be required to provide one original document which proves their entitlement to work in the UK before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

4. Medical History

All appointments may be subject to the completion of a pre-employment questionnaire. A health problem does not preclude you from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act 1998.

5. References

We need a reference from your present or most recent employer and one other person. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person (Headteacher or Senior Manager) who knows you well but is not a relative. Referees will be sent a copy of the job specification to assist them.

6. Education and Training

The "Qualifications" section gives you an opportunity to list any examinations or certificates you have gained or are currently taking - not all jobs require formal qualifications – the advertisement and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

7. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid or unpaid, including for example voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time, indicate the hours worked per week. Please explain any break in your work history.

8. Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however it is very important. This is where you match your skills, knowledge, experience and personal qualities to the advert and job specification. Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job specification and provide evidence that you possess them. Any supporting information (i.e. additional sheets) should not contain your name or other personal information and should quote the job title on any additional sheets.

9. Data Protection

Bingley Grammar School collects data in order to process your application and will use it for any subsequent employment purposes. On occasions, the School will have to contact third parties to verify information you have provided and other facts in relation to you and your application, for example references. The School needs to protect public funds it handles so we may use the information provided on your Application Form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

Should you be unsuccessful with your application the School will destroy your application form twelve months after its submission.