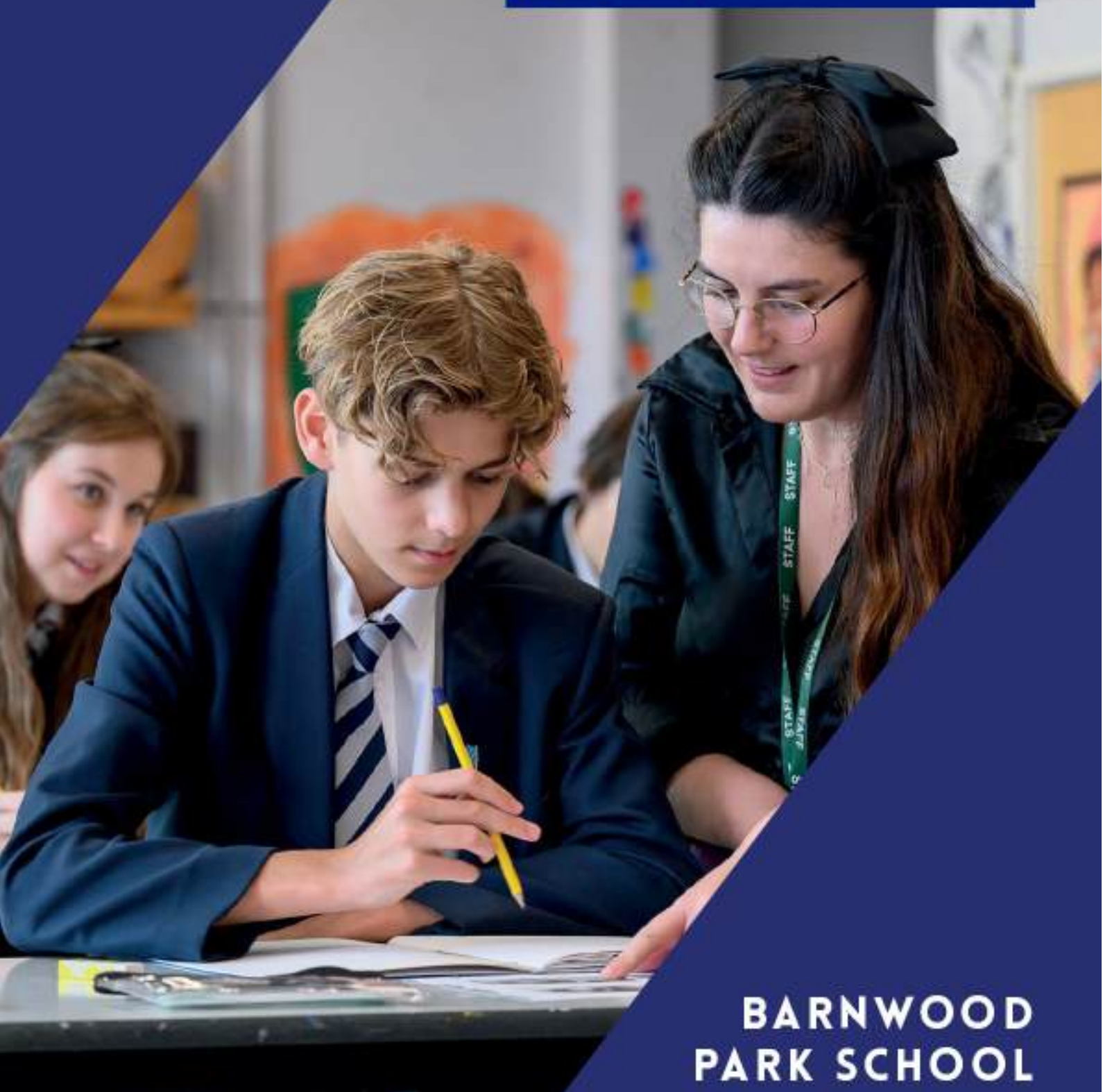




**Barnwood Park**



## **BARNWOOD PARK SCHOOL**



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

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**RECRUITMENT PACK**



St Lawrence Road,  
Barnwood  
Gloucester  
GL4 3QU

Telephone: 01452 530389

Email: [admin@barnwoodpark.co.uk](mailto:admin@barnwoodpark.co.uk)

Dear candidate

Thank you for your interest in the role of Pastoral Support - Alternative Provision at Barnwood Park School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Barnwood Park is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Miranda Hird: [MHird@barnwoodpark.co.uk](mailto:MHird@barnwoodpark.co.uk)

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Stephen Derry, Headteacher

## ABOUT OUR SCHOOL

At Barnwood Park, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Barnwood Park a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

### Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

### Department/team information

The centre operates at the heart of the school enabling students across the school to learn disruption-free lessons. For students who have chosen by their actions to not be part of the daily life of the school, the centre exists to ensure that they will continue their own learning separate from their peers. The successful applicant will ensure that all aspects of their educational provision are in place for the period of time they are out of mainstream lessons.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with NJC pay scale, points 15 - 20, £29,093 - £31,586 per annum (£25,089.18 - £27,604.36 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

37 hours per week, Monday to Friday, Full time (Part time will be considered)

Working Term-time only plus inset days (39 weeks per annum)

Hours of work: Between 8am and 4pm daily with a 30 minute unpaid lunch break

\*Part-time hours will also be considered and welcome

## PLACE OF WORK

Barnwood Park School, St Lawrence Road, Barnwood, Gloucester, GL4 3QU.

## PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

|                         |  |
|-------------------------|--|
| <b>Post:</b>            | Pastoral Support - Alternative Provision |
| <b>Responsible to:</b>  | Assistant Headteacher                    |
| <b>Responsible for:</b> | n/a                                      |

## ROLE OVERVIEW

To work as a central part of the Pastoral/Behaviour team to support the smooth running of the Alternative Provision Centre for Barnwood Park School. The centre operates at the heart of the school enabling students across the school to learn disruption-free lessons. For students who have chosen by their actions to not be part of the daily life of the school, the centre exists to ensure that they will continue their own learning separate from their peers.

The postholder is expected to be flexible in their approach to their working practices and duties and to carry out all reasonable requests as required by their line manager including:

- To support the AP manager with the smooth running of the Alternative Provision Centre
- Supporting the school Alternative Provision Centre and to uphold the school's behaviour policy
- Supporting students to be the best they can be
- Work together as part of a team
- Undertaking any training organised by the school

## MAIN DUTIES AND RESPONSIBILITIES

- Ensure the centre is fully operational each day to receive any student who has been excluded from class (in line with the behaviour policy)
- Supervising students in a working environment within the Alternative Provision Centre
- Assist booking Students into AP
- Monitoring and marking students' work while in AP to a good standard
- Day to day administration tasks to include registering students, updating class charts and communicating with parents
- The high level of expectations is made clear to every student, are adhered to and standards are maintained by staff who visit or work in AP
- The centre is effective through assessing the needs of individuals regularly sent to AP and referring issues where necessary to the Assistant Headteacher for Behaviour, Head of Year or SENDCo
- Following the process of booking each student into AP, ensuring records are kept up to date
- Notifying parents and staff in line with our Behaviour Policy
- Liaising with teachers to ensure follow up restorative conversations occur

- Ensuring each student is provided with an appropriate study/resource pack of learning material for the duration of their time in AP
- Staff who come for the 'Restorative Conversations' are directed to an appropriate space/room
- Students who are formally signed out after their sanction period to return to lessons
- Support with all communications for after school detentions
- Support the successful provision of homework at Barnwood Park School to allow it to run smoothly allowing all students to access the provision
- Any other tasks as reasonably directed by the Assistant Headteachers of Behaviour
- Pastoral support required if necessary to encourage student into the room
- Liaise with Parent and Carer to encourage student into AP
- On call if student has not arrived to AP
- Support main room in AP where necessary and support with movement breaks if required
- Help give out break and lunches
- Recording specific details on Bromcom/class charts

## **PERSONAL RESPONSIBILITIES**

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the schools Health & safety Policy and undertake risks assessments as appropriate
- To be courteous to colleagues and visitors face to face or via telephone calls and provide a welcoming environment
- To attend meetings scheduled in the school calendar
- To adhere to the schools Safeguarding Policy

## **STAFF DEVELOPMENT**

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

## **WORKING ENVIRONMENT**

- This role will be based in the Alternative Provision Centre indoors on school premises.

Most activities will be undertaken within the school premises.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications and training</b>   |           |           |
| Educated to at least 5 GCSE grade C standard (or equivalent) in English and Mathematics  | x         |           |
| Evidence of professional development in a relevant discipline  | x         |           |
| NVQ Level 3 or Higher in Business Administration   |           | x         |
| <b>Skills and experience</b>   |           |           |
| Experience of working within a school setting  | x         |           |
| Administrative experience within the field of education  |           |           |
| Experience of maintaining accurate files, records and ensuring compliance with legislation   | x         |           |
| Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion               | x         |           |
| Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations | x         |           |
| Good interpersonal skills and an ability to develop and maintain effective working relationships   | x         |           |
| Efficient, accurate and excellent attention to detail  | x         |           |
| Excellent communication with people at all levels of the organisation  | x         |           |
| Understanding of Child Protection/Safeguarding   | x         |           |
| Knowledge of how to work with children with behaviours that can challenge  | x         |           |
| Knowledge and understanding of how to remove barriers to learning  | x         |           |
| Knowledge of National Educational developments   |           | x         |
| Familiarity of MIS will be beneficial  |           | x         |
| <b>Personal attributes</b>   |           |           |
| Ability to work effectively with young people in a school setting  | x         |           |
| Capacity to work effectively as part of a team   | x         |           |

|   |   |  |
|---|---|--|
| Excellent time management   | x |  |
| Able to clarify and explain instructions  | x |  |
| Written and verbal communications are appropriate for the intended audience   | x |  |
| Excellent interpersonal skills  | x |  |
| Resilient and able to accept constructive feedback from others in order to further improve performance              | x |  |
| Attention to detail and high levels of accuracy   | x |  |
| <b>Additional Requirements</b>  |   |  |
| High professional standards and personal integrity  | x |  |
| Commitment to building positive relationships with students, parents/carers and colleagues                          | x |  |
| Ability to communicate sensitively and effectively with colleagues, parents/carers and students                     | x |  |
| Self-motivated, setting challenging personal objectives and targets   | x |  |
| Ability to demonstrate literacy and numeracy skills, including attention to detail                                  | x |  |
| Excellent working ICT knowledge   | x |  |
| Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school | x |  |
| Be dependable, able to follow instructions and respond to management directions                                     | x |  |
| Have a willingness to extend skills through appropriate training  | x |  |
| Hardworking and committed and able to work independently  | x |  |
| Flexible, responsive to change and have a sound judgement   | x |  |
| Able to maintain high standards of confidentiality  | x |  |
| Commitment to working within the schools Safeguarding Policy and Procedures   | x |  |

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Monday, 7th July 2025**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on **Thursday, 10th July 2025**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on 1st September 2025



**GREENSHAW**  
LEARNING TRUST



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Sutton SM1 4AF



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