



Littleover  
Community  
School



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APPLICATION PACK

# Littleover Community School

## Student Support Officer

# A warm welcome from our Headteacher, Mrs L. Johnson

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Many thanks for your interest in the Student Support Officer position. Littleover Community School is a warm and welcoming environment, where the motto of 'Learn, Care and Succeed' underpin the vision for our school. Staff joining Littleover Community School should understand from the outset that we work together in partnership with students and families to provide a safe and stimulating environment, where all members feel valued and safe.

Our expectations are high, and this is evident through the reputation of Littleover Community School; in the last school inspection, Ofsted found the school to be 'Good' and the Sixth Form 'Outstanding;' the student outcomes at Littleover Community School, both at GCSE and A-Level, as well as the enrichment programmes on offer, are excellent. We are proud of the achievements of our students and know they happen because we value and celebrate staff expertise.

Littleover Community School offers a robust and engaging CPD programme and staff wellbeing is taken seriously here; again, this can be stated with confidence as staff retention at LCS is high.

I hope you will consider the information above when making your application to Littleover Community School; we want committed practitioners that will support Littleover Community School students to become life-long learners, and well-rounded citizens.



Best of Luck,

A handwritten signature in black ink, which appears to read 'L. Johnson'. The signature is fluid and cursive.

Mrs L. Johnson  
**Headteacher**

# Learning, Caring, Succeeding

Littleover Community School is a Local Authority maintained school with an outstanding Sixth Form, catering for ages 11 - 18 with approximately 1830 students.

## Welcome to Littleover

As a school, we are committed to continuous improvement so that we can continue to evolve to match the changing needs of our students, parents and carers, staff and wider school community. We are keen to utilise the latest thinking and technologies to ensure all our students are best equipped to achieve success in the future.

Our governors and staff are fully committed to serving the needs of our school community in these challenging social times, including continuing to develop the very strong academic performance of our school. If you feel you could contribute to this vision, we would be very pleased to receive your application.

Littleover Community School is an 11-18 comprehensive, community school. We are a Local Authority maintained school and have a positive working relationship with Derby City Council.

Our school is situated four miles to the south west of the centre of Derby, in pleasant, spacious grounds. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

We currently welcome 295 students into Year 7 each year, giving us a current roll of approximately 1850, including a Sixth form of over 350 students.

## Student outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

### Summer 2025 headlines:

- GCSE grades 9-4 in Maths and English 74%
- \* Grade 4 and above in English Baccalaureate 49%
- Key Stage 4 students who receive the Pupil Premium achieved in line with their Attainment 8 target on average.
- A\*-A grades at A Level 33%
- A\*-C grades at A Level 86%

As an inclusive school, we particularly value this measure as it reflects the progress made by every child regardless of their starting point.





# Learning, Caring, Succeeding

## Our Vision & Aims

We are an inclusive school which means we are determined to ensure all students achieve the best outcomes possible. Our aims of "Learning, Caring and Succeeding" are the basis for all that we do and students are at the heart of our everyday practice.

Looking to improve further is always key. Our school priorities are shared with staff and Governors and our community of parents/carers and students have a say in what we are and what we want to be.

*teachers provide and the sense of community they share with their peers.*

*Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh's Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club.*

*Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.*

## Ofsted

The school was inspected in October 2022 and was judged as 'Good' in all areas with 'Outstanding' Sixth Form provision.

The full report can be accessed here: <https://files.ofsted.gov.uk/v1/file/50201266>

*Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning."*

*"Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.*

*Pupils' behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The 'LCS Way' helps to create a caring and purposeful culture.*

*Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their*



# Why Should You Join Littleover Community School?

## Wellbeing - What We Offer

Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A centralised behaviour system which means no detentions for teachers, disruption free classrooms and a supportive internal Alternative Provision.

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving.

Access to the latest technology, including new high spec laptops for staff.

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy .

All staff also have access to Education Support's Employee Assistance Programme which includes:

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.

