



VALLEY INVICTA
ACADEMIES TRUST

Pastoral Officer

Invicta Grammar School



Shaping Tomorrow's Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



INVICTA GRAMMAR
SCHOOL



Trust Welcome

Valley Invicta Academies Trust (VIAT) consists of an exceptional cluster of five primary and four secondary schools at the heart of the local community. We put the children we teach at the very centre of all we do. Our staff are equally at the heart of our schools.

We are now recruiting for a Digital Content Creator to join us. This is an exciting opportunity for an enthusiastic and committed professional to join a very successful, mature Trust that encourages all its staff to be the best they can be.

We are looking for an exceptionally talented individual who will use their energy and vision to make a real impact; to support the students with their career choices, as well as ensuring that our schools continue to develop their current standards and achievements – both academically and pastorally.

The successful candidate will receive encouragement, support, and guidance to develop their own career within the Trust, which prides itself on 'growing its own' talent.

Vacancy

Valley Invicta Academies Trust is highly respected and has an exciting opportunity on offer within Invicta Grammar School.

We would like to appoint a Pastoral Officer who will enable all students to engage in education by providing support around student welfare, behaviour 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.

Who are we looking for?

The successful candidate will be patient and calm with a wish to provide the best possible opportunities for all students.

This is a wonderful opportunity for you to join a growing Trust with an established staff body.

Our ethos

As a Trust, VIAT recognises the need to drive standards and to reflect and adapt according to the changing context of our community and the world we live in.

Our schools continually evolve in our drive for excellence; we aspire to provide outstanding care, outstanding education and outstanding opportunities.

We have a dedicated team of professionals who are always willing to support new staff.

New opportunities, including career progression, are actively sought for all staff across the Trust.

Collaboration with like-minded colleagues within VIAT is set up to provide networking, support, quality assurance and friendship.

Are you looking for a new challenge?

Do you:

- Have excellent communication skills?
- Have the ability to work under pressure and prioritise effectively?
- Enjoy the ability to work supportively as a team member and are able to use your own initiative when working independently?
- Maintain confidentiality at all times?
- Have a commitment to safeguarding, equality, diversity and inclusion?

Are you the right candidate?

We would like to hear from you if you have:

- Good interpersonal skills, the ability to communicate effectively with a variety of people and work under pressure and prioritise effectively;
- Discretion;
- The ability to work as a member of a collaborative team;
- The ability to remain calm and to cope with the unexpected;
- Excellent health and time keeping record;
- Good organisational skills.

If you think you would thrive in this environment we want to meet you.

Position	Pastoral Officer
Location	Invicta Grammar School
Responsible to	Headteacher
Basis	37 hours per week, 190 days per year – term time plus
Commencement	As soon as possible
Salary	VIAT 6, Points 24-28, £20,686--£23,513 Actual

Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

On the basis that some interested candidates may be keen to visit the Trust before making a formal application, you can arrange this by contacting Mrs N Fitzgerald, PA to Headteacher – n.fitzgerald@invicta.viat.org.uk.

When ready to apply, interested candidates are invited to complete an online application detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact Mrs N Fitzgerald, PA to the Headteacher.

The Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check.

Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Please note that applications will be considered as they arrive and interviews may take place earlier than the closing date, should enough quality applications have been received.

Closing date for applications

Tuesday 12 December 2023

Interviews and assessment activities

To be confirmed.



Job Description

Responsible to: Headteacher

Responsible for: Pastoral Officer

Duties and Responsibilities

Working with students

- Identify strategies to help overcome individual students' barriers to learning
- Use systems to monitor the behaviour and progress of students who are on targeted interventions
- Co-ordinate the development of students' individual support plans and review ongoing progress towards set goals
- Assist in the transition of new students arriving or existing students returning to school, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the school's behaviour policy

Working with staff

- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff
- Liaise with teaching staff to support monitoring activities on individual students' behaviour
- Work with the attendance officer to monitor and implement strategies to improve the attendance of students who are on targeted interventions
- Work with the SENCO to support with the identification of students in need of additional support and deliver appropriate targeted intervention when directed.

