Bishop Auckland College



# RECRUITMENT PACK

## Senior Pastoral & Inclusion Coordinator

For more information, visit our website!

**www.bacoll.ac.uk**

# Why work with us?

Bishop Auckland College group offer a warm, diverse and inclusive environment in which everyone is supported to grow, develop and really flourish.

We support growth and development of our staff through investment in high quality continuous development opportunities, industry updating and individual mentoring.

We know that the success of the BAC Group is built on our focus on inclusion, community and employers, all underpinned by the brilliant work of our exceptional team of dedicated staff.

**BAC Group is a great place to work and we hope we have a vacancy to interest you in becoming part of our team!**

# Staff benefits

Some of our amazing benefits of working within the Bishop Auckland College Group:

- 4.5 day working week, closing at 12 noon on a Friday
- Exceptional annual leave entitlement
  - Teaching staff - 9.8 weeks pro rata
  - Management - 8.4 weeks pro rata
  - Support staff - 7 weeks pro rata, rising to 8 weeks pro rata after 5 years of service
- Easter and Christmas closure
- Annual staff barbeque
- Access to Local Government Pension Scheme and Teachers' Pension Scheme
- Free gym membership for the onsite gym at Bishop Auckland Campus
- Extensive CPD opportunities
- Discount at local businesses
- Free parking at Bishop Auckland College campus and South West Durham Training
- Discounted hair and beauty treatments

# Welcome to Bishop Auckland College - a place to grow, inspire and succeed

Thank you for your interest in joining Bishop Auckland College. We are delighted that you are considering becoming part of our dynamic and dedicated team. At Bishop Auckland College, we are more than an educational institution - we are a thriving community committed to making a difference in the lives of our students and the wider region.

At Bishop Auckland College, we believe that education is a powerful force for positive change. Our mission is to create an inclusive and supportive learning environment where students can achieve their full potential. However, this mission would not be possible without the expertise, passion and dedication of our staff. Our people are the foundation upon which our success is built, and we are committed to investing in your professional growth, well-being and career progression.

We take pride in being a College that not only educates but also inspires and empowers individuals. Whether you are a teacher, administrator or specialist in your field, you will find a fulfilling and rewarding career at Bishop Auckland College.

We invite you to explore the opportunities available and take the next step in your professional journey with us. Together, we can make a difference in the lives of our students and the communities we serve.

Join us at Bishop Auckland College - where your future begins.



Shaun Hope, Principal / Chief Executive

Creating positive change through education and learning

# Person Specification/Job Description

**Assessment of role for Disclosure and Barring Service (DBS) checks:**
**Regulated Activity ✓ Specified Place ☐ Opportunity for contact with children ☐**
**DBS checks required:**
**Enhanced DBS check ✓ Barred list – Children ✓ Barred list – Adult ✓**

**Closing date for receipt of applications:** Sunday 25 October 2026 at 23:59

## Durham Gateway (14-16 Alternative Provision)

## Senior Pastoral & Inclusion Coordinator

37 hours per week, permanent position to commence as soon as possible

**Post No.:** RS26/27/127

**Salary:** fixed point 26 (£30,614.69 per annum)

**Responsible to**: Director of Alternative Provision/Head of Durham Gateway

**Supervisory responsibility:** No direct supervisory responsibilities

**Responsible for:** Supporting the students' personal, social and educational needs, supporting the teachers in the classroom and general environment and contributing to the overall ethos, work and aims of Durham Gateway. In addition to this running and supervising the additional learning suite. Deputy Safeguarding Lead.

**Objective of the job:** as above

Candidates for the post of **Senior Pastoral & Inclusion Coordinator,** must possess the following qualities:

| | Essential | Desirable | Where identified |
|---|---|---|---|
| **Qualifications** | CACHE L3 Teaching Assistant/ PTLLS or equivalent Level 3 qualification in supporting in the classroom (or to work towards within 1 year)<br><br>Safeguarding Level 4 (to be achieved within 6 months)<br><br>Safeguarding Level 1 (to be achieved within 6 weeks)<br><br>Level 2 in Literacy (or willing to work towards within 2 years)<br><br>Level 2 in Numeracy (or willing to work towards within 2 years) | IT qualification<br><br>Management qualification<br><br>Level 2 Equality & Diversity<br><br>Level 3 Adult Subject Support<br><br>Relevant vocational qualification | Application Form<br>Certificates |
| **Experience** | Experience of working as a Teaching assistant previously in 14-16 behavioural provision<br><br>Experience of developing and managing risk assessments | Experience of working in alternative provision/PRU setting | Application Form<br>References<br>Interview |

| | Essential | Desirable | Where identified |
|---|---|---|---|
| | Experience of working with students who are reluctant to attend school or have poor attendance<br><br>Excellent behaviour management skills | | |
| **Knowledge and skills** | Excellent communication skills<br><br>Competent in basic IT skills<br><br>Understanding the need to develop independence<br><br>Training and knowledge of safeguarding procedures<br><br>Willing to undertake relevant CPD | Dyslexia awareness<br><br>Counselling<br><br>Knowledge of specific disabilities and learning difficulties | Interview<br>References |
| **Personal qualities, attitude and behaviours** | Reliable<br><br>Organised<br><br>Empathy<br><br>Calm manner<br><br>Strong team member with the drive to work under own direction<br><br>Ability to maintain confidentiality<br><br>Flexibility in relation to scheduled working hours<br><br>Self-drive and self- motivation<br><br>Manage own work/caseload effectively<br><br>Keep files up to date and well presented<br><br>Demonstrate good ICT skills<br><br>High levels of effective communication at all levels both verbal and written | | Interview |

