



Information for Applicants

Student Development Centre Supervisor

32.5 hours (8.15-3.15 Mon to Fri), Term time only

Temporary

Grade G

**Salary £20,461- £22,255
(actual salary)**

Commencing September 2024

Apply [HERE](#)

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Dear applicant,

Thank you for expressing an interest in applying for the temporary post of Student Development Centre (SDC) Supervisor.

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued. Our entry into the STAR MAT in 2018 as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience.

I hope the information within this pack shapes your thinking and gives you the guidance to help you apply. I look forward to the possibility of meeting you soon.

Yours faithfully,

Mr A Parkinson
Headteacher

The Selection Process

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. For further details about the school visit our website: [Tadcaster Grammar School](#).

If you wish to apply for the post of SDC Supervisor:

Fully complete the online application form on our careers website [HERE](#), ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

Your Supporting Statement within the application form should be up to 900 words, addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Skills & knowledge.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word. Your audience for your written work will be school staff and governors.

Remember when addressing the above, *less is sometimes more*.

Timeline for the selection process

Post advertised within STAR MAT/external media	Tuesday 18th June 2024
Closing time/date for applications:	9am Monday 1st July 2024
Selection day:	soon after closing date

Please address all return mail to Mrs R Evans (HR Advisor): tgs.recruitment@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description for the role of Student Development Centre Supervisor
3	Person Specification

Appendix 1: The School Vision and Values Statement

SCHOOL VISION & VALUES

OUR VISION *(Our cause; our key belief)*

Be Your Best Self	<p>We want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should be able to achieve fulfilment in their current and future lives.</p>
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OUR CORE VALUES *(These should be seen, experienced & lived)*

Staff are guided by the following **values** which underpin everything we do, every day:

Students considered first	All students will be known well, included, valued and heard. All of our decisions should put the needs of students first, whilst also considering our own and others' wellbeing.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The optimum curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The optimum support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** every day:

Ambition	To have a desire to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2

JOB DESCRIPTION

JOB TITLE: Student Development Centre Supervisor

GRADE: Grade G

RESPONSIBLE TO: SENCO

RESPONSIBILITIES AND KEY TASKS	
Specific Responsibilities:	<ul style="list-style-type: none"> ● Oversee the overall running of the SDC. ● Responsible for the support and care of vulnerable learners and students with SEN. ● Responsible for the effective day to day management of the SDC. ● Supervise Teaching Assistants on a day to day basis including managing, developing, allocation and monitoring of work. ● Work on a one to one basis with students who are having performance, attendance or behavioural issues affecting their learning. ● Liaise with curriculum staff to provide accessible learning for students in the SDC. ● Assist the SENCO with SEN provision /intervention in order to work with targeted students. ● Record and report on the progress of individual SEN students' needs and show effective progress in their intervention targets. ● Assist the SENCO with the implementation, monitoring, evaluation of agreed learning/teaching timetables/curriculum. adjusting activities according to the student's needs. ● Monitor student progress and support with attendance and access to other agencies when required. ● Assist students to make successful transfers between educational establishments and transitions at key stages of their lives. ● Supervise students on visits, trips and out of school activities. ● Support the Asst SENCO with timetabling /rotas of the ATA's. ● Organise additional duties for learning support. ● Facilitate exams arrangements. ● Undertake administrative duties as required. ● Undertake all break duties in the SDC ● Attend inset/CPD in order to develop and enhance provision and support with personal development.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> ● The STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Health & Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> ● Know about data protection issues in the context of your role. ● To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Equalities	<ul style="list-style-type: none"> ● Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values. ● Ensure services are delivered in accordance with the aims of the Equality Policy Statement. ● Develop your own understanding of equality issues. ● The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> ● The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Essential upon appointment	Desirable upon appointment
Qualifications and Training	
<ul style="list-style-type: none"> ● Literacy and numeracy qualification (Level 2 or equivalent) ● NVQ Level 3 or equivalent in a relevant subject 	<ul style="list-style-type: none"> ● Childcare or supporting learning qualification at Level 2 (or equivalent)
Experience	
<ul style="list-style-type: none"> ● Experience of working with pupils of a relevant age in an education environment ● Evidence of supporting and facilitating inclusive education within a school setting ● Appropriate experience of working in an administrative role 	<ul style="list-style-type: none"> ● Supervising staff ● Experience of working in an educational or social care setting ● Experience of multi-disciplinary approach to problem solving ● Experience of multi agency working ● Experience of working with children with challenging behaviour ● Experience of delivering individual and group based support and training including facilitation ● Experience of working with Google systems
Skills and Knowledge	
<ul style="list-style-type: none"> ● Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame ● Ability to build positive working relationships with colleagues ● Good understanding of child/young people's development and learning processes ● Knowledge of Safeguarding legislation and procedures ● Knowledge of school policies and procedures ● An understanding of social and emotional factors that could affect a child ● Good time management skills and ability to organise own caseload ● Good interpersonal skills and the ability to engage constructively with a range of people ● Ability to make decisions within their own area of responsibility. ● Effectively identifies workable solutions. ● Communicates effectively in writing, using existing documents, formats and styles. ● Commitment to safeguarding and promoting the welfare of children and young people ● Calm and measured approach to dealing with conflict ● Appropriate use of personal authority 	<ul style="list-style-type: none"> ● Working knowledge of relevant policies and legislation e.g. child protection and health & safety

<ul style="list-style-type: none"> ● Recognition of appropriate personal and professional boundaries 	
Personal Qualities	
<ul style="list-style-type: none"> ● Demonstrable interpersonal skills ● Ability to work successfully in a team ● Able to exercise discretion and judgement ● Self motivation to complete required duties ● Confidentiality ● Motivation to work with children and young people 	
Other Requirements	
<ul style="list-style-type: none"> ● Full driving licence and access to own transport ● Enhanced DBS Clearance ● Flexible approach to working outside office hours when required ● Positive motivation for working with children, young people and their families ● To be committed to the Trust's policies and ethos ● A commitment to CPD ● Commitment and contribution to a school Equal Opportunities Policy 	