



St Martins School

Applicant Information Pack

**Student Support
Services Assistant**



'Every Individual is in a great school'



Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted inspection described us as “a small school with a big heart” and commented on the fact that “senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11 and feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- Encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- Work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.

Alison Pope
Interim Head of School



St Martins School

Selfless ❖ Self-assured ❖ Successful

About our School

About Us

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.



Facilities

The school has undergone a transformation over the last few years. This year we have been excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

Vision

Our vision is to ensure that St Martins School continues to be recognised as having a caring, nurturing environment and continues to be one of the most oversubscribed schools in the area. We promote a positive growth mindset, lifelong learning and we encourage everyone within our wider community to have a love of learning.



Our curriculum is designed to broaden our children's horizons, widen their cultural capital and empower them to be curious about the world around them. We firmly believe that reading is the 'master skill'. We aim to provide young people with the experiences they need to develop into confident individuals and responsible citizens who are equipped with the skills to meet the ever changing demands of 21st century life in modern Britain and be ready for the next stage of their education. We aim to foster partnerships with our parents and members of the wider community to develop and promote a learning community. The school is a highly valued and effective resource for our community.

As an all through school we are able to utilise teaching and learning expertise across every phase which enables:

- Sharing examples of good pedagogy between phases
- Enhancing continuity between the phases
- Developing an all through school ethos

◆ Selfless

◆ Self Assured

◆ Successful

About our Trust



The 3-18 Education Trust is currently made up of nine schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

Hours & Working Weeks

Work-life balance is important in our Trust. Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

Job Description: Student Support Assistant



Title of Post	Student Support Assistant
Grade and SCP	Grade 7 (Grade 7, point 12 – FTE £27,711, actual £21,030 (plus 1 week 45.048 weeks of the year)
Hours/Working Weeks	Term Time only (32.5 hours per week)
Post Status	Permanent
Accountable To	Assistant Head - SEN

Main purpose

To act as a Deputy DSL working under the guidance of the Student Support Services Manager.

To work as a coordinator for Looked-After and Previously Child Looked-After children.

Provide pastoral support for children under the guidance of the Student Support Manager

Duties and Responsibilities

- Work alongside the Designated Teacher of Child Looked-After children to promote the education of looked-after and previously Child Looked-After children.
- To ensure school staff understand the things which can affect how looked-after and previously Child Looked-After children learn and achieve and how staff within school can support the educational achievement of these pupils.
- To have a central role in managing the termly PEP for each Looked-After Child; which will involve
 - close communication with each Looked-After to capture the voice of the child, supporting a child's unique needs and develop aspirational goals
 - liaise with teachers to set, record and review SMART targets to support academic progress
 - liaise with Heads of House and behaviour lead to review targets surrounding behaviour in school.
 - recording of expenditure of Pupil Premium spending to support each Looked-After child in the progress towards achieving of their targets
 - Attending scheduled PEP meetings alongside other professionals (social worker, Virtual School link), carer and child (or representing the child's views if they are not in attendance
 - Complete the PEP document on the identified forum for the Local authority the child is under e.g. EPEP, IRIS etc
- To support transitions to the next phase of a child's education
- Attend Care planning meetings and Child Looked after review meetings
- Use daily attendance data to identify non-attendance of Pupil Premium students and Child Looked-After children.
- Provide constructive feedback and support to Pupil Premium students and Child Looked-After children in relation to progress, achievement, behaviour, attendance.
- Work alongside departments to facilitate programmes for Pupil Premium students and Child Looked-After children students who may have missed school for a variety of reasons.
- Establish constructive relationships with Pupil Premium students and Child Looked-After children and their parents/carers and interact with them regularly according to individual need.
- Liaise effectively with all relevant staff to meet the needs of all Pupil Premium students and Child Looked-After children. Attend relevant Planning Meetings to support Pupil Premium students and Child Looked-After children.

- Support Pupil Premium students and Child Looked-After children in completing their Post 16 applications and promote aspirational post 16 choices and the world of work.
- Be proactive in promoting in-school opportunities for Pupil Premium students and Child Looked-After children, including breakfast club and academic trips.
- Undertake Child Protection training and act as a deputy Designated Lead for Safeguarding, Children, including writing reports and attending case conferences and core groups.
- Work with other safeguarding agencies and administer the schools safeguarding systems.
- Support and facilitate Pupil Premium students and Child Looked-After children to pay attention to their emotional and mental wellbeing.
- Provide additional support for Pupil Premium students and Child Looked-After children who are underperforming
- Produce Student Support Plans in consultation with students and support teachers with their implementation.
- Attend strategy meetings for safeguarding under the guidance of the student support manager
- Complete safeguarding referrals using the Multi Agency Referral Form (MARF) and contact Compass/First Point of Contact (FPOC) or other relevant safeguarding agencies
- Attend child protection meetings as required under the guidance of the student support manager.
- Monitor and action safeguarding concerns logged by staff on CPOMs
- Attend designated teacher network meetings and other relevant training
- Ensure CPOMs records are kept up to date.
- Write reports for safeguarding meetings under the guidance of the student support manager

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSE's or equivalent, including English and Maths (or relevant subject qualification) • NVQ Level 4 or equivalent 	<ul style="list-style-type: none"> • First Aid qualification • Degree in a relevant subject
Work or relevant experience	<ul style="list-style-type: none"> • At least 5 years' experience in a role supporting disadvantaged families/young people • Excellent computer skills • Experience of working in an educational setting or other relevant environment 	
Knowledge and understanding	<ul style="list-style-type: none"> • Very good numeracy and literacy skills • Excellent knowledge of safeguarding 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Very good ICT skills • Ability to plan and organise effectively • Management skills • Ability to train, supervise and develop other staff • Ability to interpret advice/statute and to devise policy/practice in light of these 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills with all members of the wider school community • Ability to relate well to children and adults • Ability to work well as part of a team • Flexibility and reliability • Compassion and understanding 	
Special conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

Application & Appointment Process

An application form is available to download from the trust website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact Clare Ellis at clare.ellis@stm.318education.co.uk to arrange a conversation.

The deadline for applications is 3 p.m. 17 July 2025, Interviews will be scheduled upon receipt and review of a sufficient number of applications.

Please send completed applications to Clare Ellis, Head's PA,
clare.ellis@stm.318education.co.uk

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.