



Student Support Lead

Application Pack



CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

ASPIRING
COLLABORATING
TRANSFORMING

Our Mission

Transforming Lives, Creating Opportunities, Inspiring Futures

Dear prospective candidate

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now 310 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 400 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision. Both have been recognised by Ofsted very recently.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to *transform lives, create opportunities* and *inspire futures*, for staff and students, alike.

We are on a wonderful journey. Come and join us!

Alwyn Richards



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Job Advert

Transforming Lives, Creating Opportunities, Inspiring Futures

Student Support Lead

Permanent, 37 hours per week (full or part-time applications are welcome), 39 weeks per annum.

SCP Points 10 to 13 £27,694.00 to £29,064.00 per annum (pro rota salary range on 37 hours is £23,767.45 to £24,943.21 per annum).

This is an exciting opportunity to play a key role in supporting students' wellbeing, behaviour and engagement, helping to create a positive and inclusive learning environment where every young person can thrive. Working closely with students, families, staff and external agencies, you will provide high-quality pastoral support, ensuring that barriers to learning are identified and addressed effectively.

We are looking for someone who is passionate about supporting young people, has excellent communication and relationship-building skills, and is committed to achieving the best possible outcomes for students. The successful candidate will work collaboratively to promote positive behaviour, attendance and safeguarding, while delivering targeted interventions and support that enable students to reach their full potential.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Please apply using our online application following the link

Closing date: 9am Tuesday 14th July

Please note that interviews are likely to take place on the 16th or 17th July

Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE

Email: recruitment@cleeveschool.net Tel: 01242 672546



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Job Description

Transforming Lives, Creating Opportunities, Inspiring Futures

Student Support Lead

Salary and Hours: Permanent, 37 hours per week, 39 weeks per annum—SCP Points 10—13. Full or part time applications welcome.

Accountable to: Head of Learning(s)

Accountable for: Not applicable

KPIs for the role (and some of these should appear within the annual appraisal cycle)

- Provide solution-driven support for all students where barriers to learning are impeding progress within your specified key stages.
- Support the Head of Learning to achieve excellent standards of behaviour and attitudes to learning/organisation of all students within the key stage across the curriculum, including during break and lunch times.
- Support the Head of Learnings to achieve outstanding attendance and a rigorous and sustained approach to students who are late, in line with the school policy.
- To contribute to meeting the KPIs for the Head of Learnings, which includes outstanding outcomes and removing student barriers to learning.
- To act as a member of the key stage teams and Student Support team and provide any necessary intervention to ensure students are supported and parents/carers are informed.
- Liaise closely with families, especially where children are struggling with their learning, behaviour and attendance.
- Working in collaboration, ensure that student support information is quickly shared with other Year Teams, especially involving siblings.
- Fully support all aspects of our safeguarding procedures, which will include liaising closely with external agencies and close liaison with the DSL and Deputy DSLs. At all points, follow all aspects of safeguarding policies and protocols.



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Key Responsibilities

- Establish and maintain a high profile across the school using a range of proactive strategies to support positive student behaviour.
- Implement whole school policies and procedures to overcome obstacles to learning and improve student participation in learning and school life.
- To provide a safe environment where students are able to discuss concerns and where emotional and educational needs can be met.
- Support the overall progress and development of students within the Year groups.
- Ensure that Rewards systems are consistently applied and effective in promoting positive behaviour for learning.
- Ensure that My Plans, My Plan+ and similar documents are implemented and reviewed for students with behaviour support needs, including regular liaison with parents and external agencies.
- Fully promote the Home-School Agreement, working closely with parents and carers to achieve the best outcomes for students.
- Liaise with external agencies to ensure that individual student's needs are met, including those with safeguarding concerns.
- Support with the Safeguarding of students across your allocated key stage working closely with Head of Learning(s) and ensure a close working knowledge of any safeguarding files within the key stage, including those of students in care or at risk.
- Liaise with teaching and support staff to provide targeted support and intervention for students to raise achievement and attendance and help them to overcome barriers to learning.
- To work closely with the Head of Learning to support them in providing outstanding pastoral care.
- Identify the needs and assess those students requiring extra support and develop individual action plans for targeted students and work with vulnerable groups.
- Work with parents / carers regularly, to help address underachievement, attendance and/or behaviour, including meeting with parents / carers to keep them informed and to secure positive family engagement.
- Work with students and staff to prepare relevant documents and statements relating to specific incidents, which can be presented to other members of the school, in a clear and concise fashion and keep an accurate record of all incidents, including the action taken to address the issue(s).
- Provide extra support to students through a good knowledge of a range of activities and opportunities available to them, support additional study activities or school sanctions such as the detention system.



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- Attend readmission meetings, as directed by the Head of Learnings following exclusion, and ensure that re-admission forms are completed accurately.
- Be aware of, and undertake, activities to assist in monitoring the academic progress and personal, social and emotional needs of students.
- Support the induction of new arrivals to your year group.
- Be aware of the content of student files for students who have transferred from a previous school and ensure that relevant information is shared to enable others in school to fulfil their duties.
- Support the wider Key Stage teams and Student Support team by developing further knowledge and support in specific pastoral care areas.
- Complete systematic checks of key student information regarding attendance marks and behaviour data.

Other tasks

- To provide invigilation if required
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Training, Qualifications and Experience

- Educated to at least GCSE grade C or equivalent in English and Mathematics.
- Evidence of classroom experience or experience of working with young people.
- Evidence of working in a complex, busy, service driven environment.
- Knowledge of Microsoft Office.
- Knowledge of safeguarding.

Abilities and skills

- Be passionate about educating young people and, as Student Support Lead, removing 'perceived' barriers to learning.
- At all times, promote the belief that low expectations for students' learning equate to soft bigotry!
- Be able to inspire and motivate students and staff to give and achieve their best.
- Be a team player who has excellent interpersonal and communication skills, and who is flexible.
- Have high levels of motivation and commitment which you are able to exude to others.

We are looking for someone who wants to make a difference to young people's lives and to up-hold the Cleeve School values.



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Thank you for your interest in working at Cleeve School.
For more information, please visit our website and social media channels.

www.cleeveschool.net

Facebook: @CleeveSchool

Twitter: @Cleeve_School

Instagram: @cleeveschool



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