Working with parents/carers and external agencies

- Act as a point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child
- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for students' individual needs
- Build and refresh knowledge on the range of external support available that could support students' individual needs

Administration

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant student information inside and outside the school
- Make sure that student medical information is updated and that staff are aware of the individual medical needs of students
- Complete relevant paperwork required by external agencies

Professional Development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures.

Other Areas of Responsibility

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher or Head of School.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead to promote the best interests of students, including sharing concerns where necessary.

Other

- Complete projects and tasks as directed by the Headteacher.

Notes

This job description may be amended at any time in consultation with the postholder.



Person Specification

Qualifications and Training

- 5 x GCSE or equivalent level, including at least a Grade C in English and Mathematics

Experience

- Experience of working within a school environment or other educational setting
- Experience of quickly building a rapport with students with additional needs (e.g. SEND, behavioural, mental health)
- Experience of initiating ways of supporting and working with parents of young people with additional needs
- Experience of delivering targeted interventions
- Experience of working with colleagues and external stakeholders (e.g. from external agencies)
- Experience of self-evaluating learning needs and actively seeking learning opportunities.
- Desirable, but not essential, to have a qualification related to the role of Pastoral Officer.

Skills and Knowledge

- Knowledge and experience of whole school procedures, organization and structure so that work can be prioritized and synchronized with the requirements of the Leadership Group and Heads of Year.
- Good listening skills
- Effective written and verbal communication skills and the ability to adapt your communication style and develop skills to suit the needs of the individual students you are working with
- Knowledge of the barriers to learning that students may face
- Tailoring plans and interventions to individual students
- Able to use IT systems and to conduct analysis and produce reports
- Able to create good relationships with children, staff, parents and external agencies
- Knowledge of supporting young people and the available support services in the local area
- Proven tact and diplomacy in dealing with adults and children
- Safeguarding of children and young people
- Desirable, but not essential, to have had previous experience of working within a similar role with secondary age students.
- Desirable, but not essential, to have previous experience of using the SIMs database system.

Personal Qualities

- Patient and calm
- A wish to provide the best possible opportunities for all students
- Organised, good time management, proactive and self-motivated
- Good communication skills – both written and verbal
- Upholds and promotes the ethos and values of the school
- Able to work under pressure and prioritise effectively
- Ability to work supportively as a team member and able to use your own initiative when working independently
- Maintains confidentiality at all times
- Committed to safeguarding, equality, diversity and inclusion.

Desirable Criteria

- Working knowledge of the Data Protection Act

Additional Duties

- Attend team and staff meetings, as required
- Attend additional meetings which take place outside of school hours – for example relevant CPD sessions

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and the school's code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately and in line with policy.
- Undertake all safeguarding training when required.

Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

Benefits at Valley Invicta Academies Trust and Invicta Grammar School

VIAT is a dynamic organisation with many career opportunities for new and existing staff.

Here are just some of the benefits the Trust offers:

- An open and collaborative working environment, not just within Invicta Grammar School but across the Trust;
- A career in an organisation that values individuality and diversity.

Professional development opportunities

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
- Opportunities for career progression across our family of schools;
- Subsidised MA opportunities with local and national universities;
- Coaching and Mentoring Programmes.

Financial

- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Private health care;
- Subsidised childcare;
- Access to a range of benefits and discounts through Kent Rewards.

Equipment and facilities

- A great working environment with some brand- new facilities, and further developments in progress;
- On-site catering, reasonably priced for staff;
- Social networking opportunities across the Trust to create new relationships both inside and outside the work setting.

VIAT also offers access to a range of health, wellbeing and personal support.

Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your role, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will, of course, be consulted in advance about any proposed changes.

Our schools continually evolve in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities.





Trust Vision and Values

VIAT believes in the benefits of cross-phase education whereby all pupils, regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils.

Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach, as well as a broader commitment to, and proactive engagement in, wider society, enabling our pupils to be fully ready - academically and personally - for their transition from primary into secondary school and a lifetime of influence beyond.



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