



# TheNorth school



## PASTORAL SUPPORT ASSISTANT Recruitment Information Pack



*Putting Achievement First*

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# PASTORAL SUPPORT ASSISTANT RECRUITMENT INFORMATION PACK

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Dear Applicant

Thank you for showing an interest in the post of Pastoral Support Assistant at our 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 achieved excellent exam results in 2017 and in partnership with the 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. In return we offer access to our outstanding teacher programmes; outstanding leadership programme and out shadow leadership scheme.

We are looking to recruit a teacher with a good grasp on good and outstanding teaching, confident in their ability and able to consistently deliver effective lessons and learning with a positive approach.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of students, colleagues and yourself, displaying energy and enthusiasm in and out of the classroom, contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

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 Anna Lawrence**  
Headteacher

## WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer  
Swale Academies Trust

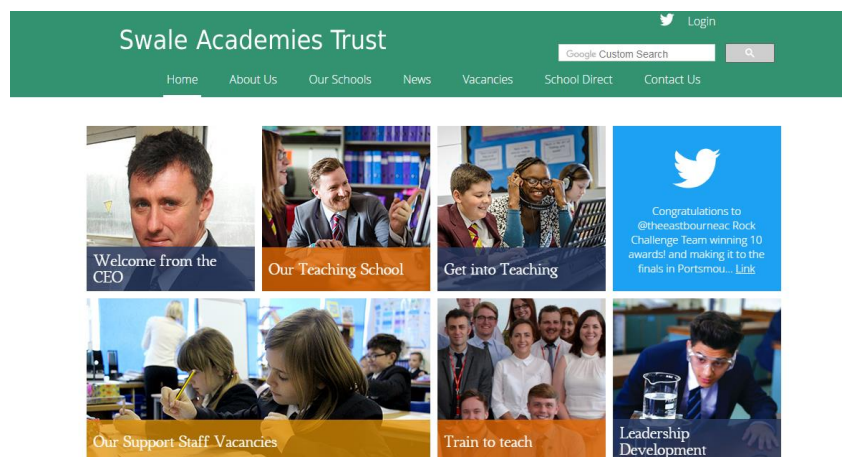
Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary, South Borough Primary, Meopham School, The North School, Regis Manor School, The Whitstable School, Westlands Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to develop clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.



Jon Whitcombe  
CEO Swale Academies Trust



## INTRODUCTION

At The North School we value both the pastoral care of our students and the pursuit of academic success. 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 into which they are growing.

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.



## SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- **We learn together, we celebrate together and we support each other through challenges.**
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



## THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your qualified teacher status will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to [recruitment@north.kent.sch.uk](mailto:recruitment@north.kent.sch.uk) or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Closing date for the receipt of applications is as per the recruitment site.

Shortlisting and interviews will take place shortly after the closing date. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

**PASTORAL SUPPORT ASSISTANT**  
**37hrs per week, term time plus 5 additional days**  
**Kent Range 3 : £17,365 - £17,411pa**

**(pro-rata salary : £14,700 - £14,739pa)**

We are seeking to appoint an enthusiastic, positive and committed person to join our highly regarded pastoral support team with the school:

- Are you the type of person who wants to support student welfare in a school?
- Can you react and adapt to different situations and atmospheres?
- Are you committed to making a difference to a child's education?

The Pastoral Support Assistant will work with our well-established pastoral team responsible for the delivery of interventions relating to the welfare and pastoral care of our students, ensuring such interventions are recorded, monitored and evaluated. You will also provide administrative support to the community team in meeting the welfare and pastoral needs of students.

If you are passionate about delivering a high quality experience to children and interested in joining a strong team of specialist staff at a successful school, please apply now!

Further details about the school can be found on our website [www.north.kent.sch.uk](http://www.north.kent.sch.uk) and further information about the vacancy together with an application pack can be obtained via email at [recruitment@north.kent.sch.uk](mailto:recruitment@north.kent.sch.uk) or on the Kent-teach website at [www.kent-teach.com](http://www.kent-teach.com).

