Ref Applet/past/ 2023

20th May 2023

Dear Applicant,

Thank you for your interest in the post of **Pastoral Support Assistant** at Manningtree High School.

We wish to appoint a highly organised, firm, effective person to provide efficient and proactive support within the Pastoral Team.

Duties will include liaising with parents, students and staff and dealing with all aspects of daily pastoral/behaviour issues at an appropriate level. The successful candidate will take statements and collate information in response to incidents of challenging behavior, maintain records on SIMs (School management system) in relation to sanctions and rewards and meet with targeted students to discuss how they can improve their learning.

Excellent communication skills are necessary.

**Scale 6 Point 12 to 17 (£24,496 p.a. pro rata £12.70 an hour).** You will be required to work 37 hours a week term time only.

Enclosed with this letter please find:

1. Application Form
2. Job description
3. Person Spec

You should be aware that referees will be required to answered detailed questions about you and any disciplinary issues that you have been involved in.

Manningtree High School holds a Code of Conduct which all members of the school are expected to abide by or conform to. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please contact Carol Sinclair as soon as possible for more information.

Closing date: 9am 5th June 2023

Yours sincerely

Mrs Carol Sinclair

Director of Operations