



Appointment of Student Hub Coordinator Maternity (Job Share)

Required January 2025

Welcome from the Head



My priority over the past few years has been to improve the quality of teaching and learning and to open doors for every student that we are privileged to teach.

The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators .

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently.

We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





Who We Are

- › We are a 11-16 comprehensive school
- › We are a 7 form entry, 210 PAN
- › We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- › We are in SESSET along with The Ashcombe School and Therfield School
- › Our last Ofsted Inspection was rated 'Good' in May 2023
- › Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

The Role

The Student Hub Coordinator is integral in supporting and contributing to the effective management of the KS3 or KS4 pastoral care and to the achievement of the school's values and beliefs.

Student achievement and success is at the heart of this job role and responsibility. The Student Hub Coordinators work with the Heads of Year to ensure that all students are given the support they need to allow them to display an excellent attitude to learning, timekeeping, regular and excellent attendance, appropriate dress and behaviour.

Most importantly, the Student Hub Coordinator 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.

Job Title: Student Hub Coordinator, Maternity
(job share - 3 days per week)

Salary: SESSET 6 £14,879 to £16,243 (FTE £29,174 - £31,848)

Line Manager: Assistant Head

Hours: 21 hours per week/40 weeks per year

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

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.

Key Accountabilities

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

Main Responsibilities

- 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 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, to encourage cooperation and support
- Developing and maintaining positive relations with parents and carers, fostering an open door culture to encourage active involvement in their children's education



Role Description Continued

- 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, support agencies and students
- To assist with events such as medicals, photographs, parents and carers evenings if staffing required
- 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



Role Description Continued

- 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
- Communicate and consult with other schools' staff as needed
- Promote a positive service to both staff and students
- Communicate and cooperate 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 anything 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

Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Person Specification

Essential	Desirable
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Qualifications and Training

Good English and Maths GCSE



Trained First Aider (or willingness to undertake relevant training)



Skills and Abilities

Ability to prioritise own workload



Awareness of strategies to support young people's mental well-being



Ability to communicate with young people, both individually and in a group setting



Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their ability/willingness to learn



Ability to assess the needs of young people and their families and to work with other agencies to formulate and deliver packages of support



Able to build constructive relationships with parents and carers



Able to develop and maintain close links and work effectively with staff from other agencies



Able to gather information and produce reports



Confident basic user of ICT



Must be numerate and well organised



Good planning and organisational skills and a flexible approach to the management of work



Person Specification continued

Essential	Desirable
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Personal Qualities and Attributes

Self-motivating with the ability to multi-task



Good interpersonal skills, and the ability to enthuse and motivate others



Excellent interpersonal skills and ability to work with people at all levels



Flexible and adaptable



Resilient and able to work under pressure



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)



Deal with enquiries in a professional and sensitive manner



Handle challenging conversations with confidence and sensitivity and seek support when appropriate



Experience

High standards of achievement and professionalism



Excellent communication skills both written and oral and the ability to communicate effectively with staff and students



Good organisational and planning skills including prioritising tasks



Ability to work as part of a team and on own initiative and with resilience



Thinking creatively to anticipate and solve problems



High expectations of others



Person Specification continued

	Essential	Desirable
Staying calm and cheerful when working under pressure	✓	
Confident in offering support and guidance to staff, students and parents and carers	✓	
Commitment to the personal development of all students, staff and self	✓	
Being prepared to take advice, recognising own need for development and keen to learn new skills	✓	
To have a good health and attendance record, and being committed to maintaining this to carry out a busy and demanding post	✓	
Sharing and contributing to the aims and ethos of Carrington School including a positive attitude to working with people with disabilities	✓	
Successful experience of managing and organising own work	✓	
Having a sense of humour	✓	
Experience of working in an educational setting with students with challenging behaviour	✓	
Demonstrable experience of working with young people and families	✓	
Experience of working in a multi-agency setting	✓	
An understanding of the specialist support services available to young people locally	✓	
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	✓	

Closing date for applications is
Monday 9 December at 10am

Applications will close should a suitable
candidate be appointed

Interview date **TBC**

To apply please complete the Support Staff Application Form
which can be found on the 'Work With Us' page on our website

For an informal discussion about the role please contact the
HR Manager, Karen Ehren
kehren@carringtonschool.org



Aspire Innovate Respect



Visit our website for more information about our school



www.carringtonschool.org

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