



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Assistant Student Services Manager
Candidate Information Pack



Dear Prospective Candidates

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. Our staff and I strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

Yours sincerely

Mr M Tomkins BSc NPQH
Headmaster, Maidstone Grammar School

Assistant Student Services Manager

37 hours a week, 39 weeks per year

Kent Range 7, £25,378 - £28,466

(£22,022 – £24,701 pro rata)

Required for 1 September 2023

We are looking to appoint an Assistant Student Services Manager to work within our pastoral team, providing interventions, support and guidance in relation to student welfare, behaviour, attendance and safeguarding. The successful candidate should have excellent communication and organisational skills. Counselling skills and qualifications would be an advantage, as would experience within the police or similar professions. Full details in the job description. Starting point on the salary scale will be agreed on offer of appointment based on experience.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Friday 23 June 2023. Application via email is acceptable. Applications will be considered as they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.

Job Description

Job Title: KS3 (Years 7 & 8) Assistant Student Services Manager
Kent Range 7 - £25,378 - £28,466 - (pro rata £22,022 - £24,701)
37 hours per week, Monday to Friday - 39 weeks per year

Reporting to: Deputy Head (Pastoral)

Purpose of the Job:

Work under the direction of the Deputy Head (Pastoral) and Student Services Manager, together with the Heads of the four Houses (Barton House, College House, Corpus Christi House and Tonbridge House) as well as with other members of the pastoral team such as the Attendance and Inclusion Manager and the SEN / AEN Manager in order to manage the behaviour, safeguarding, welfare, inclusion and attendance of students, with particular responsibility for KS3.

Key Responsibilities:

The main elements of the role will be to:

- **Act as a Deputy Designated Safeguarding Lead (DDSL) with a focus particularly on KS3 students across the four Houses, under the direction of the Student Services Manager and Deputy Head/DSL.**

-Work with students, staff, parents and other external agencies to ensure that students are appropriately and fully supported and that the safeguarding duties of the school are fully discharged. To take a share in monitoring alert system in relation to student activity on school devices.

- **Oversee investigations into behaviour incidents, with a particular focus on KS3 Students across the four Houses.**

-Based on investigations, make recommendations to senior pastoral staff; communicate and work with students, staff, parents and other external agencies as required.

- **Work to promote and support good attendance and punctuality amongst KS3 students.**

- With other Key staff and under direction from the Attendance and Inclusion Manager and Deputy Head, proactively intervene using the school's systems and procedures to address attendance concerns where these arise, working with students, staff, parents and external agencies as required. This will include working with students on part time timetables and reintegration plans.

- **Work to support vulnerable students in KS3 and other key stages where required, including those with Special and Additional Educational Needs**

-With other key staff under the direction of the Deputy Head to work with the SEN/AEN Manager providing support for vulnerable students and those with SEN to overcome barriers. This will also involve working within a newly created MGS support room including overseeing co-ordination of work and communications with teaching staff where required.

In addition:

- Follow all school policies and procedures
- Ensure an excellent standard of record keeping: record and document all actions and communications etc using school systems in a timely manner
- Keep up to date with training relevant to the roll, including statutory safeguarding training
- Work as a team with other pastoral staff to provide the best possible care and support for our students, including attending Cause For Concern Meetings
- Work supportively with parents / carers and members of the wider community engaging with the school
- Meet, greet and accompany KS3 students and others as required when they need additional support to attend school or lessons
- Make home visits where directed to promote and support good attendance of KS3 students and other year groups if time permits
- Play a part in supervising After School Detentions and develop competence in using the school's detention system; provide support in relation to the co-ordination of Counselling and Mind referrals where required.
- Carry out other tasks and duties as directed by the Deputy Head (pastoral) including cover for colleagues in pastoral team when needed.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Previous experience in similar roles would be an advantage.
EXPERIENCE	<ul style="list-style-type: none"> • Successful recent experience of working in the Police or similar environment would be an advantage.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and compliance with policies and procedures relevant to child protection and health and safety. • Numeracy and literacy skills • IT skills • Have the ability to relate well to children and adults • Good influencing skills to encourage pupils to interact with other and be socially responsible.
BEHAVIOURS	<ul style="list-style-type: none"> • Be a calm but assertive individual • Approachable • Challenging but encouraging • Good communicator



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