



# Pastoral Officer

**GRADE: 08 (Points 12-15)**

**ACTUAL SALARY: £23,654 - £25,867**

**Contract: 37 hours per week 39 weeks per year  
(Term time only)  
Start Date: ASAP**

## CANDIDATE INFORMATION PACK



## What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher and Esteem North Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Pastoral Officer position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint an outstanding applicant to work collaboratively with and in support of Senior Leadership Team, Teaching and Support Staff to provide comprehensive care, support and guidance for pupils to ensure they are safe and attending school.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

I wish you well in your application.

Yours faithfully



Julian Scholefield  
Chief Executive Officer

## About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 850 staff. The total revenue budget for the MAT is approximately £27 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies, a Day 6 Provision, and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

## About Esteem North Academy



Dear applicant,

Thank you for your interest in the role of Pastoral Officer at the Esteem North Academy. I am very pleased that you are considering applying to work at our academy where we all work hard to ensure that every pupil 'achieves their full potential'.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at sites located in Chesterfield and in the High Peak. Our primary aged site is located at Barrow Hill, Chesterfield and we have two KS3/4 sites, one in Hasland, Chesterfield and one in the High Peak.

Pupils may be permanently excluded or at risk of permanent exclusion from mainstream and therefore require a curriculum to help them re-engage in education. We have a full blended learning offer with work experience, off site alternative vocational provisions and some peripatetic teaching in pupil's homes to meet pupil need where required. We are undergoing many developments at this time and have a new leadership team to drive the academy forwards with our curriculum offer and quality of buildings. It is an exciting time to join us!

We are rapidly expanding and increasing pupil capacity; hence we are acquiring an additional site. We hope to be ready to open this site for January 2024. This site will also offer education to pupils in KS3 and 4. This new site will be based in the Chesterfield area. This post is to be based at the new site. This post is to be offered due to increased pupil numbers in the academy.

Every child deserves an education. Our primary aim is to support and re-engage young people, enabling them to think positively about their future pathway, and life after the Support Centre, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

Our Pupils will:

- Feel safe, valued and trusted
- Recognise and achieve their full potential
- Take responsibility for their behaviour, and make healthy lifestyle choices
- Be positive about themselves and their future
- Be tolerant of others, and of the beliefs and views of others
- Be successful learners, both independently and when working with others
- Be self-motivated and have high expectations

We will achieve this by:

- Creating a safe learning environment, free of stigma and negativity
- Celebrating the success and achievements of every member of the learning community
- Establishing nurturing and supportive relationships between staff and pupils
- Setting high expectations for behaviour and academic success
- Providing a broad, balanced and relevant curriculum that provides the skills, confidence and qualifications to access opportunities in life
- Innovating learning, to engage and inspire
- Promoting tolerance and mutual respect
- Providing opportunities for students, parents and carers to voice opinions which form part of the decision-making process
- Providing an inclusive programme of learning opportunities and experiences that promote engagement

Further information about our academy can be found on the website at [www.nedsc.derbyshire.sch.uk](http://www.nedsc.derbyshire.sch.uk)

Yours faithfully

*Janine Dix*

Janine Dix

Headteacher

## Advertisement

**Job Title:** Pastoral Officer

**Location:** The successful candidate will have a nominated base for mileage purposes but will be expected to work peripatetically at all of our academy sites:

High Peak site 25 High Street, Chapel-en-le-Frith, SK23 0HD

Barrow Hill site Station Road, Barrow Hill, Chesterfield, S43 2PG

Hasland site, The Green, Hasland, Chesterfield, S41 0LN

**Grade/Scale:** 8 (points 12-15) Actual Salary £23,654 - £25,867

**Contract:** 37 hours per week/39 weeks per year (Term time only)

**Start date:** ASAP

We are seeking to appoint an outstanding practitioner to work collaboratively with, and in support of, the Senior Leadership Team, Site Leads, teaching and support staff to provide comprehensive care, support and guidance for pupils, to ensure the pupils are safe, attending and being supported with their future aspirations.

