



Launceston College

Part of the Launceston College Multi Academy Trust



Applicant Pack

Pastoral Student Support Workers

Job Title: Pastoral Student Support Workers	Start date: As soon as possible
School base: Launceston College	Contract type: 37 hours, term time only
Closing Date: Monday 6 th June 2022, 9am	Salary: C1 – C5 £9.59 (£18,500) – C5 £10.87 (£20,980) actual salary from £15,302.42 - £17,353.77
Interviews on: Thursday 9 th June 2022	Contract term: Permanent

Our Trust

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

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

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 vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates 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

Launceston College is a large and established 11 – 18 secondary school in Launceston, Cornwall. The belief at Launceston College is that the most vital part of any school is the people who make it what it is. Our students enjoy being part of our school community and we have a strong team of staff at the College who are united in encouraging students to work hard, to achieve their best and to respect others. To do this we believe that students need to be fully challenged and supported within a caring environment.

We believe that students should have all their achievements recognised, acknowledged and given credit; no child, however, should ever take away another child's right to a high-quality education. The College is therefore run in a well-disciplined, orderly and respectful manner; we have rules and we expect students to follow them. Our very high expectations for standards of behaviour from all students were recognised by Ofsted in their most recent inspection who judged the behaviour of our students to be "outstanding".



We are committed to the pursuit of individual excellence and achievement whilst ensuring that no-one is left behind. We believe in the education of the whole person and try to provide a range of experiences which promote the spiritual, moral, social and cultural development of our students; we are an accredited "Adventure Learning School" and provide a wide range of adventurous learning opportunities both inside the curriculum and beyond.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint **two Pastoral Support Workers**.

Job Title: Pastoral Student Support Worker

Grade: C

Responsible to: Assistant Principal/Head of House

Supervisory Responsibility for: None

Important Functional Relationships: Internal: Principal, Assistant Principals, Principal, House teams, staff and students

External: Parents, Local Authorities, Cornwall County SEN and Child in Care Departments

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 Heads of House and relevant Assistant Principals.
- To provide support for the Heads of House, Assistant Principals and all other members of the House team including tutors.
- 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 or in need of additional support.
- 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 House and area of 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 SEND students within your House.
- To meet with students in response to identified concerns, either from staff or from students themselves.
- To support the safeguarding of students within your House.

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 House.
- 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 House and area of responsibility, and to deal with general enquiries regarding Launceston College.

This includes:

Supporting transition events including 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' Celebration.
- 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 House team and supporting students 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 Subject teacher meetings (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 young people and their families within a learning environment.	Relevant experience to include providing specialist support to young people.	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 recognized qualification.	Application form
Special Knowledge & Skills	Good listening and communication skills. Well organized. Calm and approachable. ICT and administrative skills.		Application form/ interview
Any Additional Factors	An interest in young people and an 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: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[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.