

Hampton College

Eagle Way, Hampton Vale, Peterborough, PE7 8BF.



**Student Services Assistant
Recruitment Pack
July 2018**

Progress, Partnership, Pride

Hampton College

Eagle Way, Hampton Vale, Peterborough, PE7 8BF.

Hampton College is an established, successful, all-through school, which formed its own multi-academy trust in 2014. The Trust is also the education provider for the new neighbouring secondary school, Hampton Gardens. The two schools have very close links and some shared staff.

Hampton College currently serves the community of Hampton, on the southern outskirts of the city of Peterborough and has good links to Cambridge and Stamford. Hampton Gardens School serves the neighbouring Cambridgeshire village of Yaxley, as well new housing being added to the Hampton East development

September 2018

STUDENT SERVICES ASSISTANT

We are now looking to recruit a Student Services Assistant to join our busy Student Services Team supporting students in the Secondary Phase of the College.

The Student Services Team plays an active role in the College and supports our Deputy Head of School in dealing with student well-being and behaviour. Every member of the team helps to make a difference and contributes to raising standards of achievement for all students.

This is a permanent position of **32.5 hours per week** and is for **term time plus 5 training days**.

Working Hours:

Student Services Assistant 8.15am to 3.30pm 32.5 hrs (45-min unpaid lunch break)

Salary:

Student Services Assistant (Grade 7)

Full-time salary (52 weeks)	From: £21,074	to: £23,866
Term-time salary + 5 days (32.5hrs p/w)	From: £15,782	to: £17,873

For further details and a Recruitment Pack see the school website www.hamptoncollege.org.uk

Closing date: 9.00am on Monday 16 July 2018

Interviews date: Wednesday 18 July 2018

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Vision and Values

Vision

Our vision is to be an outstanding college.

Mission

Our mission is to meet the needs of our students and to equip them to fulfil their potential, and to provide high quality learning and leisure opportunities for members of our community.

Values

1. WE VALUE PEOPLE:

- The College will be a welcoming place, at the heart of its community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to Hampton College to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

2. WE VALUE LEARNING:

- The College will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

3. WE VALUE POSITIVE BEHAVIOUR:

- The College will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the College to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at Hampton College.

4. WE VALUE HEALTH:

- The College will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, the College will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- The whole College site is a no-smoking area at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto college premises, or on school visits.

5. WE VALUE LEADERSHIP:

- The College will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

6. WE VALUE OUR COMMUNITY:

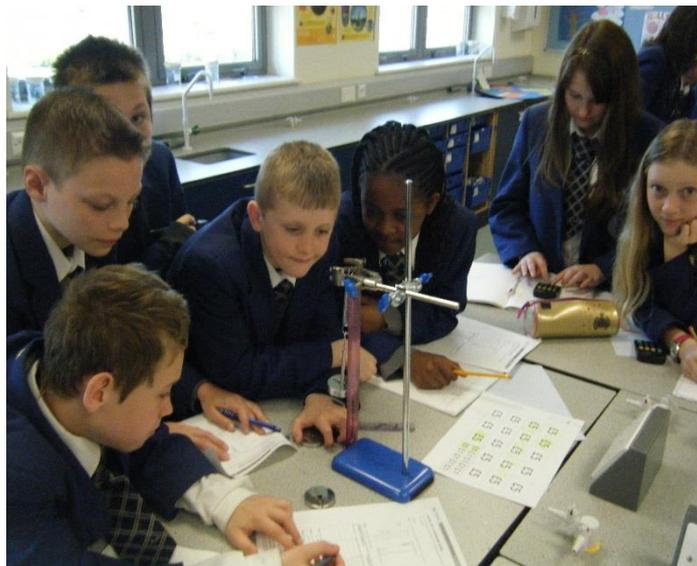
- The College will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- Hampton College will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

7. WE VALUE OUR ENVIRONMENT:

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

8. WE VALUE THE FUTURE:

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.



July 2018

Dear Applicant

Thank you for your interest in our permanent position of Student Services Assistant at Hampton College.

Information about Hampton College

Hampton College has now been established for twelve years and has enjoyed a high degree of success both in terms of public examination results and recognition from Ofsted (four full inspections all *Outstanding* or *Good*).

The College opened in September 2005 with a roll of just 180 students in Years 7 and 8. In September 2009 we welcomed our first cohort of Sixth Form students and from September 2010 our secondary school was complete with students in all Years from 7-13.

Development of the ‘through-school’:

In order to meet the unprecedented demand for primary places on the Hampton development, the Local Authority asked Hampton College to open the Primary Phase a year early, in September 2012, on the site of Hampton Hargate Primary School. A brand new state-of-the-art primary school building opened in September 2013, next to the current secondary school’s campus. The Primary Phase will now continue to grow each academic year, by an intake of 60 Reception children, until it serves the full primary age range by 2018, having 420 primary students on roll by that time.