You will provide support for pupils across all sites, supporting staff with the pastoral welfare of pupils in all key stages. You will be responsible for arranging your own diary and working peripatetically in order to best meet the needs of the pupils. This role will involve ensuring that pupils receive swift support to keep them safe, identify risks and initiate rapid action. You will need to be aware of safeguarding thresholds, referrals systems for support and be able to communicate effectively with agencies, pupils and parents. Days will be varied in order to meet the needs of the pupils.

Benefits include: LGPS Pension Scheme, Westfield Health membership and laptop.

For further information, please contact [support@nedsc.derbyshire.sch.uk](mailto:support@nedsc.derbyshire.sch.uk) or visit our website <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 15 December 2023 (23:59)**

**Interviews: TBC**

**We reserve the right to interview suitable candidates upon application and may close the application process prior to this date**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Job description and person specification

### Job Description: Pastoral Officer

### Esteem North Academy, Esteem Multi-Academy Trust

**Job Title:** Pastoral Officer

**Reports to:** Assistant Headteacher and DSL

**Grade:** 08

**Contract:** 37 hours per week / 39 weeks per year

**Actual Salary:** £23,654 - £25,867

**Aims:** We are seeking to appoint an outstanding practitioner to work collaboratively with the current Pastoral team in supporting pupils with safeguarding and attendance. The successful candidate will work across all sites to offer comprehensive care, support and guidance for pupils, to ensure the pupils are safe, attending and being supported with their vocational timetables.

**Duties and responsibilities:** To carry out duties and responsibilities in accordance with the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Academies, through:

#### 1. Providing Support for Pupils (across all three sites)

- To support all staff in taking responsibility for the pastoral welfare of the pupils in all key stages
- To liaise and seek involvement from parents / carers, teachers, support staff and external agencies including the FASST Team in relation to the welfare of individual pupils
- To ensure that all pupils are identified for early help support and acting on this
- To make referrals to agencies to get support for pupils and complete early help assessments where required
- To act as a link person between home and the academy, liaising with parents/carers
- To contribute to ensuring that work packs and 'online learning' are in place for pupils at home
- To be a Designated Safeguarding Lead for safeguarding and work as part of the Child Protection Team which includes leading CP, CiN, TAC and TAF meetings on behalf of the academy. To attend professionals meetings and prepare reports in advance of meetings. To attend ICPCs, RCPCs, CCE and vulnerable children's meetings
- To be aware of the S175 audit and contribute to our development plan in conjunction with the Headteacher and Pastoral & Careers Lead to ensure that robust safeguarding practice occurs
- To ensure good attendance of pupils on-site and off site
- To carry out home safe and well visits for pupils who have not attended
- To contribute to the attendance intervention system to ensure pupils improve their attendance
- To transport pupils to the site, to APs for short periods where pupils require a more bespoke approach to help them attend and engage or to support with the induction process by bringing pupils to site



- To help to organise and administer appropriate rewards
- Contribute as required to parents' evenings, staff meetings, reward trips and other activities as associated with all key stages
- Carry out restorative justice meetings to help pupils move on from any conflict they may have had

## 2. Support for the curriculum

- Monitor pupil attendance and punctuality in line with our Attendance policy and ensure that appropriate action is taken when required so that pupils can attend and engage in learning
- To communicate with site leads, teaching staff and tutors about safeguarding issues with specific pupils and ensure the curriculum content provides the necessary education for pupils to make appropriate choices
- To contribute to charity or volunteering events
- To support with assemblies if content is related to keeping pupils safe and is appropriate
- To set up off site alternative provision placements for pupils, complete their referral paperwork and take pupils to visit them
- To visit pupils in their alternative provisions to help monitor progress
- To support pupils to attend their work experience placements
- To contribute to the Pupil Information Packs (PIPs)

## 3. Support for the academy

- Promote the aims of the academy and support the academy ethos
- Lead by example, setting high expectations for all
- Create a positive climate where pupils aspire to be the best that they can be and believe in themselves
- Work alongside members of the leadership team, teaching and support staff team to ensure the delivery and on-going development of the pastoral system at North East Derbyshire Support Centre
- To contribute to the academies CPD offer where required
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
- To ensure the duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
- To ensure equality of opportunity is afforded to all persons both internal and external to the academy, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour
- To understand and comply with procedures for the emergency evacuation of the academy
- To work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Centre to enable pupils to achieve.

- To carry out other duties and responsibilities requested by the Headteacher.

The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

## Person Specification: Pastoral Officer

### Esteem North Academy, Esteem Multi-Academy Trust

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> <li>• Grade C or above GCSE English (or equivalent).</li> <li>• Grade C or above GCSE Maths (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• DSL trained</li> <li>• Mental health trained</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous experience with dealing with welfare support for pupils</li> <li>• Successful experience of working with young people with behavioural needs</li> <li>• Experience of working with school aged pupils</li> <li>• Experience of working with a wide range of young people and families/carers from different social and ethnic backgrounds</li> <li>• Experience of working peripatetically</li> <li>• Experience of attending safeguarding meetings for pupils such as core groups and strategy meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar role</li> <li>• Of delivering CPD to staff</li> <li>• Experience of working with offsite APs and of organising bespoke timetables to meet pupils needs, including online learning</li> </ul>
Skills, Knowledge and competences	<ul style="list-style-type: none"> <li>• Knowledge of the Derbyshire safeguarding thresholds, and support services available</li> <li>• Ability to produce high quality and accurate professional reports</li> <li>• Knowledge of school attendance requirements by law</li> <li>• Knowledge of a range of possible attendance interventions and strategies</li> <li>• Excellent interpersonal and liaison skills</li> <li>• Good verbal and written communication skills</li> <li>• Good organisational skills and able to set own diary and work independently</li> <li>• Knowledge and use of Microsoft software and email</li> <li>• Ability to process and maintain accurate records</li> <li>• A commitment to teamwork</li> <li>• Able to form positive relationships</li> <li>• Ability to remain calm</li> <li>• Ability to work on own initiative</li> <li>• Ability to engage constructively with and relate to a wide range of children/young people and families/carers</li> <li>• Able to set targets for pupils learning</li> <li>• Flexible and able to respond quickly to new situations</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to assess pupils against targets</li> <li>• Knowledge of APs available and how to keep pupils safe when off site</li> <li>• Knowledge of lone working policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of causes and interventions for mental health issues</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Energy, optimism, initiative, flexibility and commitment</li> <li>• Hard working</li> <li>• Reliable</li> <li>• Approachable</li> <li>• Enjoy working with others</li> <li>• Resilient</li> <li>• Quick thinking to problem solve</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>• Knowledge and awareness of equal opportunities policy and commitment to its implementation</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• Committed to safeguarding and promoting the welfare of children and young people on a daily basis.</li> <li>• Commitment to raising standards of academic and personal achievement</li> <li>• Patient, tactful and approachable</li> <li>• Flexible approach to tasks and workload</li> <li>• Own car and business use insurance</li> </ul>	

## Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Our Safeguarding and Child Protection Policy can be found on the Esteem MAT website: <https://www.esteemmat.co.uk/policy-documents/>

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

## Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

Your skills and experience will be matched against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to interview and assessment must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

**Closing date for applications: 15 December 2023 (23:59)**

**Interview date: TBC**

**We reserve the right to interview suitable candidates upon application and may close the application process prior to this date**

For further information please contact the Headteacher's admin team [support@nedsc.derbyshire.sch.uk](mailto:support@nedsc.derbyshire.sch.uk) or visit the Esteem website at <https://www.esteemmat.co.uk/vacancies>. Please contact the Headteacher's admin to discuss your experience before arranging any site visits. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.