**Section A • Primary Responsibilities**

**1. College Strategy**

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

**Our cultural behaviours**

*Constantly strive to improve…*yourself, others and the group
*Group over self…*do what's right for the group
*Pick up the litter…*never be too big or too busy to do the things that need to be done
*Communicate with kindness and clarity…*be positive and constructive
*The difference is in the detail…*focus on the inputs and the outputs will look after themselves

**2. Quality Matters**

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

**3. Staff Development**

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

**4. Client Focus**

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

**5. Overall Responsiveness**

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

**6. Health and Safety**

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

**7. Risk Management**

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

## 8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Section B • Specific Responsibilities**

Initial allocation of functions of which the post holder will have direct responsibility:

a) To build and maintain successful relationships with learners, treating them consistently, with respect and consideration, while promoting positive behaviour, attendance, welfare, confidence, self-esteem and engagement.

b) To work collaboratively with learners, parents/carers, teachers and wider teams to identify barriers to engagement, attendance, behaviour and achievement, providing appropriate advice, guidance, intervention and signposting to relevant support services.

c) To develop and maintain effective partnerships with parents/carers, referring schools, external agencies and other professionals, coordinating multi-agency meetings including TAF, PEP, ICPC, RCPC and local authority meetings, ensuring effective communication, information sharing, agreed actions and appropriate follow-up.

d) To promote good attendance, punctuality and learner welfare, establishing reasons for non-attendance, supporting attendance action plans and strengthening home and college links.

e) To monitor learner achievement, welfare and behaviour, using learner information, progress reviews, attendance data and assessment information to inform appropriate interventions and support strategies.

f) To coordinate, oversee and monitor learner support arrangements, including learner support plans, behaviour plans, risk management plans and safety plans, ensuring information is maintained, reviewed and shared appropriately.

g) To coordinate and monitor multi-agency support arrangements, ensuring learner needs, agreed actions and interventions are reviewed and progressed effectively.

h) To support the implementation of Group policies and procedures relating to learner wellbeing, inclusion, behaviour, confidentiality and safeguarding, contributing to their ongoing review and development.

i) To support the Head of Durham Gateway in meeting statutory responsibilities relating to SEND requirements, learner reviews and individual learner support needs.

j) To deputise for the Head of Durham Gateway in their absence, providing day-to-day operational oversight, responding to routine operational matters and escalating significant issues appropriately.

k) To support the coordination and deployment of staff as directed, ensuring effective operational delivery of learner support and pastoral provision.

l) To liaise with feeder schools and external agencies regarding transition, learner support and progression, ensuring effective information sharing and continuity of support.

m) To develop and maintain systems that enable colleagues to monitor, record and evaluate learner progress in line with individual learner plans.

n) To contribute to the monitoring, evaluation and continuous improvement of pastoral, operational and quality assurance systems, making recommendations that support effective working practices and positive learner outcomes.

o) To support the implementation and development of digital platforms and systems that improve learner tracking, attendance monitoring, safeguarding reporting, communication and administrative efficiency.

Deputy Safeguarding Lead Responsibilities

p) To undertake the role of Deputy Safeguarding Lead for Durham Gateway, working alongside the Designated Safeguarding Lead to provide operational safeguarding leadership and ensure effective safeguarding systems, processes and responses are implemented and maintained in line with statutory guidance.

q) To deputise for the Designated Safeguarding Lead when required and take responsibility for delegated safeguarding functions, including child protection, online safety, Prevent and learner welfare, ensuring appropriate action is taken, concerns are responded to effectively and significant issues are escalated appropriately.

r) To maintain safeguarding knowledge and expertise through training and professional development to the same standard as the Designated Safeguarding Lead, ensuring current understanding of statutory guidance, local safeguarding arrangements, emerging safeguarding risks and College procedures.

s) To oversee the implementation, monitoring and review of safeguarding arrangements relating to child protection, learner welfare, attendance, inclusion and safeguarding practice, ensuring compliance with Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children, local safeguarding partnership requirements and College policies.

t) To provide safeguarding advice, guidance and professional challenge to staff on child protection and learner welfare matters, acting as a source of expertise and ensuring safeguarding procedures are understood, embedded and consistently applied.

u) To coordinate and lead safeguarding responses where appropriate, including participation in strategy discussions, child protection conferences, child protection review conferences and other multi-agency meetings, acting as a key point of contact with safeguarding partners and relevant agencies.

v) To manage safeguarding referrals and information sharing processes within delegated responsibility, including referrals to Children's Social Care, Channel, Police and other relevant agencies, ensuring concerns are appropriately assessed, recorded, monitored and progressed.

w) To oversee the maintenance of accurate, secure and confidential safeguarding records, ensuring compliance with GDPR, the Data Protection Act 2018 and safeguarding information-sharing requirements, including the secure transfer of child protection files when learners move provision.

x) To ensure staff have access to, understand and appropriately apply safeguarding policies and procedures, supporting safeguarding training, awareness, annual updates and continuous improvement of safeguarding practice.

y) To oversee and promote effective safeguarding practice in relation to Prevent, online safety, filtering and monitoring arrangements, ensuring safeguarding responsibilities are embedded across Durham Gateway, and undertake such other duties as requested by the Line Manager.

# Person Specification/Job Description

**Section C • General**

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

**Last updated: October 2026**