



# JOB APPLICATION PACK

## Pastoral Support Co-ordinator

● Curious ● Creative ● Caring



# WELCOME

to

## Northfleet Technology College

Thank you for your enquiry about joining Northfleet Technology College, I am delighted to provide an application pack for this post. I hope, the information provided will help you in taking your application forward. If you have any questions or require any further information, do not hesitate to contact us.

Northfleet Technology College (NTC) is a truly unique school. Our collaborative and collegiate approach to teaching and learning lends itself to a real sense of camaraderie between students and staff. NTC's vision of 'going beyond' is at the heart of everything we do, our expectations are exceedingly high - mediocre is not accepted. With outstanding facilities, hugely talented staff and students, NTC is a popular choice in the community we serve.

Our state of the art, purpose-built school was designed to deliver an innovative educational experience. The mix of large learning zones, open spaces and traditional classrooms encourages collaborative working, teamwork and oracy development. As a technology college, we benefit from excellent ICT resources and technology related equipment with all students have access to their own school laptop. In addition, we have a Drama studio, Music suite with recording studio, fully equipped DT space, first-class sports hall, climbing wall, multiple sports pitches, MUGA, dedicated Sixth Form area and nature reserve!

We are incredibly proud of our school and our caring nature; great importance is placed on the personal wellbeing of our staff and students. We seek to appoint like-minded professionals who share our commitment to making a positive difference to the lives of the young people under our care and guidance. Working at NTC is demanding and everyone works hard, including new colleagues. Your hard work will be appreciated, you will be provided with excellent support, continuous professional development and all resources required for your role. We are an ambitious, forward-thinking school with an exciting future.

If you do decide to apply for this role, I appreciate your investment in time and effort. Whatever the outcome, I wish you every success in the future.

Yours sincerely



**Steve Gallears**  
**Headteacher**

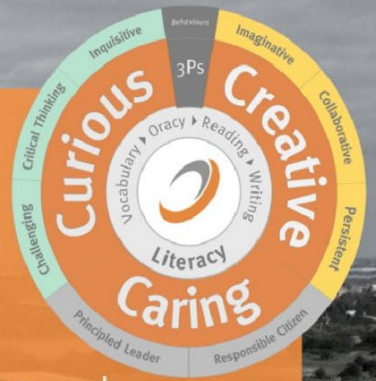
# Our Vision

*Going beyond* with our learning to make a difference .....

NTC strives to reach the highest standard to foster aspirational learners who understand the value of education in creating a better future, by providing high quality teaching and learning experiences for all.

NTC will:

- Inspire and engage learners who are curious, creative and aspire to achieve.
- Develop respectful and responsible people who make a positive contribution to the community and wider society.
- Nurture confident young people whose resilience enables them to live safe, happy, healthy and fulfilling lives.
- Provide a vibrant, inclusive, supportive and secure environment with open-minded young people who celebrate diversity.
- Promote opportunities that support students in deciding and fulfilling their future aspirations.
- Provide opportunities for young people to develop individual interest and talents for lifelong learning.



## ETHOS

at

### Northfleet Technology College

We will develop students who are:

**Curious** to learn, use and share knowledge through being inquisitive, thinking critically and challenging.

**Creative** in applying learning through being imaginative, collaborative and persistent.

**Caring** for themselves, others and the world around through being a principled leader and taking responsibility.

*Boys are actively encouraged to be 'curious, creative and caring.' Clear routines and systems contribute significantly to pupils' good behaviour and ensure they are 'prepared, polite and productive.'*

**Ofsted, 2022**



# THE INTERVIEW PROCESS

at  
Northfleet Technology College

The best way to get a feel for our school is to visit and have a guided tour of the site.

The deadline for applications will be 10am on Wednesday 11 October 2023

- Email your completed application to [stuarte@ntc.kent.sch.uk](mailto:stuarte@ntc.kent.sch.uk) and mark for the attention of Miss E Stuart or post your application to her attention and ensure it arrives before the deadline.
- In your personal statement, give your reasons for applying for this post and say why you believe you are suitable for the position.
- Read the job description and person specification, describe any skills and experience you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.
- Our governors are keen to ensure our staff model and uphold the vision and ethos of our school. Explain how you will achieve this.

The selection panel will shortlist from the applications received; candidates will be informed soon after. If you have not heard from us by Wednesday 11 October 2023, please assume you have been unsuccessful on this occasion.

Please note: C.V.s will not be accepted; you must complete the NTC application form.

Interviews will take place during the week beginning Monday 16 October 2023.

Each task will be scored, those with the highest score will be offered the post. We will inform you at interview of when candidates will be informed of the outcome. We welcome future applications from you.

Interviews are a two-way process, please ask as many questions as you can and make sure you feel our school is a good fit for you.

To arrange a tour of the site or to ask any further questions, please contact [office@ntc.kent.sch.uk](mailto:office@ntc.kent.sch.uk).

