



Bishop Hogarth

Catholic Education Trust



The English Martyrs Catholic
School and Sixth Form College

STUDENT SUPPORT OFFICER

Band 7 37 hours per week
Term time plus 5 days

Closing Date 12th January 2022
at 9.00 a.m.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

The English Martyrs Catholic School and Sixth Form College works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within the Trust.

The Directors and Governors of Bishop Hogarth Catholic Education Trust and Governors of The English Martyrs Catholic School and Sixth Form College are seeking to appoint a Student Support Officer to provide general pastoral care to the students and administrative support to the school.

The role will involve undertaking pastoral duties under the direction of Deputy Head, Assistant Head, Pastoral Leaders and SENDCo relating to first aid, students leaving due to sickness, attendance calls to parents and other agencies.

Duties include First Aid, administering medicines, preparing information for and from meetings.

Providing clerical support e.g. photocopying, filing, update manual & computer records (including SIMS, supporting students and liaising with parents and other stakeholders.

The successful candidate will have:

- High standards and expectations of all children
- Be enthusiastic and an excellent role model to pupils
- Have good communication and interpersonal skills
- Be able to develop positive working relationships with children, staff and parents

Hours of work will be 8.00 a.m. – 4.00 pm Monday to Friday,.

Application forms are available on our website www.bhcet.org.uk/vacancies Completed application forms should be returned to recruitment@ems.org.uk