



Communicating Love; Inspiring our Community to Flourish



## Candidate Information Pack

Pastoral and Inclusion Support Officer

£23,079 - £25,481

Permanent – 40 weeks

St Gabriel's CofE Academy

Houlton

CV23 1AN

## Letter from the Headteacher



Dear Candidate,

Thank you for taking the time to find out more about the position of Pastoral and Inclusion Support Officer here at St. Gabriel's Church of England Academy. We are a relatively new and rapidly developing school, the first in the Houlton CofE Multi Academy Trust, and we are looking to build on a great start as we take our next steps. The successful applicant will play a key role in the growth and development of our School provision as we seek to deliver on our mission to love and inspire our community to flourish. This role offers a professional the opportunity to have a significant impact on our wonderful children, overcoming and removing barriers to learning and secure holistic support to ensure every individual is able to grow and flourish.

St Gabriel's has been open since September 2018 and in the coming year will have approximately 250 pupils from Reception to Year 6. We are a growing school and our challenge is to maintain and build on the high standards we set for ourselves whilst we expand. Our current school building is an amazing space with wonderful opportunities for children to learn in great facilities and there is plenty of scope for growth in the coming years. As the first school to be constructed on the Houlton development in Rugby, we are profoundly aware of the important role we play in establishing community here. As a school, we are committed to inspiring, challenging and supporting the children in our care to fulfil their potential, making them feel valued, loved and able to flourish. Their needs are at the heart of all our decision-making and, as a Church of England School, our inclusive Christian ethos is at the centre of what we do as we aim to work for the common good of everyone.

This is an opportunity for an individual with passion, skill and dedication to make a significant difference to our children, contributing to high standards of pastoral support and inclusion with love and care whilst growing personally and professionally. We can offer the successful candidate the opportunity to take their place alongside a talented and dedicated team who are seeking to deliver excellence in all they do.

I hope this opportunity has captured your interest, if so, please consider the job description with care, this will undoubtedly be a challenging and rewarding position, giving you the opportunity to make a significant contribution to the life of the school; if you feel inspired to take up this challenge, I would love to hear from you.

Andrew Taylor  
Headteacher  
St Gabriel's CofE Academy



# Ethos



At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society

## Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Inspired by –

Love one Another as I have Loved you. John 13:34

You have planted them, and they have taken root; they grow and bear fruit. Jeremiah 12:2

## Job Description – Pastoral and Inclusion Support Officer



**Starting salary:** Scale Point 11-14

Full time 37.5 hours: Permanent: 40 Weeks

### **About the Role**

The Trust is looking to appoint a dedicated and highly effective Pastoral and Inclusion Support Officer who is committed to ensuring every child at St Gabriel's is able to flourish.

The successful candidate will have the opportunity to work across the whole school community to remove barriers to learning, provide high standards of support and care, develop our provision, promote well-being and safeguarding and show a commitment to professional development. Further development opportunities will become available within the growing school and Multi Academy Trust.

### **Accountability:**

The Pastoral and Inclusion Support Officer is managed by the Assistant Headteacher and is accountable to the leadership team.

At all times the Pastoral and Inclusion Support Officer will operate within school policies and procedures.

### **Purpose of the Job**

Under the overall direction of the Leadership team the Pastoral and Inclusion Support Officer will:

- Address the needs of pupils who require support to overcome barriers to learning both inside and outside of school.

## Job Description – Pastoral and Inclusion Support Officer



### **Duties and Responsibilities**

#### **Pastoral and Inclusive practice**

Direct work with pupils to meet social, emotional, mental health and behavioural needs.

Liaise with and support parents in supporting their children to thrive.

Promote good attendance of pupils, implement action to address low or falling attendance.

Work alongside the designated teacher to action work which promotes good outcomes for looked after and previously looked after children.

Implement therapeutic and nurturing interventions.

Organise activities that support the educational and social development of identified pupils.

Support positive behaviour in the school and intervene where behaviour requires.

Liaise with colleagues to identify and address where concerns arise regarding pupil attendance, safeguarding, SEN or behaviour.

Liaise with external agencies on behalf of identified pupils including attending professionals' meetings.

