



## **NORTON COLLEGE**

Langton Road, Norton, Malton, North Yorkshire, YO17 9PT Tel: 01653 693296,  
E-mail: [ls@nortoncollege.net](mailto:ls@nortoncollege.net)

### **Pastoral Leader - Pastoral Support Team**

**Grade F, Scale Points 8 – 13, £20,852 - £23,023 per annum pro-rata**

**37 Hours per week, term time only, required from September 2022. This is a Permanent post.**

We are looking to appoint a dynamic individual to work within the busy environment of the Pastoral Team. The successful candidate will work through Progress Leaders and other members of the Pastoral Support Team to provide effective pastoral care and guidance to ensure pastoral concerns are effectively resolved through close contact with home, students and staff and to provide cover for absent teaching staff and to aid teaching and learning by supervising pupils.

Main duties will include being the first point of contact for all parental enquiries, tracking behaviour through established systems and covering lessons for teaching staff who are absent or otherwise occupied.

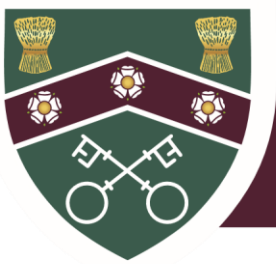
Norton College is a 'Good' and rapidly improving school, which was graded "Good" in October 2017 in all categories. The College has a clear vision for continued improvement which is centred around building self-belief in students and working hard with them.

Please visit the Norton College website at: [www.nortoncollege.net](http://www.nortoncollege.net) to see a job description and person specification. The necessary application form is also available on the same page. Should you wish to apply for the position, please return your completed application to Ms Lynne Stokoe on the e-mail address above by the closing date highlighted.

**Closing Date:** 8.00 am on Monday 27<sup>th</sup> June 2022

**Interview Date:** Week Commencing 4<sup>th</sup> July 2022 (subject to change)

The School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced Disclosure & Barring Service check.



# NORTON COLLEGE

Beyond Expectations

Our Ref: TJ/LS

June 2022

Dear Applicant

## **PASTORAL LEADER - PERMANENT – FROM SEPTEMBER 2022**

Thank you for your request for information and the interest you have shown in the post of Pastoral Leader.

If you wish to apply for this post, please complete the application form. On page 4 of the form there is an opportunity for you to add information in support of your application. Please use this page to focus the experience you have that fits you for the post and your overall suitability, particularly the qualities mentioned on the enclosed person specification.

Interested candidates are positively encouraged to speak to the Deputy Headteacher, Caz Edwards. The College telephone number is 01653 693296 and the following information is enclosed for your information:

- Job Description;
- Person Specification;
  - Advert.

The closing date for receipt of applications is 8.00 am on Monday 27<sup>th</sup> June 2022. We anticipate interviews will take place during week commencing 4th July 2022, but this is subject to change and shortlisted candidates will be contacted to confirm arrangements for the day.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure & Barring check.

Thank you for the interest you have shown in this post. I look forward to receiving your application in the near future.

Yours faithfully

Mr Tim Johnson  
Headteacher

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Pastoral Leader – Pastoral Support Team
<b>GRADE:</b>	Grade F, Scale Points 8 – 13, £20852 - £23023 per annum, pro-rata
<b>HOURS PER WEEK:</b>	37 hours per week, term time only – Permanent
<b>RESPONSIBLE TO:</b>	Pastoral Manager
<b>RESPONSIBLE FOR:</b>	N/A
<b>JOB PURPOSE:</b>	To work through Progress Leaders and other members of the Pastoral Support Team to provide effective pastoral care and guidance to ensure pastoral concerns are effectively resolved through close contact with home, students, and staff and to provide occasional cover for absent teaching staff and to aid teaching and learning by supervising pupils.

### **ACCOUNTABILITIES/ MAIN RESPONSIBILITIES**

1. To work as part of a shared Pastoral Support Team to ensure friendship issues and similar pastoral issues identified by Progress Leaders are effectively resolved quickly to the satisfaction of all;
2. To be the first point of contact for all parental enquiries referring matters directly to Progress Leaders;
3. Work with Progress Leaders and other Pastoral Support team members in the monitoring and tracking of students whose SIMS behaviour log warrants intervention;
4. To work with children and parents to ensure uniform is rigorously implemented;
5. To act as a role model to pupils and staff;
6. To provide technical and administrative support for the academic and pastoral systems of the College;
7. To occasionally cover lessons for teaching staff who are absent or otherwise occupied and to supervise pupils sitting examinations and/or in Pupil Support;
8. To communicate pupil work as set out by the classroom teacher and manage classroom organisation;
9. To follow the College Behaviour Policy;

10. To participate in the College's procedures for Performance Management and ensure on-going professional development
11. To undertake any other duties that might be reasonably required.

#### **GENERAL DUTIES**

As a member of the Pastoral team you will have a shared responsibility for:

1. being fully aware of the college's and Ofsted's expectations on behaviour and safety;
2. being a role model to all stakeholders through the pastoral role;
3. promoting, upholding and embedding the positive ethos of the college through the consistent display of ethical and effective behaviours;
4. actively addressing own professional development needs, hence retaining a thirst for self-improvement and progression;
5. contributing to the smooth day to day running of the school;
6. To participate in training courses and CPD as required;
7. contributing to the maintenance and extension of active and constructive links with parents/carers and members of the wider community;
8. promoting and supporting extra-curricular provision and the broader life of the school and the community;
9. To attend Faculty and Team meetings as and when requested
10. undertake any other reasonable duties within the overall function and level of responsibility of the job;

#### **GENERAL INFORMATION**

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. You may be asked to undertake any other reasonable duties within the overall function and level of responsibility of the job.

All staff are required to comply with the Trust's policies, procedures and ethos and to commit to safeguarding and promoting the welfare of children.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the Trust's policies and supporting documentation in respect of these issues.

#### **EQUAL OPPORTUNITIES**

Evolution Schools Learning Trust supports the principle of equality of opportunity in employment.

June 2022

**PERSON SPECIFICATION: PASTORAL LEADER – PASTORAL SUPPORT TEAM**

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>PROFESSIONAL SKILLS</b>	Excellent written and oral skills.  Good numeracy / literacy skills.  Excellent ICT /Technology Skills to support learning.  Able to work constructively, and as part of a team.  Able to make decisions using own judgement and in a timely manner	Able to adapt to change where necessary.  An understanding of classroom roles and responsibilities.  Awareness of relevant legislation relating to child protection.  Working knowledge of relevant policies and legislation.  An understanding of principles of child development and learning processes.  Working knowledge of national / foundation stage curriculum and other relevant learning programmes and strategies.
<b>QUALIFICATIONS AND TRAINING</b>	Skills in literacy and numeracy	Training in relevant learning strategies and specialist knowledge in a particular curriculum area.  Evidence of further qualifications.  Appropriate first aid training.
<b>EXPERIENCE</b>	Evidence of interest in young people.	Invigilating internal and external examinations, under supervision.  Working with pupils of relevant age in a learning environment.  Managing pupil behaviour.
<b>PERSONAL ATTRIBUTES</b>	Excellent interpersonal skills.  Willingness to learn and develop new skills.  Calmness and self-control.  Flexibility.	