



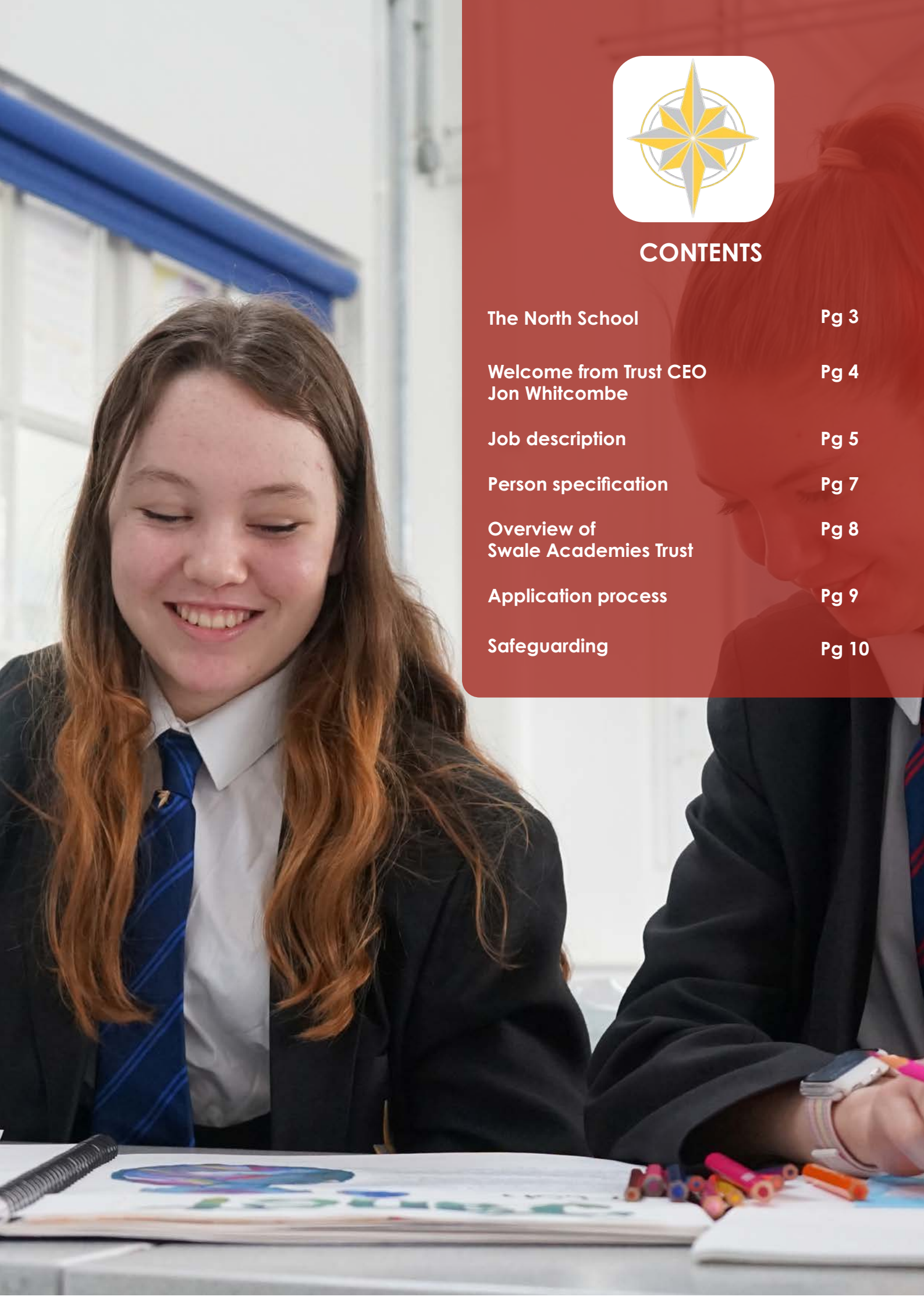
TheNorth
school

Pastoral Support Assistant
INFORMATION



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The North School is a large, non-selective school located in central Ashford. We are located only 5 minutes' drive away from Junction 10 of the M20, and are close to Ashford International Station. The school campus is highly attractive, with a blend of well maintained traditional and modern school buildings, and extensive sporting facilities. The school is renowned in the local community for our basketball academy and fully working school farm.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. We encourage students to achieve personal excellence in everything they do, and to take pride in the progress they make as individuals. We have been recognised as "Good" by Ofsted, and we are now the school of choice for the local community. We are delighted to be oversubscribed throughout key stages 3 and 4, and to have grown a thriving and highly successful Sixth Form which offers an ever-expanding range of A Level and Level 3 BTEC courses.

Leadership across the school is a strength. The school has a highly experienced senior leadership team, which includes two Deputy Headteachers and a team of Assistant Headteachers. In addition, the school benefits from being part of the Swale Academies Trust. The Head of School is supported by an Executive Headteacher, who is an experienced Headteacher who knows The North School well. The school profits greatly from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements of teaching and learning, curriculum development, and school management. We are passionate about all aspects of teaching and learning. We have developed an exciting culture of continuous professional development, and actively seek to celebrate and promote the best practice that exists in the school. Teachers are encouraged to plan collaboratively, both within the school and across the Trust. The school prioritises the development of systems and approaches that both reduce within-school variation as well as unnecessary burdens to teachers' workload.

We offer our students a broad and stimulating curriculum with a sharp focus on literacy and high expectations for all. We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and student engagement. We have extensive pastoral systems to support student engagement and wellbeing. Relationships between staff and students are open, friendly and cooperative.

We look forward to welcoming you to The North School and introducing you to our fantastic students and staff.



Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

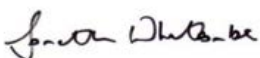
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Pastoral Support Assistant
Grade: SAT 4
Responsible to: SENDCo

Purpose of job

- To support the Pastoral Leader and Learning Leader in establishing high standards of achievement, behavior and attendance and to create a positive year identity.
- To embed the core values of the school in students, supporting them to engage with learning.
- To cover for existing Pastoral Support Assistants during periods of absence.
- To independently provide consistent and high quality support for the welfare of individual students within particular year group /s.

Principal accountabilities

- To work in partnership with Learning Leader and Senior Pastoral Leader.
- To oversee behaviour, attendance and welfare issues relating to assigned year group/s.
- To help remove welfare barriers to learning, enabling students to make at least expected progress.
- Support vulnerable learners to make good progress, including Pupil Premium students, Looked After Children; Young Carers and Persistent Non-Attenders.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour.
- To ensure the smooth running of year group assemblies; leading and preparing some assemblies.
- To be proactive in supporting the school behaviour system by being a strong presence in corridors at lesson changeover, break time, end of lunch and end of the school day.
- To liaise with tutors on issues of a pastoral nature, with active involvement in tutor meetings.
- To support individual students to access lessons and learning, helping them to meet expectations of teachers.
- To manage and administer the schools' behaviour system in relation to assigned year group/s, ensuring students attend detentions and follow up on non-attendance.
- To ensure rewards are issued and collated for assigned year group/s.
- To take up duties related to roaming and staffing of the Progress Centre and Exit Rooms.
- To work as part of a team of Pastoral Support Assistants, sharing duties and information as appropriate.
- Ensure use of SIMS meticulously log and record incidents and actions.



JOB DESCRIPTION



- To liaise with outside agencies and attend meetings as appropriate.
- To assist with administrative tasks as appropriate, e.g. maintaining accurate records.
- To attend meets and reviews as appropriate, making contact with parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing personal difficulties.

The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required commensurate with your grade, as requested by the Head of School, Deputy Head or line manager.

Specific Responsibilities:

- To support the community teams in responding to all day sheet tasks
- To assist the Senior Pastoral Leader and Principal of Communities to ensure consistent approaches to managing student behaviour and pastoral support.
- To regularly communicate with parents and carers.
- To represent the community team at meetings (where necessary) related to behaviour, attendance and welfare.
- To support the designated safeguarding lead in school.

Quality Assurance and Standards

- To set a good example in terms of dress, punctuality and attendance.
- To be professional when dealing with visitors, staff, students, outside agencies.
- To attend team and staff meetings as required.
- To be proactive in matters relating to health and safety.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- To implement and promote the school's policies and procedures relating to all areas of employment and service delivery.
- To appreciate and implement the need for confidentiality where and when necessary.

This job description does not form part of the contract of employment. This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications & Training	• Equivalent of 5 GCSE's including English and mathematics, grades A* - C.	E
	• A qualification relating to supervising and/or supporting the pastoral needs of students.	E
Experience	• Some knowledge of administration and offices systems.	E
	• Some previous experience in offering pastoral support to students in the 11-16 age group.	E
Skills and abilities	• Ability to consistently and effectively implement agreed behaviour management strategies.	E
	• Ability to use language and other communication skills that students can understand and relate to.	E
	• Ability to establish positive relationships with young people.	E
	• Ability to demonstrate active listening skills.	E
	• Ability to work effectively and supportively as a member of the school team.	E
	• Effect use of ICT to support learning.	E
	• Confident telephone manner and ability to write down accurate messages.	E
	• Good organisational skills.	E
	• Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes.	E
	• Ability to retain and use a range of new information.	E
	• Ability to work confidentially, keeping work-related issues and discussions in the workplace.	E
	• Willingness to attend training courses which help you in your current role and develop your potential for other roles.	E
	• Strong, assertive communication skills.	E
	• High standard of general education including good written and verbal communication.	E
• Word processing skills and computer literacy.	E	
Knowledge	• Knowledge of relevant policies / codes of practice.	E
	• Awareness of equalities and diversity issues – respecting the needs and views of other people.	E
	• Understanding of health and safety issues within the workplace related to yourself and others in the learning environment, once these have been explained.	E
Personal Qualities	• A mature and sensitive manner and excellent inter-personal skills are required.	E
	• An ability to work confidentially, efficiently and on own initiative is essential.	E
	• Flexibility and adaptability.	E

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732