Promote a positive, collaborative school culture, nurturing equality, dignity and upholding the Christian ethos of the school.

#### **Developing self and others**

Seek opportunities for continuous professional development through self-directed research, courses and in-service training.

Participate in and contribute to whole-school staff meetings, briefings and training.

Commitment to relevant training, e.g. advanced safeguarding, first aid.

Regularly review and reflect on practice demonstrating a desire to continuously improve.

#### **Key organisational activities**

Contribute to the leadership and implementation of inclusive practice across the school.

Support and contribute to school systems to ensure statutory requirements are being met with regard to Health and Safety, Data Protection and other initiatives as directed.

Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.

Contribute to the day-to-day effective organisation and running of the school.

Seek efficiencies in time and resources.

Contribute to the development of the school's policies and procedures.

### **Securing accountability**

Contribute to improving outcomes for identified children in relation to behaviour, attendance, safeguarding or SEN.

Contribute to the reporting of the school's pastoral and inclusion support to its community and partners.

Take responsibility for promoting and safeguarding the health, safety and welfare of children within the school.

### **Strengthening community**

Promote inclusion and equality in all the services that the school offers.

Contribute to the school's culture, our inclusive Christian ethos, taking account of our Church foundation, the wider community and our Diocesan links.

Collaborate with specialist support services as appropriate.

Promote the positive involvement of parents/carers in school life.

Contribute to a positive, collaborative working environment.

Promote positive relationships and work with colleagues in other schools and external agencies.

### **Other**

To undertake any other professional duties, or training, reasonably delegated by the Head Teacher, which are within the scope of this post and in line with the changing needs of the school.

Act as an ambassador, promoting the ethos, aims and provision at St Gabriel's CofE Academy.

*This job description is subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation.*



## Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Education and training		Essential	Desirable	Measured by:
	Relevant Level 3 qualification	✓		Application
	GCSE English and Maths	✓		
	Evidence of further training relevant to the role		✓	
Relevant Experience				
	Experience of working in a school setting supporting children who have barriers to learning	✓		Application and interview
	Experience of working alongside parents for the benefit of their children	✓		
	Experience of liaising with groups of professionals to support pupils		✓	
Knowledge and Skills				
	Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.	✓		Application and interview
	Knowledge of the school's role in providing effectively for the needs of its pupils, including those with special educational needs.	✓		
Personal Qualities				
	Dedicated, resilient and enthusiastic	✓		Application and interview
	Passionate for children's wellbeing and progress	✓		
	Positive and flexible approach to new ideas and challenges	✓		
	Excellent communication and interpersonal skills	✓		
	Committed to securing strong professional relationships, including the ability to work as a member of a team	✓		
	Ability to work calmly under pressure	✓		
	Ability to work independently, demonstrating initiative	✓		
	Excellent time management	✓		

Additional				
	Evidence of an appreciation of establishing and developing positive relationships with parents, staff and the local community		✓	Application and interview
	Committed to own continuing professional development	✓		
	Demonstrates an understanding that at all times the best interests of the children must be promoted	✓		
	Commitment to upholding and promoting the school's Christian ethos and values	✓		
	An understanding of and proactive commitment to promoting equal opportunities for all	✓		
	Excellent attendance record		✓	
Safeguarding				
	Appreciates the significance of child protection and safeguarding for all individual children	✓		Application, interview and references
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community	✓		

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two excellent and unequivocal references and a Disclosure of Criminal Record and Disqualification Declaration.*

***The post holder will be required to take responsibility for and uphold a culture of safeguarding.***



## Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mrs H. Wilmot at [om@stgabrielscofeacademy.org](mailto:om@stgabrielscofeacademy.org) to arrange.

**Please note the closing date for applications is 12:00pm on Tuesday 17<sup>th</sup> May 2022**

**Interviews provisionally 19<sup>th</sup> May 2022**



## Contact Details

**Completed applications and supporting documents should be sent via email to:**

**[om@stgabrielscofeacademy.org](mailto:om@stgabrielscofeacademy.org)**

**or posted to:**

**Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN**

If you do not receive acknowledgement of an electronic application, then please phone 01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire