



Pastoral Intervention Assistant Job Pack

Monday – Friday

31 hours per week 08.30-15.15

30 minutes (unpaid break per day)

Term time only plus 5 inset days (39 weeks a year.)

One year fixed term contract to 31/8/22 in the first instance.

Salary KR7 Actual Salary £16,271.86

(£22,581 for full time equivalent.)

Closing date - Wednesday, 23rd June 2021 at 9am



KEY DUTIES & RESPONSIBILITIES:

DSTC is looking to further enhance its behaviour intervention and support programme. A position for a Pastoral Intervention Assistant has become available to help implement these enhancements and support the pastoral team:

- To support the school in the implementation of the DSTC Behaviour Policy, working directly with students both individually and in small groups.
- To cover Pastoral Leaders as needed.
- To undertake robust, targeted intervention for students / groups contributing to more effective learning through improved behaviour and social skills.
- To use SIMS and SIMS data where appropriate.
- To attend pastoral BAF meetings (BAF - Behaviour / Attendance and Families) alongside the Pastoral Leaders, School Counsellors, Attendance Officer and Designated Safeguarding Lead.
- To work alongside Pastoral Leaders in their work with supporting behaviour needs of specific students or groups within the school.
- To liaise with the SEND team and with students as required.
- To promote high expectations and aspirations of behaviour for all students in the school.
- To facilitate parental engagement opportunities where appropriate.
- To provide advice to parents on managing behavioural issues, boundaries and day-to-day routines which may affect attendance
- To work alongside the Pupil Premium Coordinator to develop bespoke interventions for students and groups in this category.
- To monitor behaviour points and achievement points across the school for each year group, updating a weekly tracker to highlight students requiring specialist behaviour support.
- To create a half-termly Behaviour Report showing actions and monitoring of students that have required behaviour intervention.

- To make external agency referrals (via the Vice Principal / DSL) for students with behavioural needs.
- To work with the Senior Leadership Team to support individual student behaviour needs through inclusion forums and pastoral support plans.
- Such other duties as the Principal or Governors may require from time to time.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

June 2021

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding.

Teaching morale in the school is high as we are all working to the same vision namely:

“Everyone excels in all endeavours”

We have a culture of quality first teaching and high aspirations, which we use to show our girls that they can achieve. We believe all lessons should challenge, support and inspire girls to learn and be curious. The successful candidate must be able to support those who find the subject difficult whilst stretching the more able.

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn with very little disruption.

Some of our girls choose to come to us having passed the Kent selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

The successful applicant will join a popular and ever-evolving team of incredible practitioners and will have the chance to teach across all Key Stages.

I look forward to receiving your application.

Yours sincerely

Anne Davis

Anne Davis
Principal



OUR SCHOOL

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15 minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

WHAT WE CAN OFFER YOU

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme
- Induction programme

HOW TO APPLY

Applications should be made online through Kent Teach.

Applications by CV are not accepted.

Closing date for applications: **Wednesday, 23rd June 2021 at 9am.**

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Susan Wells on 01322 224309 or by email to Susan.Wells@dstc.kent.sch.uk

JOB DESCRIPTION

Post Held: Pastoral Intervention Assistant

Responsible to: Vice Principal

Hours per week: 31 hours per week

08.30 – 15.15 Monday – Friday

30 minute (unpaid) break per day

Weeks per year: Term time only

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

To adhere to the College's Staff Code of Conduct.

To be aware of and to follow the most up to date GDPR regulations.

Safeguarding

- To be committed to safeguarding and promoting the welfare of all young people.
- To undertake annual safeguarding training.
- To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.

Health and Safety

- To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
- To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

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