



TheNorth
school

Pastoral Support Assistant
INFORMATION



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Dear Applicant

Thank you for showing an interest in the post of Pastoral Support Assistant for Inclusion at The North School.

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 consistently achieves excellent exam results 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.

Yours sincerely

MRS CLAIR ELLERBY
Headteacher



JOB DESCRIPTION



Job Title: Pastoral Support Assistant
Salary: SAT B
Responsible to: SAHT – Principal of Communities

Purpose of the 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.

Key Accountabilities:

1. Principal accountabilities

- a) To work in partnership with Learning Leader and Senior Pastoral Leader.
- b) To oversee behaviour, attendance and welfare issues relating to assigned year group/s.
- c) To help remove welfare barriers to learning, enabling students to make at least expected progress.
- d) Support vulnerable learners to make good progress, including Pupil Premium students, Looked After Children; Young Carers and Persistent Non-Attenders.
- e) To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- f) To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour.
- g) To ensure the smooth running of year group assemblies; leading and preparing some assemblies.
- h) 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.
- i) To liaise with tutors on issues of a pastoral nature, with active involvement in tutor meetings.
- j) To support individual students to access lessons and learning, helping them to meet expectations of teachers.
- k) 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.
- l) To ensure rewards are issued and collated for assigned year group/s.
- m) To take up duties related to roaming and staffing of the Progress Centre and Exit Rooms.
- n) To work as part of a team of Pastoral Support Assistants, sharing duties and information as appropriate.
- o) Ensure use of Bromcom meticulously log and record incidents and actions.
- p) To liaise with outside agencies and attend meetings as appropriate.
- q) To assist with administrative tasks as appropriate, e.g. maintaining accurate records.
- r) To attend meets and reviews as appropriate, making contact with parents as required.
- s) To build relationships with parents and resolve issues, liaising with external agencies as directed.
- t) To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing personal difficulties.

JOB DESCRIPTION



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.
- 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 community teams in responding to all day sheet tasks
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- 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.

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. 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	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 office systems.	E
	Some previous experience in offering pastoral support to students in the 11-16 age group.	E
Skills & Abilities	Ability to consistently and effectively implement agreed behavior 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
	Effective 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
Knowledge	Knowledge of relevant policies / codes of practice	E
	Awareness of equality 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, Peacehaven
- 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>



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