



# Clitheroe Royal Grammar School

Founded in 1554

## **Student Support Officer**

**35 hours per week Monday to Friday**  
**Salary Grade 5 - 6 (point 6 to 19) depending on experience**  
**£20,043 to £25,927 per annum pro rata (pay award pending)**  
**Actual salary £15,890 to £20,846 per annum**  
**Term Time only**

An exciting new opportunity has arisen to assist the Student Support Manager in providing pastoral support for students at our main school site. Within this new role, you will be providing administrative support to the Student Support Manager therefore experience in Microsoft Office is essential.

The successful candidate must have excellent communication skills to develop positive relationships with our students with an ability to act on your own initiative. The postholder will have the opportunity to develop a wide range of skills and work as part of an experienced team.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

**The closing date for applications is 12:00 noon on Wednesday 9<sup>th</sup> November 2022. Interviews are expected to take place week commencing 14<sup>th</sup> November 2022.**



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October 2022

Dear Applicant

Thank you for your interest in the post of Student Support Officer at our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 650 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 750 Main School students on roll.

As part of our steadfast commitment to educating our young people we place great emphasis on pastoral care and guidance. Our student support provision has evolved greatly in recent years and we are continuing to build an even stronger team to support our students. The Student Support Officer is a new role that will join the Main School Team, comprising senior pastoral staff, Heads of Year, Emotional Literacy Support Assistant, SENDCO, Pupil Premium Intervention and Teaching Assistants. The team is committed, enthusiastic, caring and welcoming and we very much look forward to the Student Support Officer joining our team to develop and enhancing our current provision for young people.

The successful candidate will be expected to assist the Student Support Manager in undertaking all aspects of the role and also provide effective administrative support to the Student Support Manager.

Under the guidance of the Student Support Manager, the successful candidate will support all students in achieving their full potential. You will be responsible for ensuring the students have a calm and relaxing environment for them to seek advice and support. You will require excellent interpersonal skills, resilience, enthusiasm and an ability to act on your own initiative, along with the ability to manage and organise your departmental workload. You will be required to prioritise work throughout the day to deal with a variety of different responsibilities whilst maintaining high standards.

It may be that you currently work in a related field with young people and wish to move into another role supporting young people within an educational setting. Whatever your background, if you meet our essential criteria and you are keen to join our superb Main School Team, we would be delighted to hear from you.

As a school we are committed to continuous staff development and relevant training will be made available, where required to the successful candidate. This position is 35 hours per week, term time only. The hours of work will be for the benefit of the school and are expected to be between 8:00am to 4:30pm Monday to Friday with a 30-minute break for lunch. There may be some flexibility around start and finish times which will be discussed at the interview stage.

If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit your completed application form, accompanied by a supporting letter of no more than 2 sides of A4. In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information, they will not be accepted as an application on their own.

**The closing date for completed application forms is 12 noon on Wednesday 9<sup>th</sup> November 2022. Completed application forms should be returned by email to [hr@crgs.org.uk](mailto:hr@crgs.org.uk) or by post, the address is provided at the end of the application form.**

If you submit an application and have not heard from us by Friday 9<sup>th</sup> December 2022, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

Thank you again for your interest in this crucial post and we very much look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Higginbottom', written in a cursive style.

Lynne Higginbottom  
**Bursar**



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JOB DESCRIPTION	
<b>Job Title</b>	Student Support Officer
<b>Grade</b>	Grade 5 (point 6 - £20,043) to Grade 6 (point 19 - £25,927) per annum pro-rata depending on experience Actual Salary £15,890 to £20,846 per annum (pay award pending)
<b>Hours of Work</b>	35 hours per week term time only
<b>Location</b>	Chatburn Road
<b>Responsible to</b>	Student Support Manager / Assistant Headteacher / Bursar
<b>Job Purpose</b>	To assist the Student Support Manager, within the Main School Team to support the care, wellbeing and holistic development of main school students and contribute to our positive, purposeful learning environment.
<p><b>Main Duties:</b></p> <ul style="list-style-type: none"> <li>• To support the Student Support Manager in providing day-to-day pastoral support for students, liaising with Heads of Learning, other relevant support staff and the AHT/DHT (Main School)</li> <li>• To contribute to the support and guidance of students and to the development and delivery of intervention programmes aimed at enhancing the behaviour and motivation of individual and groups of students</li> <li>• Work with colleagues to determine the specific learning and physical requirements of individual students</li> <li>• Under the guidance of the Student Support Manager, maintain contact with students' families/carers to inform them of progress and issues</li> <li>• Provide identified support as instructed by the Student Support Manager to specific students to assist them in overcoming barriers to learning</li> <li>• To provide pastoral support to students in their mental and physical welfare, encouraging positive attitudes in and around school</li> <li>• Assist in developing positive relationships with students which are professional, fair, caring and supportive</li> <li>• To assist in the supervision of students out of the classroom to complete assigned tasks</li> <li>• Assist in the maintaining of in-school communication systems to share information about student progress and wellbeing with appropriate staff</li> <li>• To provide supporting information to SENDCO, teachers and external agencies to support achievement and progress of students</li> <li>• Responsibility for collating information and maintaining records for the benefit of the Student Support Manager</li> <li>• Provide administrative support to the Student Support Manager using Microsoft Office, SIMS and CPOMS</li> <li>• Maintaining an up to date awareness of CRGS safeguarding procedures</li> </ul> <p><b>Support for the School:</b></p> <ul style="list-style-type: none"> <li>• To work within and promote all school policies and procedures</li> <li>• To have due regard for safeguarding and to follow child protection and procedures adopted by CRGS</li> <li>• To attend skill training and participate in personal/performance development as required</li> </ul>	

- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To uphold and promote the values and ethos of the school
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times
- To be, or willing to, undertake first aid training

**Conditions of Service:**

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff
- The post is for 35 hours per week, term time only
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site
- Hours for the post will be for the benefit of the school but are expected to be Monday to Friday between 8:00am and 4:30pm. There will be some flexibility between start and finish times which can be discussed at the interview stage.

**Agreed by: Lynne Higginbottom**

**Date: October 2022**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The key responsibilities and duties set out the area of work in which duties will generally be focused and give an example of the type of duties that the post holder could be asked to carry out.

**Please note** this is for guidance only as post holders are expected to be flexible and may be required to carry out different duties as may be reasonably assigned by the Student Support Manager, Assistant Headteacher or Bursar.

**Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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## Person Specification Form: Student Support Officer

Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), References (R)
<b>Qualifications</b>		
Excellent numeracy and literacy skills	E	AF / I
GCSE level 5-9 or equivalent to include Maths and English	E	AF
Qualification in the use of computer software	E	AF / I
<b>Experience</b>		
Experience of working with children or in an educational setting preferably with secondary age students	E	AF / I
Experience of working with young people and their parents/carers to support the development of students and overcome barriers to learning	D	AF / I
Experience of working with people with Special Educational Needs and Disabilities	D	AF / I
Experience of mentoring / coaching students and providing support and advice	D	AF / I
Experience and understanding of the needs and pressures of dealing with secondary age students	D	AF / I
Extensive knowledge of using Microsoft Office suite	E	AF / I
Experience of providing an effective general administrative service	E	AF / I
Experience of updating and maintaining SIMS and CPOMS	D	AF / I
Experience of communicating with colleagues, often regarding sensitive matters	D	AF / I
<b>Knowledge/skills/abilities</b>		
Ability to perform tasks efficiently and accurately and use own initiative when appropriate	E	I / R
Able to positively influence young people	E	AF / I
Able to analyse data such as attendance information	D	AF / I
Able to be adaptable/flexible and cope with the unexpected	E	AF / I
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	E	AF / I
Effective written and verbal communication skills appropriate to a range of different situations	E	AF / I
To work flexibly as the workload demands and to accommodate the changing needs of the school	E	I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection.	E	AF / I
Knowledge of safeguarding procedures for secondary age students	E	AF / I
Excellent interpersonal skills	E	AF / I

To build and maintain effective working relationships	E	AF / I / R
Ability to maintain strict confidentiality of information received and processed with discretion	E	AF / I
<b>Other</b> A commitment to sustain regular attendance at work with a flexible approach to working hours A commitment to continuing professional development Full driving licence	E E D	I / R AF / I AF / I