

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

Student Support Co-ordinator

Principal - Dr J Coughlan

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www.bishopchalloner.org.uk • email: enquiry@bishopchalloner.bham.sch.uk



Contents

Job Advert

Job Description

Person Specification

CES Application Form for Support Staff

(see separate Word document)

CES Recruitment Monitoring Form

(see separate Word document)

CES Rehabilitation of Offenders Act 1974 – Disclosure Form

(see separate Word document)

JOB ADVERT



Vacancy: Student Support Co-ordinator

Grade/Salary: £20,903 - £27,041 pro rata (Grade 3)

Hours: 36.5 hours per week, term time only

Start date: As soon as possible

Contract type- Permanent

Application deadline: Friday 10th September 2021

NOR 1,224 including 237 in Sixth Form

Contact- d.hearnden@bishopchalloner.bham.sch.uk for more details or to discuss your application

Bishop Challoner Catholic College is seeking a hardworking individual to join our Student Services team.

Bishop Challoner is a very successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and most recently, the Central Computing Hub. This is a measure of the high achievements of the school and its excellence in training and developing staff.

The Student Support team consists of dedicated professionals working on the frontline of school operations dealing with students in all year groups.

We are looking for an enthusiastic, hardworking and flexible individual who will join an experienced team. The ideal candidate will have experience of working with and supporting students where there might be vulnerabilities or barriers to learning. Experience of working within an educational setting is advantageous, although applications are welcome from individuals who have experience of working with young people in non-statutory settings. An understanding of the legal procedures in relation to school attendance would be beneficial.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, please contact Lorraine Houldcroft, PA to the Principal on 0121 444 4161 or visit our website www.bishopchalloner.org.uk/vacancies - please note all applications have to be on the CES support application form. Email applications to Lorraine Houldcroft: recruitment@bishopchalloner.bham.sch.uk

Closing date for applications is: Friday 10th September 2021, 12pm

JOB DESCRIPTION



Post:	Student Support Co-ordinator
Reports to:	Student Support Manager/Vice Principal
Salary:	£20,903 - £27,041 pro rata (Grade 3)
Hours:	36.5 hours per week, term time only
Start date:	As soon as possible

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Main areas of responsibility

General:

- Working closely with pastoral staff, Heads of Year and DSL's to identify and resolve attendance and punctuality issues
- Lead and conduct welfare checks/home visits for students
- Meet parents and students to reaffirm legal responsibilities regarding attendance and punctuality.
- Liaising with external agencies to offer support for vulnerable students
- Sharing information with other parties such as teachers, educational psychologists, social workers, probation officers, the police
- Point of contact for Education Legal Intervention Team (ELIT)
- Monitor attendance of dual registered students, keeping accurate records
- Attend review meetings for dual registered students, keeping accurate records of all meetings and actions
- Provide support for students in need of support- e.g. bereavement, anxiety, school refusal, behaviour
- Point of contact for Early Help Assessments
- Writing case notes and letters to parents in line with school policy and procedure
- Handling sensitive information keeping to deadlines and targets working within GDPR regulations
- Supervision of Student Social Worker
- Keep abreast of statutory and non-statutory legislation significant to safeguarding and child protection in order to ensure policies and processes are compliant
- Handling sensitive information keeping to deadlines and targets working within GDPR regulations

PERSON SPECIFICATION



Post- Student Support Co-ordinator

Qualities and Attributes	Essential	Desirable
Qualifications/Education		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4	✓	
A levels or equivalent	✓	
Degree		✓
Support the Catholic ethos of the school	✓	
Designated Safeguarding Lead (DSL)		✓
Mental Health First Aider		✓
Knowledge/Experience		
Experience of working in a school/college environment		✓
Experience of working with young people in a front facing role	✓	
Experience of supporting vulnerable young people in an educational setting		✓
Experience of working as part of a team	✓	
Experience of working with outside agencies	✓	
Experience of administrative and record keeping procedures with evidence of capability to work on own initiative	✓	
Knowledge of local authority attendance procedures		✓
Experience of conducting home visits to students, parents/carers		✓
A knowledge and understanding of Keeping Children Safe in Education		✓
Skills/Abilities		
Travel is an essential part of the job being advertised, full driving license and own transport		✓
Flexible approach to working	✓	
Ability to show patience and empathy	✓	
Approachable and supportive	✓	
Ability to prioritise own workload in a fast paced environment	✓	
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies	✓	

Strong organisational and time-management skills	✓	
Accuracy and attention to detail	✓	
Ability to problem solve and use initiative	✓	
Provide a good level of service to all stakeholders	✓	
Excellent IT skills including Microsoft Word, Outlook and Excel	✓	
Enthusiastic, highly motivated and keen to learn	✓	
Knowledge of SIMS		✓