

# BISHOP CHALLONER CATHOLIC COLLEGE



# JOB VACANCY

## Student Support Co-ordinator

Principal - Dr J Coughlan

Institute Road, Kings Heath, Birmingham, B14 7EG

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[www.bishopchalloner.org.uk](http://www.bishopchalloner.org.uk)

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## JOB ADVERT



### **Vacancy: Student Support Co-ordinator**

Grade/Salary: £25,119 - £31,364 pro rata (Grade 3)

Actual Salary: £22,059 to £27,543

Hours: 36.5 hours per week, term time only

Start date: As soon as possible

Contract type- Permanent

Application deadline: Monday 18<sup>th</sup> December 2023

NOR 1,224 including 237 in Sixth Form

**Contact- [d.hearnden@bishopchalloner.bham.sch.uk](mailto: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 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 candidate will ideally 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.

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 Louise Furlong, Safeguarding and Recruitment Administrator on 0121 444 4161 or visit our website [www.bishopchalloner.org.uk/vacancies](http://www.bishopchalloner.org.uk/vacancies) - please note all applications have to be on the CES support application form. Email applications to Louise Furlong: [recruitment@bishopchalloner.bham.sch.uk](mailto:recruitment@bishopchalloner.bham.sch.uk)

**Closing date for applications is: Monday 18<sup>th</sup> December 2023, 10am**

## JOB DESCRIPTION



<b>Post:</b>	Student Support Co-ordinator
<b>Reports to:</b>	Assistant Principal
<b>Salary:</b>	£25,119 - £31,364 pro rata (Grade 3). £22,059 to £27,543 Actual.
<b>Hours:</b>	36.5 hours per week, term time only
<b>Start date:</b>	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 in line with school policy and procedure
- Point of contact for Education Legal Intervention Team (ELIT)
- 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
- 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
- Keep abreast of statutory and non-statutory legislation significant to safeguarding and child protection
- Handling sensitive information keeping to deadlines and targets working within GDPR regulations

# PERSON SPECIFICATION



## Post- Student Support Co-ordinator

Qualities and Attributes	Essential	Desirable
<b>Qualifications/Education</b>		
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		✓
<b>Knowledge/Experience</b>		
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		✓
<b>Skills/Abilities</b>		
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		✓