



Fareham  
Academy

Applicant Pack

# Coordinator Student Support Services

Grade B

Start date: 01 September 2026

37 hours per week (40 weeks - term time) 08:00am – 16:00

Actual Salary - £21,079 to £21,361

FTE Salary - £24,027 - £24,348

Fareham Academy

[www.fareham-academy.co.uk/vacancies](http://www.fareham-academy.co.uk/vacancies)

For more information regarding the post please visit our website or email

Mrs Payne on [g.payne@fareham-academy.co.uk](mailto:g.payne@fareham-academy.co.uk)

**Closing Date: 15 June 2026**

## Letter from Headteacher

Dear Applicant,

Thank you for considering joining Fareham Academy. We are a caring and forward-thinking school where academic achievement sits alongside the personal development of every child. Our motto, “*Unlocking Potential – Creating Opportunity*,” together with our values of Resilience, Aspirations, and Kindness, reflects the ambition we hold for all our students.

Our staff are deeply committed to providing the highest quality education, and we are equally committed to supporting their professional growth. We prioritise development at every stage of a career, ensuring colleagues have the opportunities, training, and guidance they need to progress.


Many of our staff have moved into leadership roles within Fareham Academy and the wider education community, highlighting the strength of our culture and the talent within our team.

We are now seeking the right person to contribute to our school and be part of the exciting journey ahead. I wish you every success with your application.

If you have any questions on the recruitment process, please email [g.payne@fareham-academy.co.uk](mailto:g.payne@fareham-academy.co.uk) or visit our website: [www.fareham-academy.hants.sch.uk](http://www.fareham-academy.hants.sch.uk)

Yours faithfully,

Randall Jull  
Headteacher



“Developing transferrable skills such as teamwork, communication, problem solving, and innovation to better prepare students for the constantly changing world.”

## Coordinator Student Support Services

We work exceptionally hard to offer our students the best possible educational opportunities and unlock the potential in every child. As part of this commitment, we are seeking a Coordinator of Student Support Services to join our friendly and enthusiastic Student Support team due retirement.

Our dedicated pastoral team plays a vital role in supporting students to overcome any barriers to their learning. This is a rewarding opportunity for someone passionate about student welfare, wellbeing, and development. The successful candidate will also undertake a first aid course as part of this role.

### Key Responsibilities

- Support the delivery of high standards and strong outcomes within Student Support Services, ensuring an effective, student-centred provision.
- Promote the well-being, development, and success of students by offering supportive, inspirational, and caring guidance to all who access Student Support Services.
- Oversee the Medical Facility, including the effective delivery of first aid and medical care, scanning and logging all Accident & Incident (A&I) forms, and managing medical supplies.
- Manage the day-to-day operation of the Student Support Services Main Workroom, including maintaining the daily tracker, coordinating student work, and liaising with parents when required.
- Support the Head of Year in overseeing baseline testing for in-year admissions, ensuring assessments are completed and recorded accurately.
- Coordinate support and guidance for identified Young Carers, ensuring their needs are understood and met appropriately.
- Deliver additional support for students with mental health, wellbeing or other identified needs, beyond scheduled G.E.M. sessions where required.

Please refer to the full job description and person specification for further details about this rewarding role.

## Your Opportunity

The successful candidate will:

- Highly motivated and committed
- Good numeracy/literacy skills educated to GCSE level standard.
- Well organised and punctual with a professional attitude to work
- Will to work as part of a hard-working, dedicated team
- Positive, proactive, with a good sense of humour who is willing to work flexibly to meet the changing needs of the school
- Be an active member of school life and actively subscribe to the ethos of the school

In return we will offer you:

- A professional, supportive and dedicated staff team focused on raising achievement
- Enthusiastic students who value their learning environment
- Strong opportunities for professional development
- A caring, vibrant school community
- Personalised CPD tailored to your needs
- Private Health Care and 24/7 access to a virtual GP
- Flu Jabs
- Local Government Pension Scheme

Post Details		Last Updated		February 2026	
Department :	Pastoral Support				
Job Title:	Coordinator for Student Support Services				
Salary:	Grade B	8am – 4pm (37 hours per week)			
Responsible to:	Head of Student Support Services				
<b>Job Purpose Statement</b>					
<ul style="list-style-type: none"> <li>Support the delivery of high standards and strong outcomes across Student Support Services.</li> <li>Promote student well-being and success through supportive, caring, and inspirational guidance.</li> <li>Oversee the Medical Facility, including first aid provision, A&amp;I form logging, and the management of medical supplies.</li> <li>Manage the daily operation of the Student Support Services Workroom, maintaining trackers, coordinating student work, and liaising with parents.</li> <li>Assist the Head of Year with baseline testing for in-year admissions, ensuring accurate completion and recording.</li> <li>Coordinate support for identified Young Carers, ensuring their needs are appropriately met.</li> <li>Provide additional mental health, well-being, or other targeted support beyond scheduled G.E.M. sessions when required.</li> </ul>					
<p><i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i></p>					
<b>Person Specification</b>					
<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Relevant qualifications in Maths and English	E	*			
Qualified ELSA status	D	*			
First Aid Trained	E	*			
DSL Trained	D	*			
<b>Experience of Work in Educational Setting</b>	<b>Essential / Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to motivate and encourage children	E	*	*	*	
Demonstration experience of implementing strategies for raising achievement and achieving excellence for students and self	E	*	*	*	

