



**The Abbey  
School**

**Recruitment Pack  
Student Support  
Assistant**



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.

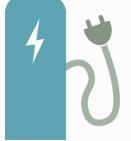


**Owen McColgan**  
**Chief Executive**  
The Howard Academy Trust



# THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme &amp; Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



# Our Family of Schools



The Howard  
School

**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



Deanwood  
Primary School

**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent

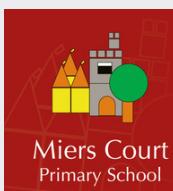


**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



Waterfront  
UTC

**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



The Abbey  
School

**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



The Rowans  
AP Academy

**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to The Abbey School



The Abbey School joined THAT on 1st April 2023, after celebrating the school's best academic results ever in 2022. The Abbey School is a mixed secondary school with a thriving population of over 1100 students. We believe that school should be a place where young people can discover and develop their own individual talents. This means an education that is structured around the individual strengths and needs of each child.

At the end of their time with us, we aim for all our young people to leave the school confident, happy and well equipped to take their place in employment or further education. We are particularly proud of the support structures that exist within the school which we continually enhance. Our students acquire not only an excellent foundation in learning, but also attributes such as resilience, leadership, creativity and team-working skills.

Aspiration at The Abbey School does not only mean wanting to do well in tests or gaining qualifications. It refers to the broader sense of accomplishment gained through personal development and through participation in a large variety of opportunities offered to our students. Our school emphasises the importance of working collectively both within the school and with local partners.

When you visit our school, I am sure that you will recognise not only the warm welcome of our students but also their enjoyment and passion for learning. Our school motto, ***“Be The Best You Can Be”***, reflects our educational values. It is inclusive of all that belong to our community, and it is our aim that all members of our school show respect for one another.

*Dr Speller, Principal*



NOR  
1121



Age Range  
11-19



PP  
34.3%



FSM  
35%



SEN  
14.7%



EAL  
8.8%

# Job Description

**Job Title:** Student Support Assistant

**Contract Type:** Part-time, Term-time only

**Remuneration:** Kent Scheme Pay Scale, point KSC

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

## **Personal and professional conduct**

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

## **Role Overview**

This is a fantastic opportunity to work across two strong, collaborative teams within the school. The successful candidate will work flexibly across both the Attendance and Pastoral Departments, responding to student and staff needs as required. The role offers the opportunity to contribute to a high-quality support service for students across all key stages.

## **Purpose of the Job**

To work as part of the Student Support Services Team, supporting students, parents and staff to promote positive behaviour, wellbeing and attendance. The postholder will provide attendance administration alongside first-line pastoral support, helping ensure that all students feel safe, supported and ready to learn in a calm and secure environment.

## **Key responsibilities:**

### **1. Attendance & Administration**

- Act as an initial point of contact for parents/carers regarding attendance and pastoral enquiries.
- Listen to and record absence messages; contact parents regarding unexplained absences or pastoral concerns.
- Input appropriate absence marks following parental communication.
- Monitor form and class registers, identifying faults and omissions and ensuring accurate completion.
- Sign in students arriving after 9.20am and sign out students leaving before 3.20pm.
- Support with Sixth Form attendance records and effective communication with Post 16 staff.
- Ensure fire registers are accurate and prepared for fire drills.
- Inform relevant staff of student absence, including suspected truancy.
- Record attendance for students at off-site or alternative education provision.
- Maintain accurate, up-to-date information on the school's MIS and pastoral systems.
- Provide administrative support to the Attendance Manager and pastoral leaders as required.

## 2. Pastoral Support

- Provide first-line pastoral support for students, including daily check-ins, responding to wellbeing concerns and offering calm, supportive space for students who are distressed or dysregulated.
- Support Heads of Year, Assistant Principals and the Attendance Manager in identifying early signs of declining attendance, wellbeing issues or disengagement.
- Assist in early intervention strategies by engaging with students, gathering relevant information, and supporting follow-up actions.
- Participate in restorative conversations with students where appropriate, helping rebuild relationships and reinforce behavioural expectations.
- Contribute to safeguarding processes by passing on concerns promptly, recording information accurately and liaising with safeguarding staff as directed.
- Support pastoral meetings, including preparing notes, communicating outcomes and helping track agreed actions.
- Assist with pastoral programs, small-group interventions, student support plans and communication with families where required across all key stages

### General Duties

- Work flexibly across both Attendance and Pastoral teams, adjusting responsibilities as school needs arise.
- Maintain high standards of professionalism, confidentiality and integrity.
- Build positive relationships with students, staff, parents and external partners.
- Contribute constructively to the wider life of the school in line with its ethos of shared responsibility.
- Undertake any other duties consistent with the scope and grading of the post as directed by senior staff.

### Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.*

*An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*

# Person Specification

**Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.**

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"><li>Maths and English GCSE, grade C or equivalent</li></ul>	<ul style="list-style-type: none"><li>Evidence of ongoing Professional Development</li><li>First Aid training</li></ul>
<b>Experience</b>	
<ul style="list-style-type: none"><li>Experience of working within an administrative setting</li><li>Experienced in using a Management Information System such as Arbor or other equivalent</li></ul>	<ul style="list-style-type: none"><li>Experience of working within the academy or education sector</li></ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"><li>High degree of accuracy</li><li>Ability to manage time effectively to complete tasks to a high level</li><li>Ability to work both alone and within a team to achieve specified standards</li><li>Be flexible to changing demands of the post</li><li>To undertake any training relevant to the role</li></ul>	<ul style="list-style-type: none"><li>Knowledge of child protection and safeguarding policies</li><li>Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards</li></ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"><li>Excellent communication including verbal and written skills</li><li>Competent with IT and other software packages such as Word, Excel and PowerPoint and Management Information Systems</li><li>Good organisational skills and a good eye for detail</li><li>A solution-focused mindset and determined “no-excuses” approach to raising standards</li><li>A personable nature to build effective relationships</li><li>Ability and keenness to promote the Trust’s positive culture and ethos</li><li>A high level of integrity, confidentiality and discretion</li><li>Ability to develop good personal relationships within a team, making an effective contribution to high morale</li></ul>	

