

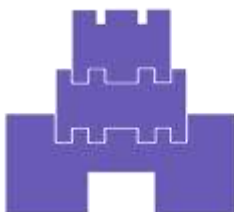


Bideford College

Part of the Launceston College Multi Academy Trust

Applicant Package

**Pastoral Student
Support Assistant**



**Launceston College
Multi Academy Trust**

Job Title: Pastoral Student Support Assistant	Start date: December 2021/January 2022
School base: Bideford College	Contract type: Full Time (37 hours), term time only
Closing Date: Monday 6 th December 2021, 9am	Salary: B1, £9.26, actual salary £14,785.44 (£17,875 FTE)
Interviews on: TBC	Contract term: Permanent

Our Trust

Bideford College is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Atlantic Academy, Egloskerry Primary, Launceston College and Launceston Primary School (opening in September 2021).

Our Trust aims for young people to become happy, responsible and successful by learning the knowledge, skills and values which are important for society.

We seek to develop adventurous students, who have the character, resilience and self-awareness required to be successful. We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our aim and vision and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, external networks, teaching and learning, school improvement, financial, administrative, estates, safeguarding and HR expertise.

We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.



Our College

Bideford College is a rapidly improving 11 – 18 secondary school on the North Devon coast. It aims to ensure that all students, regardless of socio-economic background can successfully move on to their next step in education or employment with the skills and qualifications they need. We do this through a broad and balanced curriculum and co-curricular offer which enables students to develop resilience, knowledge and contribute positively to the local and global community. We are committed to driving up standards, insisting on high expectations and raising the aspirations of our students.



We are proud of the broad and balanced curriculum that we offer our students in both the main school and in the sixth form. It offers the potential to develop a range of academic and vocational skills that prepares young people for careers in the 21st century. This is underpinned by a wealth of extra-curricular opportunities that nurtures the development of sporting, artistic and technical talents that sees our students succeed at a local, national and international level.

Bideford College is a caring community and we are proud of the inclusive school climate that has been created through the positive relationships developed between students and staff. We want our students to feel safe in the learning culture that exists in the classrooms of the college.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A college culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure you are successful at the start and as the role develops.
- A large network across the primary and secondary settings, focusing on the 0-19 journey.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint a **Pastoral Student Support Assistant**.

Main Purpose of Job:

The purpose of this role is to provide all possible support to students so that they make the best possible progress in all aspects of their development.

Duties and Responsibilities:

Staff

- To work under the direction of the Key Stage 3 and 4 ALT leads.
- To provide support for the Key Stage 3 & 4 ALT leads and all other members of the House team.
- To provide appropriate support, advice and information to all staff involved with the key students.
- To liaise with staff about students who have been identified as a cause for concern.
- To be involved with appropriate staff development.
- To work with external agencies as appropriate e.g. Social Services, Kooth, CAMHS, School Nurse.

Student support/welfare

- To play a major part in the overall care and guidance of students within your responsibility, including being the key point of contact for those students.
- To pay special attention to the needs and welfare of any vulnerable students, including pupil premium and SEN students within your area of responsibility.
- To meet with students in response to identified concerns, either from staff or from students themselves.
- To support the safeguarding of students within your area of responsibility.

Families

- To provide the main point of contact for students and their families.
- To help to develop and maintain effective, open and regular channels of communication with the parents/guardians of students in your area of responsibility.
- To assist tutors in maintaining good communications with parents/guardians.
- To meet with parents/guardians when appropriate.
- To arrange meetings with students in response to family concerns.

Administration

- To record all relevant and appropriate information regarding students, including maintaining student records.
- To deal with administrative matters relating to students within your area of responsibility and to deal with general enquiries regarding Launceston College.

This includes:

Setting up and support 6 into 7 evening, and the College open evening

Setting appointments for House staff

Producing, updating, printing and collating all relevant forms, posters, letters etc.

Other administrative duties to support the role of House staff

- To provide data as required by outside agencies.

- To deal with administrative matters concerning events relevant to students in your area of responsibilities, including non-faculty trips, visits and events (e.g. letters, consent forms, risk assessments, bookings, collection of money).
- To assist and advise where required and support all relevant admin for Year 11 Leavers' Day.
- To liaise with the Resources Manager regarding promotional materials including the College web site.

General

- To record all relevant and appropriate information on the SIMS system.
- To carry out any other administrative duties that are associated with the Key Stage e.g. Making appointments (Students, parents, House Team).
- Learning Review Day (initial letter, appointment scheduling, appointment letter, appointment changes, setting up rooms, producing data as required).
- Parents' Evenings (preparation)
- To liaise with Careers Southwest regarding student progression and welfare.
- To be aware of and adhere to the applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy, Code of Conduct) and national legislation (Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.
- To be first aid trained and to cover the College first aid requirements as necessary.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Good standard of practical knowledge, skills and experience of supporting and working with pupils within a learning environment.	Relevant experience to include providing specialist support to students within certain areas of the curriculum, or with specialist pupil groups.	Application form/interview
Education & Training	Attainment of GCSE's grade C/ NVQ level 2 or above in English & Maths (or able to demonstrate equivalent levels of numeracy & literacy).	Working towards attainment of a recognised qualification.	Application form
Special Knowledge & Skills	Good listening & communication skills. ICT skills – able to support learning through ICT. Working knowledge of implementing relevant learning programmes. Knowledge of statutory frameworks relating to teaching. Practical skills relating to planning and utilising individual learning programmes.		Application form/ interview
Any Additional Factors	Self-motivated, able to lead and motivate a team. An interest in pupils, ability to relate well to children and adults. Ability to work to deadlines and methodical approach to work. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview

To apply:

To apply for this job, please complete the application form:

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.