Ability to demonstrate understanding of complex problems and apply in depth knowledge to address them	E	*	*	*	
Ability to create effective relationships with a variety of different people	E	*	*	*	*
<b>Professional Knowledge and Understanding</b>	<b>Essential / Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
The successful practice of educational inclusion, diversity and access.	D	*			
Effective choice and flexibility in learning to meet the personalised needs of every child	E	*		*	
<b>Management Skills</b>	<b>Essential / Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to prioritise, plan, organise and manage work life balance	E	*	*		*
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development	E	*	*		*
Excellent attendance, time management and organisational skills	E	*	*		*
Excellent interpersonal, presentation and communication skills, both written and spoken	E	*	*	*	*
<b>Communicating &amp; Influencing</b>	<b>Essential / Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to influence desired student behaviour	E	*	*		
Ability to generate enthusiasm in students	E	*	*		
Excellent communication skills, able to clarify and explain instructions	E	*	*		
<b>Other skills &amp; Behaviours</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to stay calm	E				*
Flexibility and autonomy	E				*
Empathy with students and sympathetic to their needs	E	*	*	*	
Professionally discrete and able to respect confidentiality in particular areas	E	*	*	*	
<b>Safeguarding Children</b>	<b>Essential / Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Committed to safeguarding and promoting the welfare of children and young people (References)	E				*
<b>Equality</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>

The ability to ensure that there is equality of access to educational attainment	E		*		
All aspects of equality are adhered to	E		*		

### Personal and Professional Qualities & Essential Attributes

- Excellent organisational ability
- Ability to organise own resources and activities to deadline and quality standards
- Build and maintain effective relationships, staff, parents and students
- Manage change, conflict and demonstrate flexibility
- Listen to, and reflect on, feedback from others, including colleagues and trustees.
- Think creatively to anticipate and solve problems
- Prioritise, plan and organise themselves and others
- Set & achieve ambitious, challenging goals and targets
- Knowledge/understanding, consistency, complete finisher, supportive/loyal/trustworthy/effective communicator, take initiatives, follows up, creates sustainability and motivates

### Organisational Information

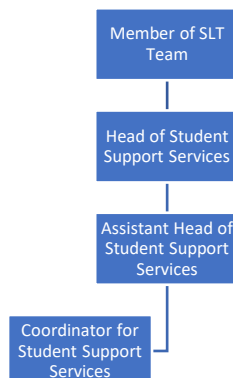
**All staff are expected to:**

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.

**Undertake such other duties within the scope of the post as may be requested by your Manager.**



### Main Responsibilities/Activities:

*This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.*

*More specifically the post holder will be expected to:*

#### Main Duties

- Assist in the planning, development and day-to-day organisation of the Student Support Suite (SSS).
- Carry out a range of administrative responsibilities, including collating weekly SSS and A&I statistics, completing the daily tracker to a high standard, and maintaining accurate medication records.
- Support the transition and integration of vulnerable and targeted students as they move from Primary to Secondary education.
- Contribute to the delivery of the G.E.M. Programme within the Student Support Suite through PCIs and planned support sessions.
- Build and maintain positive, professional relationships with colleagues, parents/carers, external agencies and students.
- Ensure safeguarding procedures are consistently followed when supporting all students.
- Meet with parents/carers of targeted students, providing updates and responding to concerns as required.
- Communicate effectively with parents/carers, ensuring they are kept informed of student needs, concerns and progress, and arranging meetings where necessary.
- Uphold and model the school's code of conduct, acting as a positive role model for students and staff.
- Promote a sense of identity, belonging and loyalty to the Academy.
- Encourage students to develop self-discipline, respect and behaviour that contribute to a caring and civilised school community.
- Undertake daily lunchtime duty to ensure the Suite remains fully operational, with lunch taken outside of school hours.
- Support with Homework Club where necessary.

#### Additional Information:

- The post holder is required to contribute to and support overall aims and ethos of the school.
- The post holder is required to be aware of and comply with policies & procedures relating to child protection; equal opportunities; health safety and security; confidentiality and data protection and to report all concerns to an appropriate person.

- It should be noted that the above list of principal duties & responsibilities is not necessarily a complete statement.
- Alterations & further duties may be necessary & will be subject to consultation.
- The post holder is expected to accept any reasonable changes to his / her job description.
- The post holder is expected to be able to adapt his / her work to address the specific needs of the students.
- Whilst every effort has been made to explain the main duties and responsibilities a new and growing school requires flexibility in all of its employees.

The Job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, online checks and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.



# Fareham Academy

## **Academy Address**

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Fareham  
Hampshire  
PO14 1JJ

## **Contact Information**

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