



Simon Langton Girls' Grammar School

Pastoral Room Supervisor

September 2022



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

We are seeking to appoint a pastoral room supervisor.

Are you a caring person who loves helping young people and looking for a position that is term time only? This may be the perfect opportunity for you.

You would be responsible for supervising the pastoral room, supporting students when they visit the room to access support with medical or pastoral needs, managing medical needs and providing administrative support to the pastoral managers.

You will need to be confident, calm and well organised, able to work under your own initiative and be confident in prioritising the workload and demands placed upon you A can-do attitude is essential!

We need an excellent listener and communicator who will be required to engage with a wide range of stakeholders, including parents, carers, and outside agencies. The post holder will always need to act with confidentiality and integrity.

If successful you will be joining our fabulous pastoral team who are fully committed to supporting all our students, helping them reach their true and full potential.





Job Specification

Job Title: Pastoral Room Supervisor responsible for the Managing of Medical Needs

Job Purpose: To manage the medical needs of our students and lead on first aid provision in school. To supervise the pastoral room and to triage students when the Pastoral Managers are unavailable. To provide administrative support for the pastoral team.

Salary: KCC Kent Range 5 £16,399 - £17,273 (£20,595 - £21,693)

Hours of Work: 35 Hours per week - term time only.

Specific Accountabilities:

Medical

- Assist with medical incidents, including recording and contacting parents/carers as and when necessary
- Creating, updating and organising medical plans by liaising with students and parents
- Creating, updating and organising evacuation plans by liaising with students and parents
- Ensuring first aid training, both personal and of first aid trained staff, is up-to-date, organising training as required
- Produce a first aid rota of staff (to attend incidents)
- Manage first aid room and first aid incidents – including reporting to KCC where required
- Liaising with diabetic students and supporting the management of their condition, including ensuring that individual medicines and snack boxes are kept supplied from home

- Organising training of staff on use of evacuation chairs
- Organise servicing of evacuation chairs
- Ensuring first aid boxes are fully resourced/replenished
- Supporting with school events, e.g., vaccination programmes

Pastoral Room

- Triaging students for the pastoral room
- Undertake administrative tasks for the pastoral team
- Contact parents on behalf of the pastoral team
- Assist with lost property and arrange return of lost uniform where possible
- To liaise with the Attendance Officer in monitoring student's late arrivals, arranging detentions accordingly
- Arrange detentions as directed by the pastoral team
- To track behaviour point and provide weekly behaviour reports to Pastoral Managers
- Support with pastoral events, providing administration support and helping to organise interventions

General Accountabilities:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy





Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

Essential:

- Confident when dealing with young people
- Able to deal sympathetically but firmly with students
- Well organised and able to work independently
- Very good inter-personal skills; appropriate style with both young people and adults
- Very reliable
- Flexible and able to work under pressure
- Able to take responsibility for designated tasks
- Educated to Level 2 Diploma (or equivalent)
- Ability to organise and prioritise workload to achieve deadlines
- Ability to investigate queries and anomalies when required
- Sensitive to matters of confidentiality
- Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information
- Commitment to equalities and the promotion of diversity in all aspects of working



Person Specification



Desirable:

- General experience of working in an administration support environment
- Knowledge of a range of school procedures relating to student support
- Understanding and appreciation of pastoral needs of students
- Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and excel spreadsheet and database functions
- Familiar with normal office routines

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Head teacher or designated deputy.

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- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Monday 10th October 2022
- Interviews will take place on Friday 14th October 2022
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk

