



LINCOLN ANGLICAN
ACADEMY TRUST
DIOCESE OF LINCOLN

Gainsborough Parish Church of England Primary School

Pastoral Manager

Pastoral Manager



SALARY

G6 Points 15 - 18, £27,803 - £30,296

HOURS

37 hours per week, 39 weeks per year
(Term time plus inset days)

START DATE

1st September 2024

LOCATION

Gainsborough Parish Church of England Primary School

APPLICATION DEADLINE

Wednesday 10th July 2024 (noon)

INTERVIEWS

Week Commencing 15th July 2024

For an informal discussion about the role, or to arrange a visit,
please contact Carli Jones on
enquiries@gainsborough.laot.co.uk or by phone on
01427 612554

Please go to [My Trust Careers](#) to apply



Welcome from the CEO of The Trust – LAAT

Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.





Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

You are the God who sees me (Genesis 16:13)

We see you and believe that you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.
- We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.
- We also offer apprenticeships within the Trust that support career pathways for Teaching Assistants, provide opportunities for Wellbeing Champions and enhance digital skills.
- All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.
- Our focus on Growth and Development rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.
- All colleagues have access to;
 - Over 70 online courses to support development
 - 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
 - Free of charge counselling sessions
 - Free of charge physiotherapy
 - Personalised wellbeing coaching
 - Virtual GP - Accessible by smart phone, or computer with same day appointments



About Gainsborough Parish Church of England Primary School

At Parish, we value each person as they are, seeing every member of our school family as a precious, unique individual and treating them with dignity. Seeking first to understand through the building of relationships, we live in a community of hope. We aspire to enable each person to be a curious learner, inspired to develop the knowledge and wisdom to make the world a better place. We strive to encourage all to fulfil their God-given potential, having a confidence in transformation for the better.

As a Church of England school, we strive to achieve excellence within a Christian context, based on the firm foundations of shared Christian values. Our 'Core Four' values interweave with our school vision to reflect who we are. They are Dignity, Community, Hope and Wisdom.

Our inspiring and relevant curriculum based around the 'Core Four' encourages independent learning skills which prepare the children for life in the 21st century.

The staff here at Parish work tirelessly to ensure our school's curriculum and pastoral care unlocks potential and provides pupils, families and staff with the necessary skills they will need to succeed. Progress for all pupils is relentlessly pursued. In addition to the rigorous pursuit of significant achievements across the curriculum, children are encouraged to develop their skills and talents in art, music and sport, and their awareness of equality, fairness and a sense of belonging.

The school takes great pride in working at the very heart of the community and welcoming everyone who steps through the doors here at Parish.



Job Description

To contribute to and support the progress of the School Development Plan alongside Senior Leadership Team (SLT) and co-ordinate the provision of pastoral and administrative support in the School

Key Tasks and Responsibilities

To be responsive and proactive in dealing with pupils.

To research, plan and deliver 1-2-1 mentoring/support sessions with identified pupils on a range of subjects that may be hindering individual learning.

To research, plan and deliver group sessions/workshops with identified pupils on a range of subjects that may be hindering their learning.

To provide in class support for named pupils, for part of the working week, where and when required, in liaison with the Headteacher.

To work within the senior leadership team at all stages of intervention.

To develop and implement personalised action plans for groups and individual pupils based on a comprehensive assessment of their strengths, needs and strategies for overcoming barriers to learning e.g. behaviour, motivation, aspirations and academic achievement. This will include the development of 1:1 mentoring material for personal and shared use.

To monitor the progress of individuals at regular intervals and set new targets when appropriate.

To assist pupils in making the transition between key stages where appropriate.

To contribute to the development of group and individual programmes of support for pupils.

To ensure your Line Manager is informed immediately of any concerns in relation to the pupils you mentor/support.

To maintain accurate records on named pupils which measure the impact of your intervention

To provide written reports on your work as a Learning Mentor as requested.

To effectively manage all aspects of the child in need process, arranging meetings with families and agencies, chairing TAC meetings, PSP meetings and producing accurate papers after.

To provide support for vulnerable children within the school in order to ensure safety and break down barriers to learning.

To communicate effectively with all appropriate staff to ensure all are aware of vulnerable children's needs.

To provide support and guidance to pupils (and staff working with them) by removing the barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.

To promote, develop and maintain effective and supportive mentoring relationships with pupils in support of other school teaching and learning professionals and external agencies.

To promote positive activities within the Academy and community setting and support learning, for the participation and social inclusion of pupils

General

Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities – The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

Health and Safety – The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

	Essential	Desirable
Minimum of 5 O Levels/GCSEs (To include English and Mathematics at Grade C or 4 or above)	*	
Experience in managing situations arising from children with challenging behaviours	*	
Experience of dealing with sensitive and serious situations involving young people within a school or similar setting	*	
Experience of implementing plans, initiatives and strategies to improve pupil behaviour		*

Professional knowledge and understanding

Knowledge of procedures, practices and techniques for behaviour management.	*	
Awareness of how to identify students that are at risk of becoming vulnerable	*	
Understanding of the need to prioritise child protection issues above all other aspects of work	*	
Understanding of effective strategies for working with students and their parents	*	
Skills and good judgement relating to dealing with problems such as family issues, bereavement, safeguarding, etc.	*	
Ability to manage and prioritise a varied workload and work to deadlines.	*	
Recognises the importance of maintaining accurate records and following processes	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes**Essential****Desirable**

Ability to empathise with students and parents, using diplomacy and sensitivity in handling a wide range of complex situations	*	
Ability to effectively communicate with students who are putting up barriers to learning and working with them to accept the range of support on offer	*	
Ability to use skills and judgement to manage student investigations, including taking statements	*	
Ability to communicate effectively with outside agencies in a professional and timely manner	*	
Awareness of the sensitivities of information and ability to apply confidentiality and discretion	*	

Approach to Work

Maintain confidentiality at all times	*	
Ability to accommodate changes in work practice	*	
Apply attention to detail to ensure accuracy and validity	*	
Be able to work independently as well as part of a team	*	

Behaviour Competencies – Candidates should:

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other – Candidates should:

Be a positive role model	*	
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THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



BE PART OF SOMETHING BIGGER



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Our commitment to you

We believe that our all Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

In line with Keeping Children Safe in Education 2023, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.

