

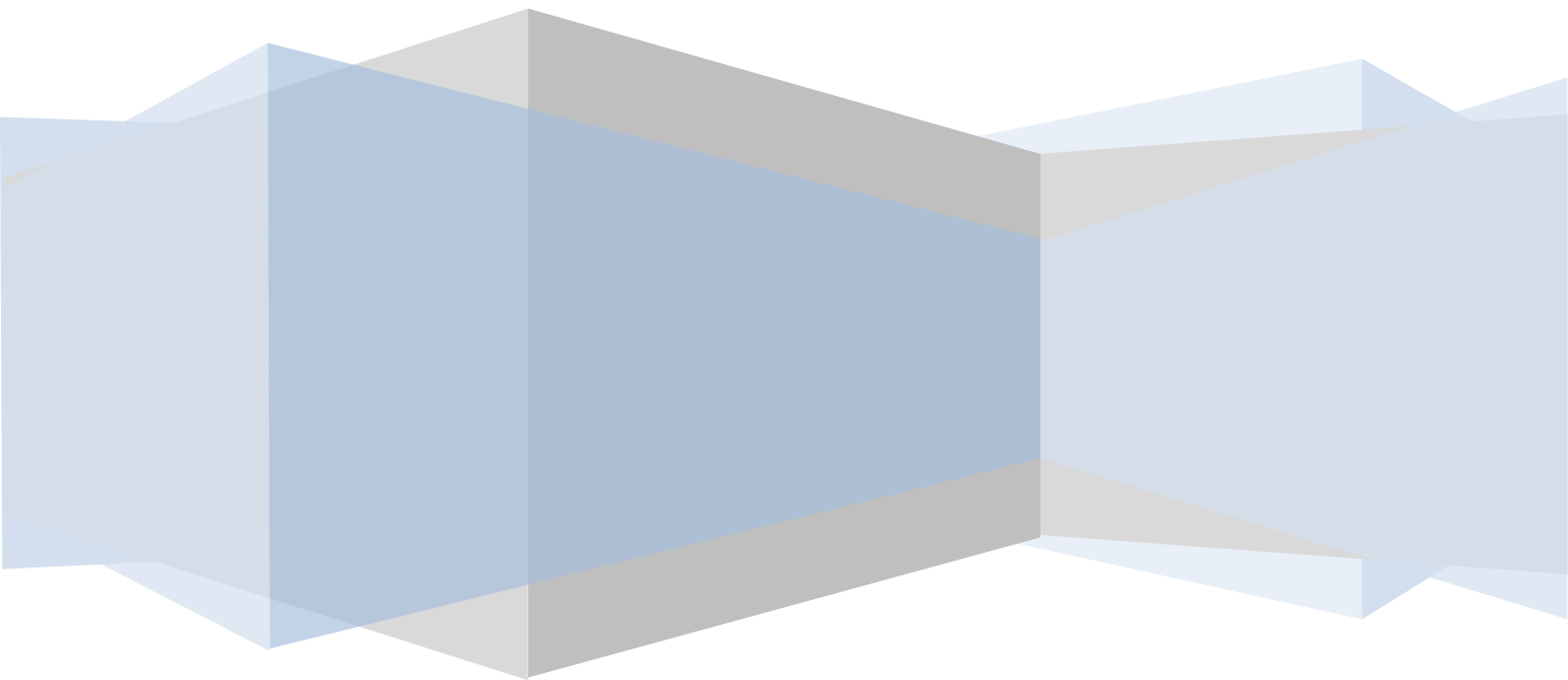
Rye College, Part of Aquinas

www.aquinastrust.org

Application Pack

Pastoral Support Assistant

Required: January 2025





Pastoral Support Assistant

Rye College is seeking to appoint an enthusiastic, energetic and adaptable Pastoral Support Assistant to join our highly-motivated team. We are driven by a pursuit of high academic standards regardless of background and a desire for all pupils to experience an exceptional education. We want every child to grow and flourish in our care.

Our ideal candidate will:

- Have experience, or interest, in working as a Pastoral Support Assistant
- Be inclusive in their practice with high expectations of and for all
- Have the ability to demonstrate active listening skills
- Consistently and effectively implement agreed attendance and behaviour management strategies
- Have good communication skills with the ability to work as part of a team, and
- Be a dedicated practitioner with commitment to pupil progress and continual improvement

In return, we offer:

- A happy community committed to the professional development of all colleagues
- A distinctive local context ensuring we place inclusivity at the heart of all we do
- A skilled and experienced team of teachers and other professionals
- A motivated leadership team leading rapid improvement to the pupils' life chances
- A school in which the pupils are enthusiastic, engaging and thoughtful
- The support of professionals from within an exciting and outward facing educational trust

We would be pleased to welcome you for an informal visit to our school prior to application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



September 2024

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. We are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change to improve the standard of education and facilities at Rye College – ideal for ambitious and talented individuals to truly make a difference and build upon our most recent OFSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. At present, we are focused on instilling a sense of responsibility in all our students – a sense of ownership of their learning, of their schools, of their actions and of the consequences. In today’s complex world, children need both the knowledge and skills to compete in a global market place but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate people.