The model for the primary phase’s growth, one year at a time, is exactly how the secondary phase was established. We are excited about the development of our Primary Phase and see its potential to become a beacon centre of effective practice. In the medium term, we believe we can be innovative in relation to teaching and learning and pilot ways of working which encourage teaching appropriate to students’ stage not age. A number of colleagues already teach or support across phases and we anticipate this will increase further as the Primary Phase grows.

Our current roll is 1474, including 358 in Primary Phase and 181 in the Sixth Form.

Academy and MAT status

In September 2014 we became a converter academy and formed our own multi-academy trust. **Hampton Academies Trust** opened its second secondary school, Hampton Gardens in September 2017. We believe that this development will enable us to provide an excellent education for the children and young people of the area, as well as offering our staff unrivalled promotion and professional development opportunities.

Hampton Gardens will operate its Sixth Form jointly with Hampton College. The close proximity of the two schools has enabled a number of staff to teach and support across both sites. We will also have the ability to deploy staff flexibly across the trust, as we expand.

Our vision is to be a locality based, cross -phase MAT. We intend to grow our MAT in the medium term, and have been successful in our bid to run the primary provision on the new Hampton East development. The name of the trust reflects our local focus and we have no current plans to expand our operations beyond our local area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our ‘homegrown’ status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

Hampton College - Secondary Phase

On the Hampton College secondary site, classrooms are airy and light and are all equipped with interactive facilities. The school hall provides an impressive public space, with seating capacity for 400 people; the grounds are attractive and spacious and are utilised well at break and lunchtimes in fine weather.



Conditions have been right for the school to provide a centre of excellence in teaching and learning, with teachers and departments continually reflecting on their practice, in order to improve. Traditionally the core subjects of English, Mathematics and Science have been high performing, which has contributed to the school's successes in recent years.

Vision and Values: Since opening the college we have emphasised 2 key themes: 'People' and 'Learning'. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work. Please see the college website for more details.

During the school's most recent Ofsted inspection in May 2017, in which Hampton College was judged to be 'Good' a number of very positive features were praised, including:

- An unwavering commitment to establishing an inclusive, welcoming school
- Pupils are keen to learn and appreciate the work their teachers and the opportunities provided to them
- Relationships between adults and pupils are typically positive and pupils behavior is good
- Parents believe their children to be safe and happy
- Pupils make good progress at Key Stage 4
- Teachers closely match learning activities to the capabilities of the pupils
- The longer the pupils remain in the school, the faster progress they make

Teaching and Learning: All of the teaching staff have agreed on our definition of 'Excellent Teaching', and the statement begins... "At Hampton College we encourage teaching which is innovative, adventurous and experimental." We are proud that the teaching that goes on here is different and teachers are prepared to 'think outside the box' sometimes. OFSTED commented: "The vast majority of lessons are taught to a high quality. Many lessons are extremely imaginative and creative."



Curriculum Plan: Please see college website (Prospectus). Every effort is made to offer a strong extra-curricular programme in sports, the arts and in other areas. There is an enrichment week at the end of the summer term, which includes a week- long camp for students in Year 7.

The School Day: All lessons are one hour, with a 5 minute movement time.

8.30am	Morning Registration/Assembly
8.45am	Period 1
9. 50am	Period 2
10.55am	Morning Break
11.15am	Period 3
12.20pm	Period 4
1.25pm	Lunch Break
2.05pm	Period 5 (Afternoon Registration)
3.10pm	End of School

Community: Hampton College is making an important contribution to putting ‘heart and soul’ into the new development, and bringing the community together. We are a venue for learning and leisure and we are developing a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our campus.

The Role

The Student Services Team plays an active role in the College and supports our Deputy Head of School in dealing with student well-being and behaviour. Every member of the team helps to make a difference and contributes to raising standards of achievement for all students.

If you are looking for a new and exciting challenge, then we can guarantee you a fulfilling and rewarding role working at Hampton College. Please see the Job Description and Person Specification for further details.

This is a permanent position of 32.5 hours per week and is for term time only plus 5 training days.

Working Hours

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Salary

Student Services Assistant (Grade 7)

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Safer Recruitment

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service. Applicants will be asked to complete a Disqualification by Association Declaration when invited to interview if they will work in early years provision or in later years provision for children who have not yet attained the age of 8 or if their role is directly concerned in the management of such early or later years provision.

Promotion Opportunities

As an expanding trust there are permanent posts and opportunities for promotion which arise regularly. The opening of Hampton Gardens School will offer a range of exciting opportunities for staff employed by Hampton Academies Trust, as well as for external applicants.

Applications

Please download an application form from the school website:

www.hamptoncollege.org.uk

Please return your completed application form, together with a letter of application (no more than 1 side of A4) outlining how you meet the Person Specification by **9.00am Monday 16 July 2018**. CVs are not accepted and should not be included with your application.

Postal applications should be addressed to **HR Department** and sent to:

Hampton Academies Trust
Eagle Way
Hampton Vale
Peterborough
PE7 8BF

Applications can also be sent by email to jobs@hamptonacademiestrust.org.uk (*All applicants applying for employment via email will be required to sign and date their Application Form if invited to attend an interview*).