*'Leaders have exceedingly high expectations. They know their staff and pupils well. They are ambitious and supportive of all.'*

**Ofsted, 2022**

# THE JOB DESCRIPTION

<b>Support Staff area</b>	Inclusion
<b>Support Staff Team:</b>	Student Welfare Inclusion Team
<b>Post Title:</b>	<b>Pastoral Support Coordinators</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To enable all students to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and students to address barriers to learning and make sure effective policies and procedures are in place</li> </ul>
<b>Reporting to:</b>	Student Welfare Inclusion leader
<b>Key Success Indicators:</b>	<ul style="list-style-type: none"> <li>Reduction in incidents of poor behaviour around school</li> <li>Reduction in incidents of negative behaviour in lessons</li> <li>Reduction in Persistent Absentees</li> <li>Reduction in Persistent Latecomers</li> <li>Improved wellbeing outcomes of students</li> </ul>
<b>Liaising with:</b>	Heads of Communities, Learning Coaches, Student Welfare Inclusion Team, Attendance Officer, External agencies and teachers
<b>Working time:</b>	Term Time at 37 hrs per week
<b>Salary/Grade:</b>	Salary Grade 6, Points 18 -20, £18,351 - £19,580 (£21,801-£23,262 full time equivalent)
<b>Main (Core) Duties</b>	
<b>Support individual learning needs</b>	<ul style="list-style-type: none"> <li>Become familiar with prior data and information for students.</li> <li>Recognise those students who have specific behaviour difficulties.</li> <li>Liaise with learning coaches and provide information to enable them to support their students more effectively.</li> </ul>
<b>School Organisation</b>	<p><b>Working with students:</b></p> <ul style="list-style-type: none"> <li>Identify Strategies to help overcome individual students' barriers to learning.</li> <li>Use systems to monitor the behaviour and progress of students who are on targeted interventions.</li> <li>Co-ordinate the development of student's individual support plans and review ongoing progress towards set goals.</li> <li>Manage the transition of new students arriving or existing students returning to school, putting in the necessary support in place to overcome barriers to learning.</li> <li>Promote high standards of behaviour and consistently implement the school's behaviour policy.</li> <li>To monitor student behaviour and ensure smooth transition between lessons.</li> <li>To manage incidents and communicate information to ensure a positive outcome for all parties.</li> <li>To ensure that activities of students at break and lunchtime activities of the students are coordinated and supervised effectively as to not be detrimental to the wellbeing of students.</li> </ul>

- To patrol the site and immediate area of the school to ensure students are attending lessons and arriving punctually particularly at change of lesson.
- To plan and implement support interventions such as 1-1 programmes etc. to support self-regulation and positive behaviour management in students.
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**Working with staff:**

- Liaise with teaching staff to support monitoring activities on individual's behaviour.
- Work with the attendance officer to monitor and implement strategies to improve attendance of students on targeted interventions.
- Work with the SENCO / DSL to identify students in need of additional support and develop individual plans.
- To support staff in dealing with issues of disruption in class through the learning support system
- Work with senior leadership to develop whole school policies inclusion policies and action plans.

**Working with parents:**

- Be a key point of contact in partnership with the Head of Community for parents in relation to pastoral issues and create positive relationships.
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child.
- Communicate with parents regarding specific support in place for their child.
- Maintain regular contact with parents to discuss their child's, progress and wider areas of need and provide any information that supports improved behaviour, attendance and wellbeing.
- To keep a record of all incidents that have been dealt with each day including reports of major incidents through SIMS, or other appropriate databases.
- To ensure identified students attend after school detentions.
- To contact parents of students who have been injured during the school day to ensure that all parties are fully informed of situations and actions.
- To meet visiting police officers and initiate the appropriate action in consultation with the appropriate staff.
- Build and refresh knowledge on the range of external support available that could benefit their child.

**Administration and wider responsibilities**

- Maintain accurate records of interventions and relevant meetings.
- Facilitate the transfer of relevant student information inside and outside of school.

	<ul style="list-style-type: none"> <li>• Make sure that student information is updated on MIS and that staff are aware of the individual needs of students (Medical, Pastoral etc.)</li> <li>• Complete any paperwork required by external services.</li> <li>• To administer First Aid.</li> <li>• To promote environmental issues.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>➤ Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.</li> <li>➤ Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.</li> <li>➤ Promote the safeguarding of all students in the school.</li> </ul> <ul style="list-style-type: none"> <li>• Work in line with Statutory safeguarding guidance (e.g.) Keeping Children Safe in Education, Prevent, E Safety and following school policies and procedures especially.</li> <li>• To record and respond to concerns raised by parents and members of the public.</li> <li>• Respect confidential issues linked to students.</li> </ul>
<b>Legislation Compliant</b>	<ul style="list-style-type: none"> <li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school</li> <li>• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> </ul>
<b>Other Specific Duties</b>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversations. This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

