



**TheNorth**  
school

**Pastoral Support Assistant**  
INFORMATION



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Dear Applicant

This is an extremely exciting time to join The North School on its journey to be outstanding.

Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

MRS CLAIR ELLERBY  
Headteacher



# JOB DESCRIPTION



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

## 1. Purpose of job

To support the Leader Teacher for Alternative Provision and wider school under the direction or instruction of the alternative curriculum lead teacher in providing appropriate pastoral support to students within the alternative provision.

## 2. Principal accountabilities

- a) Support and assist the Lead Teacher for Alternative Provision in dealing with difficult incidents, such as calming down situations and follow up work.
- b) Support on the liaison with parents and other agencies when it is in the best interest of the students or school in line with school procedures.
- c) Support on attendance within the alternative provision and assist the Senior Attendance and Family Liaison Officer when required and manage procedure for monitoring student lateness for registration.
- d) To support the Lead Teacher for Alternative Provision with the accurate recording of behaviour and attendance data relating to alternative provision.
- e) Support the Lead Teacher for Alternative Provision with keeping the up-to-date and accurate records in the Alternative Provision database
- f) Supporting the supervision of students at break and lunchtime.
- g) To support disadvantaged students within the school environment : alternative provision and mainstream setting.
- h) To support students identified on the Special Educational Needs Register for behaviour and other related SEN needs or concerns.
- i) Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- j) Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

We consider "learning" to be the key issue and will request the Pastoral Assistants to support under-achieving students, de-motivated students or students with low self-esteem.

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.

## 3. Specific Responsibilities:

- To support the Lead Teacher for Alternative Provision in responding to all day sheet tasks
- To assist the Lead Teacher for Alternative Provision to ensure consistent approaches to managing student behaviour and pastoral support.
- To deliver interventions to individual students and small groups of students.
- To regularly communicate with parents and carers over the phone/in writing/in person.

# JOB DESCRIPTION



## 4. Necessary Experience:

- Strong, assertive communication skills.
- High standard of general education including good written and verbal communication.
- Word processing skills and computer literacy.
- A mature and sensitive manner and excellent inter-personal skills are required.
- An ability to work confidentially, efficiently and on own initiative is essential.
- Flexibility and adaptability.

## 5. Job context:

The postholder has day to day contact with the Lead Teacher for Alternative Provision, Headteacher, Leadership Team, staff, students, parents and governors, as well as staff from the Area Education office, other Kent County Council Departments, the Department for Education and other agencies, other schools, the local community and representatives of a wide variety of goods and services.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
<b>Qualifications &amp; Training</b>	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
<b>Experience</b>	Some knowledge of administration and offices systems.	E
	Some previous experience in offering pastoral support to students in the 11-16 age group.	E
<b>Skills and Abilities</b>	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
	<b>Knowledge</b>	Knowledge of relevant policies / codes of practice.
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

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 Holmesdale School, Snodland
- 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 employment.



## 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