

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Eckington School is an 11-18 comprehensive secondary school in North-East Derbyshire with more than 1200 students on roll, including 150 in the school's Sixth Form. In April 2023, Eckington School joined Chorus Education Trust, also welcoming a new Headteacher.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: www.eckington.net

Pastoral Support Assistant

Salary: Grade 4 SCP 7-12 £22,369 to £24,496

37 hours per week / 39 weeks per annum

(£19,239- £21,069 pro rata salary)

Permanent

To start: ASAP

About this vacancy

Required to start as soon as possible, a Pastoral Support Assistant to work within our friendly, fast paced and experienced team, providing an efficient and effective pastoral support service, you must be able to follow systems, procedures and processes to the standards required by the School, Trust and appropriate regulatory bodies.

Responsibilities will include working with the Heads of Year, Senior Leadership Team, support staff team, teaching staff and outside agencies to ensure all our students receive relevant, appropriate and focused support and behave to the high standards expected in our school. Previous experience of working with young people would be an advantage.

The post holder will also play a key part in the administrative function of the School, inputting and analysing student data, communicating both verbally and in writing with a variety of stakeholders and undertaking a range of pastoral administrative duties.

Benefits include:

- CPD support from one of the largest Teaching Schools, the **Sheffield Teacher Training Alliance**, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Sharon Foster, HR Officer at: SFoster@chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **11.59pm on 15 October 2023.**

Interviews to be held: **week beginning 23 October 2023.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our students, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description: summary

Post title:	Pastoral Support Assistant
Profile:	BS3.5
Grade:	4
Grade spinal point range:	7-12
Accountable SLT post:	SLT Lead responsible for Behaviour
Line Manager of post holder (if different):	Head of Year
Staff to be supervised or line managed by post holder:	N/a
Post holder will work with:	Students teaching and support staff
Holiday and sickness relief by/for:	By and for other pastoral support staff
Purpose of job:	To provide support to pastoral teams including supporting the implementation of the behaviour management systems in school and contribute to the overall effective administration of the school.
Version revised:	August 2023

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

Duties will include, but not be limited to:

Supporting Students

- Provide pastoral support to students
- Promote punctuality and positive lesson attendance with identified cohorts of students
- Support the implementation of the schools behaviour management system for example supporting 'on call' and lesson 'remove'
- Supervise students at unstructured times to ensure calm behaviour
- Receive and supervise students excluded from, or otherwise not working to, a normal timetable (by arrangement with the Head of Year)
- Attend to students' personal needs and provide advice to assist in their social, health & hygiene development
- Participate in the identification of students to determine those in need of particular help
- Respond to emotional, social, health and well-being issues of students, and their families, where difficult or challenging making the appropriate referral
- Support in resolution of conflicts/issues that may be a barrier to student learning and engagement
- Assist the Head of Year with the implementation of plans such as - Individual Education/ Behaviour/ Support/ Mentoring
- To communicate effectively with parents / carers to maintain positive working relationships
- Establish productive working relationships with students, acting as a role model to challenge and motivate students, promote and reinforce their self-esteem
- Provide support for distressed students
- Assist the speedy/effective transfer of students across phases/integration of those who have been absent

Support Teaching & Learning:

- Support Teachers and cover teachers to start and teach effectively by promoting punctuality, attendance and routines

- Support with pastoral admin, for example updating records in the appropriate management information systems (MIS), as agreed with other staff, and contributing to reviews of systems/records as requested
- Dealing with highly confidential and sensitive information about students and parents/carers – including disclosures, safeguarding, information from primary or previous schools about pupil's home life, illnesses, special educational needs.
- Assist in the development and implementation of appropriate behaviour management strategies
- Assist in the development, implementation, monitoring and administration of systems relating to attendance and integration. Including identification of groups and working with appropriate parents, carers, external agencies etc to encourage improvement.
- Assist in the production of relevant year group marketing materials for events, prospectus, including organisation of open evenings and other appropriate events.
- Working to the standards set for the whole school administration team - provide Heads of Year with admin support e.g. dealing with correspondence, enquiries, making phone calls, compilation/ analysis/reporting on attendance, exclusions, etc
- Covering Key Stage office duties when Key Stage Leaders teaching etc and unavailable
- Support extracurricular and enrichment activities

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Pastoral Support Assistant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Experience working in a school environment and engaging with challenging children/young people and their families.		✓	A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Ability to empathise with children and young people.	✓		A
High degree of motivation for working with children and young people.	✓		A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Recent participation in training which is equivalent to working with children/young people.		✓	A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I

Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I