We are looking to recruit an experienced individual to our associate team who wants to raise standards and continue our transformational journey through the creation of a vibrant and innovative environment. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build amazing schools that deliver excellence for every one of our young people.

In your application, please outline why you would like to join us, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Dom Downes
Headteacher



The Application Process and Timetable

Closing Date

You are invited to submit an application form outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **6th January 2025**

We reserve the right to withdraw the vacancy, should we find a suitable candidate

Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided.

Interviews

Candidates will be invited for interview.

- Interviews: **As soon as possible for the right candidate**

Appointment

All candidates will be contacted following interview.

- Appointment to commence: **January 2025**

Applying

Please send your letter of application by email to Aquinas.recruitment@aquinatrust.org for the attention of the Headteacher. Alternatively, submit your application to **HR Assistant, Rye College, The Grove, RYE TN31 7NQ.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.



Job Description

Details

Remit:	Pastoral Support Assistant (Term time only)
Hours:	37 hours per week,
Weeks:	39 weeks per year
Full Time Salary:	ESCC Single Status Scales, Single Status 7 Point 18 £27,829.00 p.a.
Actual Salary:	£23,831.32 p.a.
Accountable to:	Assistant Headteacher

Main purpose of the job:

To work with the leadership team to ensure there is a consistent and relentless focus by all on developing a culture of high standards of personal discipline, expectations, aspirations and ambition, enabling teachers to teach and students to learn and excel at Rye College and beyond. This is a dynamic role which will involve working with a range of colleagues in the College, students from all year groups and outside agencies.

Key Tasks

- To support the leadership team to implement, monitor and enforce the attendance, behaviour for learning standards and expectations throughout the Academy
- To help ensure that all students' attitudes to learning are positive and respectful alongside their behaviour in a range of different teaching groups and settings and their attitudes to staff, including support and administrative staff, new and inexperienced staff and supply teachers
- To communicate and liaise with student families to ensure strong relationships between the school and families benefit the student's well-being and educational experience
- To keep accurate records of the Academy's analysis of and response to students' attendance and behaviour in lessons over time, for example incident logs, the use of rewards and sanctions
- Keep accurate records and intervene where needed regarding rates and patterns of absence and permanent and fixed-period suspensions, including those for different groups of students and the impact of the Academy's work to follow up and support suspended students
- To support the leadership team to ensure consistency and punctuality over time in arriving at the College and at lessons
- As required, assess the needs of students to ascertain the underlying causes of negative behaviours, working with staff, families and outside agencies as needed
- To promote the safeguarding and welfare of all students in accordance with the College's safeguarding and child protection policy and procedures
- To undertake the logistical aspects of the running of solo study, ensuring that work is in place in a timely fashion, breaks are taken at the correct times and staff changeover happens smoothly

Other:

- To carry out attendance contact, including home visits when necessary
- To support after school detentions once a week
- Establish constructive relationships and communicate with senior and middle leaders and other agencies/professionals, in liaison with teaching staff, to support pupil achievement and progress
- Attend and participate in regular meetings and student case conferences



- Lead and participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use of these to advise and support others
- Lesson observations to support behaviour for learning

General Support:

- Report student and College issues in line with the College policies for health and safety, child protection, behaviour management etc
- Attend meetings and training sessions as required
- Be aware of and act in line with College policies and procedures as outlined in the Staff Handbook
- Be involved in extracurricular activities, e.g. open days, presentation evenings as required
- To handle all confidential correspondence and matters with discretion at all times

Safeguarding

- Our school is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All colleagues have a key role and responsibility in this area

Review

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.



Person Specification

Higher Level Teaching Assistant

[a] KEY SKILLS & ABILITIES	Essential or Desirable
Ability to use language and other communication skills that pupils can understand and relate to	E
Able to converse at ease with all stakeholders and provide advice in accurate spoken English	E
Ability to establish positive relationships with pupils and empathise with their needs	E
Ability to demonstrate active listening skills	E
Ability to consistently and effectively implement agreed behaviour management strategies	E
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task.	E
Ability to offer constructive feedback to pupils to reinforce self-esteem	E
Ability to work effectively and supportively as a member of the school team	E
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc	E

[b] EDUCATION & QUALIFICATIONS	Essential or Desirable
A good standard of education particularly in English and Mathematics	E

[c] KNOWLEDGE	Essential or Desirable
Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	E
Knowledge of SEN Code of Practice	E
Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students	E

[d] EXPERIENCE	Essential or Desirable
Experience of supporting children with various behaviour needs	D



[e] PERSONAL ATTRIBUTES	Essential or Desirable
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	E
Willingness to maintain confidentiality on all school matters	E

Health & Safety Functions

This section is to make you aware of any health AND safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	X
Exposure to blood /body fluids	X