# THE PERSON SPECIFICATION

Pastoral Support Coordinator					
Assessment Key:		A = Application Form	I = Interview	RE – Reference	AS - Assessment
Education & Qualification		Essential	Desirable	Assessment	
1	Good educational background including a minimum of Level 2 in English & Maths	✓		A	
2	Educational qualifications to include NVQ Level 3 or Equivalent		✓	A/I	
Experience		Essential	Desirable	Assessment	
3	Experience of working within a student/young people dominated environment and having an effective presence	✓		A/I	
4	Evidence of securing good or outstanding progress & outcomes when working with others.	✓		A/I/RE/AS	
5	Experience of working with individuals with Special Educational Needs	✓		A/I/AS	
6	Experience of working in an educational setting		✓	A/I	
7	Experience of working in a tutoring role		✓	A/I	
8	Experience of using positive behaviour management strategies to reinforce good learning behaviours		✓	A/I	
Knowledge & Skills		Essential	Desirable	Assessment	
9	Understanding and Knowledge of the workings of an educational setting	✓		A/I	
10	Ability to use detailed knowledge and specialist skills to support learning	✓		A/I	
11	An understanding of how to support individual student needs	✓		A/I	
12	Sound ICT knowledge & ability to demonstrate effective use of ICT to enhance understanding	✓		A/I/AS	
13	Ability to foster and promote good relationships with all stakeholders.	✓		A/I	
14	Ability to contribute to team meetings and share/deliver ideas	✓		A/I	
15	Ability to produce reports & provide feedback	✓		A/I	
16	Knowledge of planning learning programmes and activities	✓		A/I	
17	Monitoring student responses and adapting programmes	✓		A/I	



18	Knowledge & application of behaviour management strategies		✓	A/I
19	Knowledge of the National Curriculum		✓	I
20	MIS knowledge such as SIMS		✓	A/I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
21	A reflective practitioner who sets high expectations of themselves	✓		I/AS
22	Honest & reliable	✓		RE
23	Excellent interpersonal and communication skills.	✓		I/RE/AS
24	Can work as part of a supportive team			RE
25	High personal standards in terms of attendance, punctuality and organising workload.	✓		I/RE/AS
26	Professional approach when dealing with all issues, students and staff.	✓		I/RE/AS
27	Commitment to continual School & Personal improvement and challenging norms.	✓		A/I/RE/AS
28	Think creatively and collegiately to solve problems and identify opportunities.	✓		I/AS
29	Positive and enthusiastic approach towards work.	✓		I/AS
30	Willingness to undergo further training and development.	✓		I/R
31	Can seek support and advice when needed	✓		I/AS/RE
32	Ability to motivate colleagues by example		✓	I
33	Can demonstrate commitment to the wider life of the school		✓	I
<b>School Policies</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
34	Support the School's policies on safeguarding and child protection	✓		A/I
35	Commitment to Equal Opportunities; the ability to support and develop the School's Equal Opportunities policies.	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
36	Flexibility of working hours	✓		A/I

# THE JOB ADVERT

## Pastoral Support Co-ordinator

Required for an immediate start. Term time only, 37 hours per week. Salary: Grade 6 £23,801 - £25,262 FTE.

- Do you enjoy working with young people?
- Would you like to experience having a positive impact on the lives of the young people you work with?
- Are you looking for a career which has a great deal of job satisfaction?
- Do you have good levels of communication, numeracy, literacy & ICT skills?

If you feel that you can answer 'Yes' to all of the above, Northfleet Technology College is the place for you!

We are looking to appoint a motivated individual to join our team as a Pastoral Support Co-ordinator. The candidate will be part of a team who provide support for the safeguarding and wellbeing of our students in a school learning environment.

Primary responsibilities include:

- Being responsible for liaising with students, parents & carers on a daily basis in support of the school culture & ethos, developing the school's internal structures for student support.
- Providing support and guidance for students in terms of their punctuality and preparedness for learning.
- Supporting students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures, reintegration meetings, internal exclusions, external exclusions, detentions, attendance and lateness.
- Assisting in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and community life.
- Being available to respond to calls for support for students within the school.

In return, Northfleet Technology offers:

- A professional, hardworking and supportive team.
- A school which takes student welfare seriously.
- A genuine opportunity to make a difference by being part of the exciting school vision.

All positions that involve working with children in regulated activity are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Candidates applying for a vacancy will be asked to complete a Self-Disclosure form on which they will be asked to disclose any relevant convictions, court orders, reprimands, warnings, or other matters which may affect an applicant's suitability to work with children.

In order to apply for this position, please complete and submit the NTC Application Form, CVs will not be accepted. Appointment will be subject to satisfactory recruitment & vetting checks including 2 references. Our school and all its personnel are strongly committed to safeguarding and promoting the welfare of the children. The post is subject to safeguarding checks including an Enhanced Disclosure application to the Disclosure & Barring Service and in accordance with the requirements of Keeping Children Safe in Education (2022), NTC will undertake an online search via engines and social media platforms of publicly available information concerning all short-listed candidates.