



Student Support Officer Full time (Permanent) Application Pack

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

Contents

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire



01

About Academy
Transformation
Trust

Page 3



02

Sutton
Community
Academy
Information

Page 4



03

Job Description

Page 5 - 6



04

How to apply

Page 7

Improving Education



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.



This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit www.suttonacademy.attrust.org.uk

03. Job Description

Student Support Officer. 37 hours per week, Term Time only

Purpose

To support the Vice Principal/SENCO and Leaders of Learning and Achievement [LOLAS] in securing excellent standards of achievement, behaviour, attendance and punctuality.

ROLES AND RESPONSIBILITIES

- Dealing with pastoral matters that occur throughout the school day, such as behaviour incidents or guidance and welfare issues, liaising if necessary, with the senior member of staff on duty each session
- Act as a Designated Safeguarding Lead (DSL)
- Setting up the internal Isolation Unit at the beginning of the school day; closing the Isolation Unit at the end of the school day
- Proactive collaboration with LOLA ensuring effective communication
- Keeping comprehensive records of all work undertaken in line with academy policies and procedures and producing reports as required by the Vice Principal and LOLAS
- Responding to duty calls and making decisions as to whether a student should be removed from a lesson and taken to either temporary or longer term isolation, completing the standard documentation in each case
- Targeting and supporting identified students, in any time available, working in conjunction with the LOLA to help them overcome barriers to learning in terms of achievement, behaviour and attendance and using restorative measures to ensure students access their education
- Meeting with parents/carers who come into school to either deal with the matter they raise or to refer the matter to a colleague
- Meeting weekly with the Vice Principal/SENCO
- Attending appropriate meetings
- Attending meetings with external agencies as necessary
- Liaise with departments including the SEND team regarding students to ensure a proactive approach to behaviour management
- Organise and monitor whole school detentions, update SIMS and Staff Portal and follow up issues resulting from non-attendance and detention
- Organise counselling sessions for students whilst recording attendance



04. How to apply

Sutton Community Academy, Sutton-in-Ashfield, Nottinghamshire

Salary:

Support Staff Pay Scale Grade 5, Point 15-22:

£22,911-£26,317 FTE

(£19,241-£22,101 actual)

37 hours per week, term time only

Closing date:

Midday on Monday 23rd September 2019

Interviews:

Friday 27th September 2019

Start Date:

October 2019

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 980055.

Applying

Please apply by visiting

www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

Address:

Academy Transformation Trust
Suite 413
Jewellery Business Centre
95 Spencer St
Birmingham
B18 6DA

Visit:

academytransformationtrust.co.uk

Call:

0121 794 7282

Email:

office@academytransformation.co.uk



@AcademyTrust