Financial, legal and practical support from qualified professionals on a range of personal issues.

## Employment Benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside other benefits such as access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), free on-site car parking, free annual flu jab and a friendly, supportive working environment!



# Student Support Officer

## Vacancy Details

|                   |  |
|-------------------|--|
| JIQ Reference No: | S-5287   |
| FTE Salary:       | Grade B SCP 4<br>£25,185                                       |
| Actual Salary:    | Grade B SCP 4<br>£11,761                                       |
| Hours:            | 20 per week<br>Monday to Friday 10am - 2pm                     |
| Contract Type:    | Permanent<br>Term Time Only (39 weeks, including Inset days)   |
| Responsible to:   | Deputy Headteacher/<br>School Operations<br>Manager            |
| Start date:       | To be confirmed once pre-employment checks have been completed |
| Closing date:     | Tuesday 30th September 2025                                    |

## Job Purpose

To provide First Aid for students and staff, and to monitor and address student attendance and absence, as part of the Student Services team.

## Duties & Responsibilities

1. Providing First Aid for students and staff and deputising for the Medical Officer in their absence.
2. Supporting the Medical Officer by ensuring first aid kits are adequately maintained, replenished, items are within date etc.
3. Deputising for the Medical Officer, in their absence, in providing support for several diabetics.
4. Deputising for the Medical Officer, in their absence, in the administration of prescribed medication for students.
5. Liaising with parents, carers & social workers to relay medical updates and information for students.
6. To support in the accurate daily absence reports for fire regulations, as required.

7. To record accurate data on school systems including Medical Tracker, CPOMS, SIMS etc.

8. Support in the Fire and Emergency evacuation procedure by providing form registers for the roll call.

9. To provide support with administration of trips, including students with medical conditions.

10. Ensuring correct attendance codes are used by teaching staff, when required, as directed by the line manager.

11. Supporting in the monitoring of student attendance and absence, when required, as directed by the line manager.

12. To receive and log monies for school trips.

13. To provide training to staff on SIMS procedures.

14. To support in the training to staff on the correct use of attendance codes, as and when required.

15. To provide administrative & organisational services to the school.

16. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school.

17. To be prepared to undertake training appropriate to the role.

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.***



# Essential & Desirable Skills Littleover Are Looking For

## 1. Skills and Experience

|   | Essential | Desirable |
|---|-----------|-----------|
| Experience of working in a school or similar environment              |           | X         |
| Experience in a similar role  |           | X         |
| Excellent ICT skills with the ability to adapt to new systems         | X         |           |
| Ability to produce accurate and precise data                          |           | X         |
| Good communication skills both verbal and written                     | X         |           |
| Able to collate and feedback information                              | X         |           |
| Able to maintain issues of confidentiality in the working environment | X         |           |

## 2. Qualifications

|   | Essential | Desirable |
|---|-----------|-----------|
| English GCSE A*-C or equivalent   |           | X         |
| Mathematics GCSE A*-C or equivalent   |           | X         |
| Hold a current First Aid Certificate or be willing to undertake the relevant training | X         |           |
| Be prepared to undertake other relevant training, as and when required                | X         |           |

## 3. Personal Qualities

|  | Essential | Desirable |
|--|-----------|-----------|
| Ability to establish good working relationships and effective teamwork with both colleagues, students and external agencies  | X         |           |
| Ability to respond positively and calmly with students and staff   | X         |           |
| Ability to be reflective and self-critical   | X         |           |
| Excellent inter-personal skills  | X         |           |
| Sense of humour and the capacity to manage stressful situations  | X         |           |
| Able to use own initiative   | X         |           |
| To have a flexible attitude and respond positively to change   | X         |           |
| Effective listening skills   | X         |           |
| To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant school policies | X         |           |



# Equality, Diversity & Safeguarding

Littleover Community School is proud of the cultural diversity of our school community.

## Equality & Diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

## Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information/policies-compliance>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

