



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

The following post is available for support staff at this successful High School, to start as soon as possible:

Student Services Co-ordinator

Grade 6, 37 hour per week contract, term time only (39.2 working weeks)

FTE Salary is £27,254 - £30,024 Pro Rata Salary £23,666 - £26,072

Purpose: The post holder will co-ordinate student services provisions and facilities and be a first point of contact and link for all external agencies working with our students. Responsibilities will also focus on the school's provision for student mental health and wellbeing, signposting students and families to appropriate mental health support, both in school and externally.

Main Duties/Responsibilities:

- Oversee student services interventions that take place in school. Develop pathways to support for more vulnerable young people with mental health or other needs.
- Attend/arrange external agency and internal meetings.
- Work with pastoral staff to advise of appropriate provision and make necessary referrals.
- Provide information advice and guidance to parents/carers and students; provide signposting where required.
- Work with pastoral staff to advise of appropriate provision and make necessary referrals.
- Provide specialist support, including Mental Health First Aid to young people with Mental Health concerns/ Emotional Wellbeing Concerns, using evidence-based practice.
- Monitor whole school wellbeing and plan interventions when required.
- Work with the PHSE lead to inform PHSE programme.
- Liaise with staff including teachers, curriculum services staff, business and site services staff and, notably, the SENDCo/DSL on matters of safety and safeguarding and welfare.
- Coordinate activities for Mental Health Week.
- Act as a qualified First Aider.

Cannock Chase High School is an 11–19 mixed comprehensive school with around 1100 students on roll. Students and staff are warm, open and supportive to one another and proud of their school. We were judged as 'Good' in our most recent Ofsted inspection and behaviour was described as 'exemplary'. Mutual respect is a key feature of our relationships here.

Please refer to the following documentation, when completing an application for this post:

1. Application Guidance Notes;
2. Job Description and Person Specification.

A successful application will include:

1. A completed School Application Form;
2. A Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

The job description and person specification are available from the Headteacher at the school or via the website: <https://www.cannockchasehigh.com/about-us/jobs-at-cchs>. All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. Completed applications are to be e-mailed to Iain Turnbull, Headteacher, at headteacher@cannockchasehigh.com,

Closing date: **Monday 22 September 2025, 9.00am**

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

A company limited by guarantee, registered in England and Wales, number 07727974.

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