Please note that only candidates shortlisted for interview will be contacted.

Job Description

POST TITLE:	Student Services Assistant
GRADE:	Grade 7
HOURS OF WORK:	32.5 hours per week (Mon-Fri) Term Time + 5 days
RESPONSIBLE TO:	Deputy Head of School
RELATIONSHIPS WITH:	Deputy Head of School Assistant Head of School Heads of House SENCo Teaching Assistants Parents/Carers Students

PURPOSE OF THE JOB:

- To provide support to the Senior Leadership Team in dealing with student behaviour issues.
- Work within the Student Experience Team to promote positive behaviour and the well-being of students
- To provide timely and effective administrative support for the Deputy Head of School
- To monitor the attendance, punctuality and behaviour of students.
- Contribute to raising standards of achievement for all students.

MAIN RESPONSIBILITIES

BEHAVIOUR AND WELL-BEING

1. Contribute to the management of student behaviour, including anticipating and taking action to prevent potential problems arising.
2. Supervise students who have been removed from classes, work with these students to help them understand why they were removed and help to ensure this does not happen again.
3. Deal with student behaviour issues and act as the first point of contact for parents/carers and make appointments for Heads of House and SENCo where necessary.
4. Co-ordinate arrangements for student behaviour in accordance with the college's Code of Conduct and Behaviour Policy, eg red card system, detentions, exclusion letters etc.
5. Act as the first point of contact for Midday Supervisors regarding any student behaviour issues during lunchtimes and deal directly with them, referring them to Heads of House where appropriate.

6. Help co-ordinate reward events
7. Take part in meetings about students, including participating in the EHA process.

ADMINISTRATION

8. Provide administrative support for the Deputy Head of School
9. Administration of Attendance Records.
10. Administration of student absence requests, eg Holidays, Hospital appointments
11. Provide suitable paperwork for meetings such as TAC, professionals meetings and meetings with parents
12. Administer arrangements for the following:
 - Commendations
 - Good News cards
 - Certificates
 - Confiscations
 - Lost Property
13. Administer the arrangements for:
 - Parents' Evenings, Options Evening etc
 - School Photographs
 - Vaccinations
 - Parent Surveys and Student Surveys
14. Filing, including Student Records and associated paperwork.

PASTORAL

15. Undertake the duties of Qualified First-Aider.
16. Monitor First-Aid records and notify the Deputy Head of School of any regular patterns of use.
17. Contribute to the maintenance of a safe and healthy environment.

MISC

18. Undertake any other duties consistent with the post.

GENERAL NOTES:

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The Job Description is subject to review on an annual basis.



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Person Specification

Criteria	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"> ➤ Good educational background, with minimum 4 GCSEs (or equivalent) including English Language ➤ Excellent administrative skills ➤ Excellent ICT skills - fully conversant with Internet, Email, Word and Excel 	<ul style="list-style-type: none"> ➤ Educated to degree level
Experience	<ul style="list-style-type: none"> ➤ Experience of working with young people ➤ Experience of working in a team ➤ Experience of organising and prioritising workloads ➤ Experience of dealing with parents/carers and external agencies 	<ul style="list-style-type: none"> ➤ Experience of working in a secondary school or related role ➤ Experience of dealing with a range of partners to achieve positive outcomes for students
Skills/Abilities	<ul style="list-style-type: none"> ➤ Ability to gain the respect of students ➤ Excellent communication skills, oral and written ➤ Strong interpersonal skills ➤ Ability to work with honesty and integrity ➤ Ability to use own initiative ➤ Ability to prioritise workload and keep to deadlines ➤ Excellent organisational skills ➤ Ability to multi-task ➤ Good negotiating skills with the ability to gain the confidence of students, staff and parents. ➤ Ability to resolve conflict ➤ Ability to remain calm ➤ Good listening skills ➤ Sensitivity and empathy 	<ul style="list-style-type: none"> ➤ CAF Training ➤ Willingness to learn new skills ➤ Ability to problem solve
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school ➤ Understanding of <i>Every Child Matters</i> ➤ Understanding of Safeguarding and Child Protection issues ➤ Knowledge of child and young person development ➤ Understanding of the social, educational and personal contexts which relate to children and can become barriers to learning ➤ Knowledge of sexual health and/or teenage pregnancy work; substance misuse, domestics violence etc. and how these issues can impact on parenting ability ➤ Understanding of SEN ➤ Knowledge of Health and Safety issues 	<ul style="list-style-type: none"> ➤ Child Protection Training ➤ Safeguarding Training ➤ Qualified First Aiders

Other Requirements	<ul style="list-style-type: none">➤ Accuracy and attention to detail with record keeping➤ Ability to work flexibly➤ Willingness to undertake training, as required➤ Ability to maintain confidential information and records with the upmost discretion and levels of security➤ Willingness to take a full and active role in college life➤ Cheerful disposition and good sense of humour	
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