*The North School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the Disclosure & Barring Service.*

*The North School is an Equal Opportunities Employer*



## JOB DESCRIPTION

<b>JOB TITLE:</b>	PASTORAL SUPPORT ASSISTANT
<b>PAY SCALE:</b>	KENT RANGE 3
<b>HOURS OFWORK:</b>	37HRS PER WEEK : 8.30am to 4.30pm TERM TIME ONLY PLUS 5 ADDITIONAL DAYS
<b>LINE MANAGER:</b>	SENIOR PASTORAL LEADER

### 1. Purpose of job

- To support the Senior Pastoral Leader, Principal and Vice Principal of Communities within the community pastoral teams.
- To provide consistent and high quality support for students within the 'Communities of Learning' with the minimum of supervision to help raise standards across the school.
- To assist the Extended Leadership Team to make the best use of time to focus on teaching and learning by dealing with the principal accountabilities listed below.
- Pastoral Support Assistants will use a variety of approaches under the guidance of the Senior Pastoral Leader and Principal and Vice Principal of Communities, which can be tailored to individual needs and assist the Extended Leadership Team with the day to day management of students to help raise standards.

### 2. Principal accountabilities

- a) Work within the community team to support and assist school staff 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 in the community and assist the Senior Attendance and Family Liaison Officer when required and manage procedure for monitoring student lateness for registration.
- d) Where necessary, liaise with the Inclusion and other community teams to ensure accurate information about individual students is passed on as appropriate, e.g., day sheets and regular attendance at Behaviour Panel meetings.
- e) Support and/or lead meetings with agencies and parents where required e.g., attendance and welfare meetings and return from exclusion meetings.
- f) To support the Community teams in offering one to one mentoring to discuss problems and look at solutions. Individual sessions looking at particular issues – such as anger management and group work sessions focusing on one issue, such as attendance.
- g) To support the Community teams in the accurate recording of behaviour and attendance data relating to whole community and year groups.
- h) Supporting the supervision of students at break and lunchtime.
- i) To support disadvantaged students within the community setting.
- j) To support students identified on the Special Educational Needs Register for behaviour.
- k) To offer mediation work between peers and groups.
- l) Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- m) 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 Headteacher, Deputy Head or line manager.

**3. 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.

**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 Senior Pastoral Leader, Community Principal, 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

<b>JOB TITLE:</b>	PASTORAL SUPPORT ASSISTANT
<b>QUALIFICATONS:</b>	<ul style="list-style-type: none"> <li>• Equivalent of 5 GCSE's including English and mathematics, grades A* - C.</li> <li>• A qualification relating to supervising and/or supporting the pastoral needs of students.</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Some knowledge of administration and offices systems</li> <li>• Some previous experience in offering pastoral support to students in the 11-16 age group.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Ability to consistently and effectively implement agreed behaviour management strategies.</li> <li>• Ability to use language and other communication skills that students can understand and relate to.</li> <li>• Ability to establish positive relationships with young people.</li> <li>• Ability to demonstrate active listening skills.</li> <li>• Ability to work effectively and supportively as a member of the school team.</li> <li>• Effect use of ICT to support learning.</li> <li>• Confident telephone manner and ability to write down accurate messages.</li> <li>• Good organisational skills.</li> <li>• Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes.</li> <li>• Ability to retain and use a range of new information.</li> <li>• Ability to work confidentially, keeping work-related issues and discussions in the workplace.</li> <li>• Willingness to attend training courses which help you in your current role and develop your potential for other roles.</li> </ul>
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies / codes of practice.</li> <li>• Awareness of equalities and diversity issues – respecting the needs and views of other people.</li> <li>• Understanding of health and safety issues within the workplace related to yourself and others in the learning environment, once these have been explained.</li> </ul>

Our School and its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

The North School Facts and Statistics :	
Type of School	Community School
Age Range	11-19
Location	Ashford, Kent
Gender	Mixed
Number of students on roll	882
Number of students in Sixth Form	141
GCSE Results 2017:	Maths 4+ : 65% English 4+ : 47% Science C+ : 36% (21% in 2015)
% of disadvantaged students	29% (2017)
% of students with SEN	4% (2017)
% of students with EAL	12% (2017)
Number of teaching staff	83
Number of associate staff	65
Ofsted Inspection Report – Sept 17	<a href="https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832">https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832</a>