



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Headteacher

The West Bridgford School

05th October 2021

Dear Applicant,

Re: Pastoral Assistant – Maternity Cover

Thank you for your interest in the above post. The Governors are seeking to appoint a Pastoral Support Assistant to cover maternity leave. This will be a one-year post, January 2022 – to January 2023.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon on Monday 01st November 2021.

Yours sincerely,

Joann Blackamore
Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM





The West Bridgford School

Loughborough Road, West Bridgford,
Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488 Fax: 0115 9744489

Email: recruitment@emet.uk.com

Secondary roll: 1731 including 417 in the sixth form

Part of the East Midlands Education Trust



East Midlands
Education Trust

PASTORAL SUPPORT ASSISTANT

Maternity Cover

One Year Post, January 2022 to January 2023

Term Time Plus Two Weeks

Scale 5, Points 13 to 17 £22,627 – £24,491 pro-rata; actual salary will be: £20,279 - £21,949)

The West Bridgford School has an opportunity for a suitably qualified person to join a team of Pastoral Support Assistants. You will be assisting a Year Director to provide support for students. You will demonstrate flexibility and the ability to establish effective relationships with young people. It is very important that you can work as part of a team, cope well under pressure, and use your initiative to prioritise work. The role will also include some general administrative duties.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.uk.com/vacancies or email recruitment@emet.uk. Only applications submitted on the school's application form will be considered.

Closing date for applications is at 12-noon, Monday 01st November 2021



JOB DESCRIPTION Pastoral Assistant



Grade:	Scale 5 Points 13 to 17
Salary:	£22,627 – £24,491 pro-rata; actual salary will be: £20,279 - £21,949)
Responsible to:	Year Director
Hours of work:	8:00am – 4:00pm (3:30pm Fridays) with half an hour lunch; 37 hours per week, term-time plus two weeks
Other information:	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Main Purpose of the Post:

- To work in partnership with the Year Director to assist with the effective leadership and running of the year.
- To provide high quality pastoral care, support and guidance for students, identifying and removing barriers to learning, promoting health and well-being to secure positive progression routes
- To liaise with staff, multi-agencies and parents/carers to ensure that students develop the emotional, social and physical resilience to engage successfully with learning
- To proactively support the school's standards agenda e.g. uniform, punctuality, behaviour, attendance, achievement

Duties and Responsibilities:

1. To support students and their families whose difficulties are providing significant barriers to learning, encompassing a wide range of pastoral needs e.g. mental health, bereavement, anger management
2. To liaise with external agencies and professionals involved in supporting students, proactively initiating and establishing links with other services as necessary and maintaining positive working relationships to facilitate positive outcomes for students and completing any necessary paperwork
3. To lead on delivering packages of work with individual students provided by outside agencies e.g. Educational Psychologist, Communication and Interaction
4. To attend multiagency meetings in order to fully support students' needs and act upon any issues arising in an effective and timely manner
5. To maintain regular contact with parents/carers of students in need of additional support to keep them informed of the student's progress and to secure positive family support and involvement
6. To manage appropriate cases as agreed with the Year Director
7. To maintain and take responsibility for accurate, timely and detailed records of all work undertaken with targeted students, their parents/carers and other agencies
8. To establish and maintain positive and appropriate mentoring relationships with students to engage, motivate and remove barriers to learning, aimed at achieving the goals defined
9. Give clear and consistent messages regarding the school's policies and practice to students and parents/carers

10. To monitor and act upon student behaviour records
11. To assist in monitoring academic need and identifying underachievement
12. To develop a programme of targeted interventions for identified students in conjunction with the Intervention Team
13. To arrange and carry out restorative justice meetings
14. To monitor identified pupils who attend alternative placements
15. To monitor attendance and punctuality in accordance with the school's policies and ensure academic potential is reached by securing high levels of attendance
16. To employ bespoke intervention strategies targeting attendance and punctuality with individuals/groups of students; and ensure that data is used effectively within individual tutor groups
17. To attend parent/carer meetings regarding attendance issues as may be required
18. Be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate in conjunction with the Year Director
19. To take a lead on meeting with parents/carers when deemed appropriate by the Year Director
20. Be a visible proactive presence around school
21. Visit lessons from the designated year group as identified in discussion with the Year Director and feedback to relevant staff
22. Take part in duty rotas for the monitoring and support of students
23. To advise staff on strategies for working with particular pupils
24. Actively encourage students to participate in the life and activities of the school e.g. Pupil Premium
25. To lead on year group activities e.g. Non-Uniform Days, Year 11 Prom, running of Year Councils
26. To proactively promote emotional health and well-being and build resilience with the year group
27. To attend meetings with other key staff to discuss and review work
28. To assist in the transfer of information between the year Directors and other members of staff e.g. internal checks on standards and taking minutes of meetings
29. To assist in the smooth transition between educational phases
30. To provide and prepare information for other staff as appropriate
31. Liaise with the First Aider with regard to students who require Health Care Plans
32. To carry out tasks as required by the Year Director e.g. organising trips and visiting primary schools
33. To run detentions as required
34. To lead on arrangements for Consultation Afternoons
35. To attend relevant parent Information Evenings e.g. Year 9 Options
36. To be responsible for the maintenance of pupil files
37. To assist in the administration and promotion of the school Reward system
38. To assist in the induction of new students and support them on arrival
39. To support the school's First aid provision

The postholder will be expected to:

1. Promote equality of opportunity for all students
2. Continually seek to improve practice by being up to date with current good practice in supporting students
3. Be aware of and follow school policies and procedures
4. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
5. Carry out other duties, which may reasonably fall within the scope and responsibility of the post

PERSON SPECIFICATION
Pastoral Assistant

ESSENTIAL	DESIRABLE
Literate and numerate to GCSE minimum C grade	Experience of secondary age pupils
Experience of teaching, counselling, youth work, social work, careers or other relevant work	Experience of working with other agencies
Good organisational and administrative skills	Relevant degree
Able to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	Knowledge of SEND
Good team worker	First Aid trained
Good interpersonal skills	Behaviour management skills
Good communication skills	Experience of working with families who are resistant to engaging with support
Good IT skills	
Able to understand a child's academic and pastoral needs	
Good time management skills	
Take responsibility for own professional development and be willing to partake in staff development and training	
Knowledge of pastoral issues	
Empathy for the needs of vulnerable children and families	
Able to establish and maintain professional boundaries and maintain confidentiality	
Ability to work effectively with a wide range of supporting services	