



Student Hub Coordinator, Job Share

SESSET 6

Required for March 2023

Closing date for applications: Thursday 09 February 2023 at 10:00am

This vacancy will close should a suitable candidate be appointed.

For further information, please contact Karen Ehren, HR Officer, on 01737 764356 x208 or hr@carringtonschool.org

Carrington School

I am the Headteacher, Kerry Oakley, and I joined the school in September 2018. During the Easter break 2021, we moved into our new building which includes: 8 science labs, 2 ICT suites, Library, Dining area, Hall, performance space, 3 DT rooms, 9 teaching rooms and a range of small learning spaces, workrooms and offices. This is a very exciting time to join the school, as it is in the process of building on the strong foundations of many successful years as a prominent and reputable school in the Redhill and Reigate area of Surrey. In September 2021, on the back of the move to our new facility we changed our name and look, becoming 'Carrington School'. This was based on the famous astrologer Richard Carrington who in 1853 lived in Redhill.

The school is part of SESSET (South East Surrey Schools Education Trust) which is made up of ourselves, Therfield School, Leatherhead and The Ashcombe School, Dorking. Mr David Blow is the Executive Headteacher of the Multi Academy Trust. It is a partnership, built on a mutual respect for each other. Within the Trust each school remains autonomous in many decisions made and in their own vision.

Carrington School staff are a team of professionals who dedicate their lives to providing students with a high-quality education. Our core values are Aspire, Innovate and Respect and our aim across the coming year is to ensure that we all live and breathe these so they become embedded into our everyday lives and will support success for everyone. Our students want to learn, however under the new progress measures we were found to be in a position where not every child made expected progress and where in July 2019, were moved into RI by Ofsted. We have been addressing their suggested improvements to ensure that we would be in a strong position to move back to 'good' at their next visit.

The working environment is stimulating and very busy; however, we do try to place importance on coming together regularly. We know how important provision of career opportunities is and will be expecting staff to be ambitious in their own development.

I am looking for people to work in the team with great drive and determination, someone who is not afraid of challenge, who is personable and flexible but overall who has a passion for making improvement for students which will enable them to make better lives for themselves in the future. I am keen to speak with you further should you be interested in a position within our school. Please do feel free to come and visit us if you want to really get an understanding of the work we do.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out a Disclosure Check by the Criminal Records Bureau before making an appointment.

Job Profile

POST TITLE	Student Hub Coordinator
LINE MANAGER	Assistant Head
HOURS	12 to 18 hours per week/40 weeks per year
SALARY	SESSET 6 £7,600 to £8,340 (£26,080 to £28,617 FTE) 12 hours £11,401 to £12,510 (£26,080 to £28,617 FTE) 18 hours
JOB PURPOSE	To support and contribute effectively to the management of the KS3 or KS4 pastoral care and to the achievement of the school's values and beliefs

Strategic purpose

Student achievement and success is at the heart of this job role and responsibility. The Student Hub Coordinators will work with the Heads of Year to ensure that all students are given the support they need to allow them to display excellent attitude to learning, timekeeping, regular and excellent attendance, behaviour and appropriate dress. Most importantly, they will help to enrich students' lives to ensure they are in a position to take full advantage of the widest possible education available at Carrington School.

Main Responsibilities

To assist the Key Stage 3 and 4 Heads of Year in all aspects of their role, and in particular:

- To ensure that all school procedures relating to attendance and lateness are followed and recorded.
- To implement school policy on procedures and sanctions relating to behaviour for learning, rewards and celebrations e.g. lesson checks, reports, detentions, exclusions.
- To liaise with parents and carers and carers to keep them informed regarding any issues relating to their child's behaviour for learning.
- To liaise with outside agencies as appropriate.
- To assist with the preparation of reports/records of meetings and to attend where appropriate.
- To uphold Carrington School uniform and dress code.
- To be part of the rota for student supervision before school, at break, lunchtime, and immediately after school
- To ensure students receive mentoring and support which enables them to resolve difficulties and concentrate their efforts on appropriate academic achievement.
- To induct new students.
- To support the implementation of a positive ethos within year groups and promote a positive behaviour code for students within these group by recognising their successes and achievements.
- To supervise students who have been isolated from their cohort on a rota system.

