



# HENLEY BANK HIGH SCHOOL

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RECRUITMENT PACK



Proud to be part of the

**GREENSHED**  
LEARNING

Henley Bank High School  
Mill Lane  
Brockworth  
Gloucester  
GL3 4QF



Telephone: 01452 863372

Email: [admin@henleybankhighschool.co.uk](mailto:admin@henleybankhighschool.co.uk)

Dear candidate

Thank you for your interest in the role of Pastoral Assistant at Henley Bank High School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Henley Bank High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Jo Howells, [jhowells@henleybankhighschool.co.uk](mailto:jhowells@henleybankhighschool.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Stephen Derry, Headteacher

## ABOUT OUR SCHOOL

We are a successful secondary school based in Brockworth, extremely close to junction 11a of the M5. The school has consistently been achieving excellent academic results over the past few years with the GCSE results of 2023 being in the top 1% of results in the country, as well as the highest results for any non-selective school in Gloucestershire. We opened our Sixth Form in September 2024 and are really excited to see what the next stage in the school's journey will be. A crucial element of the school's vision is ensuring that we are preparing our young people for the world of tomorrow. This role plays an essential part in achieving this.

At Henley Bank High School, our aspiration is for all our staff and students to leave our school with practical wisdom gained through the teaching of intellectual, moral, civic and performance virtues. We build character implicitly, through our world class curriculum, teaching and learning in the classroom and explicitly through our Legacy Programme and Pastoral Systems. We aim to guide our students in becoming well rounded citizens of the future who can lead with honesty, integrity and resilience. The importance we place on this has been recognised through the school being awarded the Character Kitemark and Character Kitemark Plus accreditation. Our Legacy programme and values of **Ambition, Creativity, Confidence, Determination** and **Respect** are the foundations of our Character Education programme.

All students have an entitlement to a broad, balanced and relevant curriculum. We believe that all students with additional needs should be taught wherever possible, with their peers in mainstream classes by subject specialists who use a range of teaching methods and strategies to develop students' knowledge, skills and understanding. Henley Bank High School was the winner of the NASEN Award for Secondary Provision which demonstrates the value that we place on our support provided within the classroom across all subjects within the school.

# TERMS AND CONDITIONS



## CONTRACT

Permanent

## SALARY

- Salary calculated in line with NJC pay scale Grade F, points 6-12, £25,183 - £27,711 per annum FTE (£21,717.28 - 23,897.37 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the posthold.

## HOURS OF WORK

- 36.00 hours per week - Monday to Thursday 8.15am - 4.00pm and Friday 8.15am - 15.45pm (with a 30-minute unpaid lunch break), plus Inset Days

## PLACE OF WORK

- Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

## PROBATION PERIOD

- New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Pastoral Assistant
<b>Responsible to:</b>	Assistant Headteacher
<b>Responsible for:</b>	To Support all students to ensure they can achieve the best chance of success

## ROLE OVERVIEW

The Pastoral Assistant will support the inclusion of all students within the school to ensure minimal disruption to the learning environment

The successful candidate will:

- Support students in class/groups with pastoral/behavioural management
- Assisting and providing removal regulation time as needed
- Work alongside other members of the Pastoral Support Team to ensure all students are able to learn in a disruptive free environment

## MAIN DUTIES AND RESPONSIBILITIES

- Establish productive working relationships with students, acting as a role model
- To provide pastoral support to students
- Assist in developing individual behaviour/support plans
- Challenge and motivate students, promoting and reinforcing self-esteem
- Provide temporary 1:1 support for students experiencing emotional/behavioural crisis
- Support students who are not working effectively within usual classroom routines
- Support students to make appropriate choices about their learning, behaviour and attendance
- Promote the speedy/effective transfer of students across phases/integration of those who have been absent
- Support students' access to learning using appropriate strategies and resources
- Monitor and evaluate students' responses and progress against action plans
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be aware of and comply with school policies and procedures, including those regarding safeguarding and physical restraint
- Keep accurate and timely records as required by class teachers and the Inclusion Lead
- Complete break and lunchtime duties as required to support with positive behaviour
- Contribute to the overall ethos of the school
- Participate in training and other learning activities as required
- Support with running of Alternative Provision Centre (APC), social removal and detentions

- To provide and support with exam invigilating as and when required
- To undertake one cover lesson per day
- Support any whole year school trips/activities
- Support with First Aid duties
- To take part in school activities such as Open Evenings, Academic Review Days, Liaison events with partner schools
- To communicate effectively with parents/carers of students, visitors to the school and colleagues

## **STAFF DEVELOPMENT**

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
Hold at least 5 GCSE's or equivalent, which must include at least a Grade C/4 in Maths and English	x	
NVQ 2 and/or equivalent qualification in relevant area	x	
Willingness to undertake further CPD	x	
Proven successful experience working with or caring for children in any setting	x	
Minimum Level 3 vocational training / qualification in the care, development and education of children or relevant experience		x
Proven successful experience working within a school		x
Proven successful experience working with children with SEN needs		x
First Aid Qualification (full training provided)		x
<b>Skills and experience</b>		
Basic understanding of child development and learning	x	
The ability to work constructively as part of a team, follow line management structures and understand classroom roles and your own position within those responsibilities	x	
The ability to take the initiative to support students presenting with a range of SEND	x	
The ability to work in a flexible way and think 'outside the box' in order to co-produce learning plans that support a young person's resilience	x	
To show commitment to the SEND team to ensure that it continues to develop strength and expertise across the broad areas of SEND	x	
Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become resilient, self-reliant and independent learners	x	
Knowledge of the broad areas of SEND	x	
Experience of working with children who present with anxiety and other social,	x	

emotional and mental health difficulties		
To be able to form empathetic relationships with young people and be able to communicate their needs effectively to other professionals	x	
Commitment to high standards and expectations	x	
Experience of working through the Assess, Plan, Do, review process		x
Successful experience of working alongside other professionals to meet the needs of children		x
Have the personal ambition to take a lead role in an area of need within the department		x
<b>Personal attributes</b>		
Excellent communication with children and parent/carers	x	
Possess strong interpersonal skills	x	
Be dependable, able to follow instruction and respond to management directions	x	
Good behaviour management	x	
Able to adapt activities to suit the child	x	
Possess strong interpersonal skills	x	
Be dependable, able to follow instruction and respond to management directions	x	
Have a willingness to extend skills through appropriate training	x	
Have good working ICT Knowledge	x	
Committed to the safeguarding of children	x	
The confidence to take risks and do things differently		x

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Sunday 29th June 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be arranged when suitable applications have been received. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on as soon as possible



**GREENSHAW**  
LEARNING TRUST



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