



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**Student Support Worker**

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# Student support worker

Scale 6: £27.402 pro rata, Term time

For September 2018

This is an exciting opportunity to contribute to the further development of an excellent inner-city 11-19 school that has received national recognition for the quality of teaching and learning it delivers. We are committed to and renowned for our commitment to inclusive and creative education.

This is an important role for you, for our school and for some of our more vulnerable students. The successful candidate will take on one of the two roles - either working with a small number of students at risk of disengagement, including providing after school activities, or being lead worker for the internal exclusion room. The role requires a commitment to doing the best for our vulnerable young people, providing stability, structure and support for them.

We expect you to

- have strong interpersonal, teamworking skills
- be enthusiastic and optimistic about young people and their future
- be quick to build positive stable caring relationships with young people
- be keen and able to support school behaviour protocols

For a job description please contact Ioannis Mitrokotsas on [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) at Stoke Newington School or download details and the application from our website [www.sns.hackney.sch.uk](http://www.sns.hackney.sch.uk). Please indicate on your application which role you prefer.

You are welcome to visit the school at any time before application or interview. Please contact Ioannis to do so.

**Closing date: Monday 25<sup>th</sup> June 2018**

*As an employer we are committed to safeguarding and promoting the welfare of children and young people. A DBS clearance is a statutory requirement for all positions.*

Stoke Newington School. Email: [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)

Tel: 020 7241 9600. Fax: 020 7241 9699

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: Student Support Worker

Directorate: Stoke Newington School

Reporting to: SLT lead for Behaviour or Head of Year 7 (one role)

Grade: Scale 6 (term time only)

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## Job description

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Purpose of the post:

- To provide intensive proactive mentoring support to a key group of students who have additional challenges
- To monitor the behaviour and progress of these students across the school
- To organise extracurricular activities after school providing positive intervention events for students who are at risk of disengagement
- To be involved in preventative and reactive work to stop bullying behaviour
- To manage the Internal Exclusion (Referral) room

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Main duties and responsibilities:

**General work linked with the purpose above and the general responsibilities below, with a**

**Lead on one or other of the following three roles:**

**A) Working with key students who have PSPs and IBPs – working hours 10.30am-6.00pm)**

- Act on objectives involving mentoring in the students' PSPs and Individual Behaviour Plans
- Mentor pro-actively key individual students and groups of students most at risk of disengagement
- Monitoring behaviour and progress of these key students across the school
- Delivering mentoring sessions in IMPACT
- Organise extra-curricular activities after school and at lunchtime – providing positive intervention events and linked mentoring for students at risk of disengagement

**B) Lead worker for the referral room**

- Co-ordinate the Referral Room providing a calm orderly working environment
- Monitor the internal exclusion data weekly and half termly
- Produce reports and analysis for HOY and SLT
- Administrate letters for parents of those in the internal exclusion room

**C) Support worker focused on transition into and through Year 7**

- Ensuring Year 7 systems including interventions, detentions run effectively
  - Resolve any minor incidents of concern in Year 7
  - Mentoring proactively students who may have been repeated victims or aggressors in bullying incidents
  - Mentor proactively students in Year 7 at risk of repeated exclusion or disengagement/those involved in bullying
  - Delivering mentoring sessions for those in the referral room
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- Coach key students on positively approaching education, school, classwork and homework

### **General**

- To liaise with teaching staff about students
- To investigate incidents, collecting and collating documents
- To be a key link for safer schools officer in working with students with challenges
- To advise and assist the pastoral team with antibullying and pro diversity initiatives
- To support the behaviour policy of the school and provide support as directed by the pastoral team.
- To establish positive working relationships with pupils acting as a role model.
- To challenge and motivate pupils and to promote and reinforce self-esteem.
- To provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- To supervise and support the orderly movement of students around the school site.
- To ensure that students arrive punctually at lessons on time after break and lunchtimes.
- To staff the Referral Room on a rota basis.
- To provide advice and support to special needs assistants and other school staff, ensuring that intervention strategies are implemented appropriately, with particular reference to the targeted group of students being mentored
- To support children and young people with challenging behaviour, modelling strategies and monitoring the effectiveness of support programmes.
- To record interventions, submit returns, timetables and lists of children seen, as required.
- To accompany referred pupils on outings from school with teaching staff, as required.
- To attend regular supervision and feedback meetings as required.
- To attend in-service training, as required.
- To liaise with professionals in the Education Service, Social Services, Youth Offending Team and the Health Service as required.
- To assist the school in establishing alternative behaviour and social skills, modelling strategies and providing feed back to school staff.
- To undertake any other duties within the nature of the post and competence of the post holder that may reasonably be required.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
  - It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Student support worker (behaviour)
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<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	✓	✓
1. NVQ 3 or equivalent qualification or willingness to work towards.	✓	
2. First aid and fire marshall qualifications (or willingness to obtain)	✓	
3. English and Maths GCSE (or equivalent) pass	✓	
<b>Experience</b>	✓	✓
4. Experience of working with 11-16 year olds	✓	
5. Experience of organising events		✓
6. Examples of willingness to challenge and support young people	✓	
7. Experience of dealing with difficult and challenging situations	✓	
<b>Knowledge</b>	✓	✓
8. Knowledge and understanding of the needs of young people	✓	
9. Knowledge and understanding of the key principles of managing young people and their behaviour	✓	
10. Understanding of factors that contribute to poor behaviour	✓	
11. Understanding of factors that contribute to good behaviour	✓	
12. Understanding the need to be pro-active in developing positive relationships with all young people in order to increase effectiveness.	✓	
<b>Skills</b>	✓	✓
13. Good communication, including in written English, and organisational skills	✓	
14. Skills in communicating with young people	✓	
15. Skills in identifying potential problems before they arise and having the confidence to deal effectively with the young people concerned	✓	
16. Ability to remain calm and assured under pressure	✓	
17. Ability to challenge poor behaviour and to provide support strategies for young people	✓	

18. Ability to work flexibly in order to respond to the need of the young people and the school	✓	
19. Ability to provide the commitment necessary to establish positive relationships with a wide and diverse student body	✓	