- To provide initial 'triage' and emotional support to students, to identify when expert assistance is required and to liaise with the appropriate members of staff to arrange this assistance as appropriate to meet the needs of the student.
- To assist when requested at inter-agency or other professional meetings both internally and externally / remotely e.g panel meetings
- To ensure the maintenance of accurate and up to date student information on MIS systems and alert staff as necessary.
- To assist the staff in any reasonable task according to need.

Provide support for students

- Monitoring and evaluating appropriate strategies for KS3/KS4 student progress tracking, target setting and mentoring.
- To ensure appropriate arrangements are made for students who are excluded, are unwell or have accidents e.g. appropriate work sent home.
- Providing effective care and guidance for students, including for those with SEND, Child Protection issues and Looked after Children.
- Contributing to curriculum provision issues related to a particular Key stage e.g. Personal Development, Options, Work Related Learning, and Induction.
- Monitoring punctuality and attendance, liaising with Form Tutors and assisting with interviewing persistent poor attenders and their parents and carers and carers, to encourage co-operation and support.
- Developing and maintaining positive relations with parents and carers and carers, fostering an open door culture to encourage active involvement in their children's education.
- Upholding and promoting positive behaviour for learning and dealing with issues arising swiftly and effectively, liaising with the wider pastoral team where relevant.
- Liaising with staff within Carrington School to collate feedback for the purpose of both internal and external meetings
- Liaising with outside agencies to ensure best provision for students, including compiling reports when required. Overseeing relevant administrative details relating to allocated student groups.
- Liaising with relevant internal and external staff, to contribute to the effective KS2-3 transfer and the induction of Year 7 or KS4 – Post 16 transfer.
- Being available for students throughout the day, especially lunchtimes and after school.
- Using the school's reward system effectively and monitoring students' progress, celebrating achievements using assemblies, class visits and parental contact.
- Ensuring students' safety at all times, in and out of the classroom.
- Supervising students during break and lunchtimes.
- Developing an understanding of positive support for mental health and emotional wellbeing, and support students to achieve this
- Enabling students to be included in all aspects of school life and liaising with relevant staff to support this inclusive ethos

Provide support for teachers

- Liaising with teachers and departments in relation to behaviour and learning of individual and groups of students.
- Promoting team work in order to ensure effective working relationships.

- Being responsible for parental contact in relation to persistent student behaviour and barriers to learning. Monitoring, evaluating and reviewing the effectiveness and achievement of learning in the Key Stage.
- Assisting with home school liaison.
- Managing student behaviour around the school.
- Providing emergency referral support as required throughout the school day.
- Managing relevant Parents and carers' Evenings, as agreed with the relevant senior staff

Provide support for the school

- Taking the lead on all aspects of pastoral care for a year group, monitoring their progress and identifying barriers to learning and where intervention maybe appropriate.
- Supporting the educational aims and objectives of the school's beliefs and values and to encourage staff and students to follow this example.
- Providing reports relating to student progress/behaviour/welfare/attendance with detailed actions and proactive solutions as required.
- Compiling reports for Early Help Plans and other appropriate Child Protection Plans, Pastoral Support Plans, Respite placements and Supported Transfers. Supporting the establishment and maintenance of positive relations with parents and carers and carers/carers, support agencies and students.
- To assist with events such as medicals, photographs, parents and carers and carers evenings if staffing requires.
- Pro-actively working to ensure successful transition arrangements are in place.
- Forming excellent working relationships with partner schools and feeder primary schools.
- Adhering to, the school's policies and procedures.
- Assisting in the production of relevant information as required by the Senior Leadership Team and Governing Body
- Being aware of confidentiality issues particularly relating to child protection.
- Completing individual training and development and assist in the training of new members of the team.
- Participating in an annual Performance Management Review with mutually agreed targets.
- Upholding policy and practice for equal opportunities and to promote non-discriminatory practices in all aspect of work undertaken.
- Organising and accompanying teaching staff and students on visits, trips and out of school activities.

Communication

- Maintain effective links throughout the school and with parents and carers and carers
- Communicate and consult with other schools' staff as needed
- Promote a positive service to both staff and students
- Communicate and co-operate with internal / external individuals and bodies as appropriate
- Follow agreed policies for communication within the school

Other Specific Duties

- Each post holder will have a specific whole school responsibility to uphold as part of their day to day duties to include: first aider, oversight of Behaviour for Learning; use of MIS; Transition etc to be agreed once skill sets of staff have been identified.

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment for disabled job applicants or continued employment for any employee who develops a disabling condition.
- All staff at Carrington School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based in mutual respect we achieve a great deal. In particular we expect staff to be committed to our aims and to play an active part in our initiatives.
- All job descriptions at Carrington School complement the agreed pay conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions.
- The purpose of these job descriptions is to clarify and sharpen the focus of the role of the postholder.
- This job description will form part of an annual review to discuss your professional development. This review will be between you and your line manager.

Person Specification	Essential	Desirable	How this is assessed
Qualifications & Training			
Good English and Maths GCSE	✓		Application
Trained First Aider (or willingness to undertake relevant training)		✓	Application
Skills and Abilities			
Ability to prioritise own workload	✓		Application / Interview
Awareness of strategies to support young people's mental well-being	✓		Application / Interview
Ability to communicate with young people, both individually and in a group setting.	✓		Application / Interview
Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their ability/willingness to learn	✓		Application / Interview
Ability to assess the needs of young people and their families and to work with other agencies to formulate and deliver packages of support.	✓		Application / Interview
Able to build constructive relationships with parents and carers and carers and carers	✓		Application / Interview
Able to develop and maintain close links and work effectively with staff from other agencies	✓		Application / Interview
Able to gather information and produce reports	✓		Application / Interview
Confident basic user of ICT	✓		Application / Interview
Must be numerate and well organised	✓		Application / Interview
Good planning and organisational skills and a flexible approach to the management of work.	✓		Application / Interview
Personal Qualities and Attributes			
Self-motivating with the ability to multi-task.	✓		Application / Interview
Good interpersonal skills, and the ability to enthuse and motivate others.	✓		Application / Interview

Excellent interpersonal skills and ability to work with people at all levels.	✓		Application / Interview
Flexible and adaptable.	✓		Application / Interview
Resilient and able to work under pressure	✓		Application / Interview
Work well both as part of a team and independently, demonstrating initiative (Regularly review own (and team's) work and take the initiative to suggest ideas to make improvements)	✓		Application / Interview
Deal with enquiries in a professional and sensitive manner	✓		Application / Interview
Handle challenging conversations with confidence and sensitivity and seek support when appropriate	✓		Application / Interview
Experience			
High standards of achievement and professionalism	✓		Application / Interview
Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.	✓		Application / Interview
Good organisational and planning skills including prioritising tasks.	✓		Application / Interview
Ability to work as part of a team and on own initiative and with resilience.	✓		Application / Interview
Thinking creatively to anticipate and solve problems.	✓		Application / Interview
High expectations of others.	✓		Application / Interview
Staying calm and cheerful when working under pressure.	✓		Application / Interview
Confident in offering support and guidance to staff, students and parents and carers.	✓		Application / Interview
Commitment to the personal development of all students, staff and self.	✓		Application / Interview
Being prepared to take advice, recognising own need for development and keen to learn new skills.	✓		Application / Interview
To have a good health and attendance record, and being committed to maintaining this to carry out a busy and demanding post.	✓		Application / Interview
Being prepared to take advice, recognising own need for development and keen to learn new skills.	✓		Application / Interview

Sharing and contributing to the aims and ethos of Carrington School including a positive attitude to working with people with disabilities	✓		Application / Interview
Successful experience of managing and organising own work.		✓	Application / Interview
Having a sense of humour.		✓	Application / Interview
Experience of working in an educational setting with students with challenging behaviour.		✓	Application / Interview
Demonstrable experience of working with young people and families.		✓	Application / Interview
Experience of working in a multi-agency setting		✓	Application / Interview
An understanding of the specialist support services available to young people locally.		✓	Application / Interview
Hold relevant professional qualification in education, youth or social work or has other relevant experience of working in the police, youth offending or health sector that would demonstrate an ability to work with young people.		✓	Application / Interview

How to Apply

We hope that you would like to apply; please complete our application form for Teaching and Leadership posts on the vacancy page and send it to us with a supporting statement explaining what attracts you to the post and details the skills and experience you would bring to it.

Your completed application can be submitted online or emailed to Karen Ehren, HR Officer:
hr@carringtonschool.org

Alternatively, you may deliver or post it to:

Karen Ehren
HR Department
Carrington School
Noke Drive
Redhill
Surrey
RH1 4AD

If you would like any further information, please contact:

Karen Ehren, HR Officer on 01737 764356 x208 hr@carringtonschool.org

The deadline for receipt of completed applications is Thursday 09 February 2023 at 10:00am