



**HARLESTON SANCROFT**  
ACADEMY

**Headteacher:** Mr Rob Connelly BSc.  
(Hons)  
**Primary Phase:** 01379 853211  
e: [primary@sancroft.stbenets.org](mailto:primary@sancroft.stbenets.org)  
**Secondary Phase:** 01379 852561  
e: [secondary@sancroft.stbenets.org](mailto:secondary@sancroft.stbenets.org)  
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x: @SancroftAcademy



Diocese of Norwich  
St Benet's  
Multi Academy Trust

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## **Head of Student Support (Secondary phase) required for an immediate start**

**37 hours per week (08:00-16:00, M-F) term time + 1 week, permanent contract**

**Scale F (SCP 12-17) £26,421-£28,770 per annum pro rata (actual salary £22,629-£24,641)**

This is a wonderful opportunity for a people-focused, organised and self-motivated colleague to join the Harleston Sancroft Academy. Working with the pastoral team in our secondary phase you will be a Designated Safeguarding Lead (DSL) supporting the safeguarding team with administrative tasks and record keeping including following up safeguarding concerns. You will work with students and their families; providing pastoral support, signposting to appropriate outside agencies, monitoring interventions and helping remove barriers to learning. You will collaborate cross phase, liaising with pastoral colleagues in our primary phase to develop an all through school pastoral provision. Your work will be underpinned by the Sancroft ethos, purpose and values.

The ideal candidate will enjoy working in a team but be able to work independently and on their own initiative and be willing to learn new skills.

We are extremely proud of our ethos and the very positive relationships which exist at the school. The Harleston Sancroft Academy; within St Benet's Multi Academy Trust. We are an oversubscribed, inclusive, Church of England school in South Norfolk. We are a community that flourishes, through God's love, to live 'Life in All its Fullness' John 10:10 and John 13:34

### **You should:**

- Have relevant experience working with, and an ability to motivate and support, young people
- Have energy, drive and enthusiasm
- Be committed to equality of opportunity and student wellbeing
- Ideally have relevant experience of working in a school. However, if you feel you have transferable skills and are looking for a new challenge then please tell us these in the personal statement of your application.
- Have good literacy and numeracy skills
- Be able to establish positive and supportive relations with staff, students and their families
- Be very well organised and able to prioritise effectively
- Be flexible and able to work in a team situation
- Be first aid trained or willing to undertake a first aid course

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Primary Phase: Head of School: Mrs Jane Price, BA (Hons), School Lane, Harleston, Norfolk, IP20 9HG

Secondary Phase: Head of School: Ms Kirsten Parker, BA (Hons), Wilderness Lane, Harleston, Norfolk, IP20 9DD

Diocese of Norwich St Benet's Multi Academy Trust Diocesan House 109 Dereham Road, Easton, Norwich, Norfolk, NR9 5ES

Registered in England & Wales Company no: 11276240 Tel: 01603 880853 Web: [stbenets.org](http://stbenets.org) MAT CEO: Mr Richard Cranmer BSc. (Hons)

**We offer:**

- A great working relationship with staff and students
- An extensive 'in house' CPD programme
- The support of an informed and active Local Governance Committee and Trust
- A very supportive and encouraging Senior Leadership Team
- Close collaboration throughout the Trust
- An opportunity to work in a good location where the cost of housing is attractive

References may be requested prior to interview and may be contacted on receipt of your application form. Please contact us to discuss this further if you have any queries.

Visits to the school are warmly welcomed. Please contact the school office to book an appointment or speak with Mrs Lucy Field; Assistant Headteacher (Inclusion).

**Culture and ethos:**

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes
- Treat everyone as a valued individual who is loved by God
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice
- Work collaboratively developing the concept of family across the Trusts and their academies
- Ensure regular open and honest communication in all professional duties
- Recognise the importance of serving the wider community and promoting inclusivity.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

**Safeguarding**

The safety and well-being of children is central to our ethos, and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and child protection practices of the Trust.

**Equalities**

The Diocese of Norwich Education Services Company (DONESC) has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post holder will ensure that the DONESC meets its statutory obligations in relation to all aspects of equalities legislation. This post involves regular travel around the Diocese and maybe some evening and weekend work. This job description is not an exhaustive document. It reflects the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing of DONESC.

Applications should be emailed to Emma Johnson, School Business Manager  
[ejohnson@sancroft.stbenets.org](mailto:ejohnson@sancroft.stbenets.org)

Closing date: 9am Tuesday 7<sup>th</sup> May 2024