

**Application Pack -**

**Pastoral Support Assistant**

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

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| **Appointment Type** | Temporary maternity cover, in the first instance |
| **Start Date** | 1st September 2025 |
| **Hours** | 37 hours per week  Monday to Friday  Term Time Only |
| **Salary Scale** | Sandbach High School and Sixth Form College pay scale  Grade 5 £25,001.01 - £27,711.94 |
| **Closing Date** | Monday 2nd June 2025-noon |
| **Interview Date** | To be confirmed |

**Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment.  This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.**

Application forms can be accessed from www.sandbachhigh.co.uk

**Job Description Pastoral Support Assistant**

The Post

This is a key post which is essential for the smooth running of the pastoral system within school. Pastoral Assistants will support the Pastoral Leader in managing the student body within their House.

They will support the Pastoral Leader in ensuring that within their allocated House and across the whole school, our vision and culture is promoted through consistently high expectations for all students. In addition, support the Pastoral Deputy Headteacher in maintaining high standards in attendance, behaviour, attitudes, punctuality and kindness.

The support the Pastoral Assistant provides is designed to equip students with the knowledge, skills and personal attributes to progress into useful and fulfilled citizens. Our aim is for students to challenge themselves to set the highest goals in learning, behaviour and relationships.

Core Purpose

* To have the highest possible expectations of pupils and help create a culture of high aspirations across the House.
* Support, develop and implement the vision, ethos and policies of the school across the student body within the House which reflects the school’s commitment to high achievement, positive behaviour and attitudes to learning.
* To support teaching and learning by responding to Hotdesk call outs and supporting students with modifying their behaviour in order that they can be successfully reintegrated into learning
* To be a role model for their House.
* Provide pastoral support for children who need it and raise concerns with the wider team to ensure children and families are supported and signposted effectively
* To raise any safeguarding concerns immediately in line with school procedures with the safeguarding team
* Liaise with parents over pastoral concerns/issues as directed by the Pastoral Leader for the House and Pastoral Deputy Headteacher including welfare calls and home visits
* To build secure relationships and communicate effectively with parents across the House to ensure the best outcomes for all pupils.
* Assist in improving attendance and punctuality of students within their House and liaising with the attendance officer to ensure good levels of communication.
* To assist with the supervision of our internal alternative provision space upholding standards of behaviour and ensuring students to use the space productively
* To lead small group sessions and interventions as appropriate
* To support with behaviour management, using appropriate strategies in line with school policy
* To contribute to creating a purposeful and supportive learning environment
* To ensure and support good strategies for good Behaviour for Learning
* To undertake school duties and support the supervision of children in unstructured time
* To support children with medical conditions as appropriate
* First aider

Pastoral Support

* To deliver pastoral support and guidance for students in your House, modelling by example through being an excellent pastoral practitioner themselves.
* To be operational in efficiently managing the students and parents pastoral concerns, being accountable for the quality of provision within their House.
* Promoting the culture of Sandbach High School, ensuring consistency and clarity of practice across the Houses by role modelling their implementation to all staff and students.
* Supporting the development and implementation of restorative practices to promote self-regulation of student’s emotions and build resilience.

Other

* To undertake any reasonable duty at the request and discretion of the Headteacher.

**Notwithstanding the detail in this job description, in accordance with the School’s Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Trustee Board from time to time, up to or at a level consistent with the main responsibilities of the job.**

**This job description will be reviewed where necessary 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; it sets out the expectations of the school in relation to the post holder’s professional responsibilities and duties.**

**Person Specification Pastoral Support Assistant**

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| Attributes | Description | Desirable | |
| **Qualifications,**  **Knowledge &**  **Training**                  **Experience** | 5 GCSE’s or equivalent  Basic knowledge of SEND and learning barriers. Some knowledge of strategies in working with young people with challenging behaviours  Knowledge of some of the social issues facing students from disadvantaged backgrounds Awareness of Health and Safety issues in the workplace.        Experience of working directly with young people in an education or training environment, supporting the learning of students. Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels. Experience of managing and being responsible for own workload. | Educated to A’level Evidence of continuing professional development English, maths or science degree Knowledge and understanding of the National Curriculum Knowledge of learning and  teaching      Previous experience working in a similar role in a school. Experience of working with students from a range of  backgrounds |
| **Skills & Abilities** | Good literacy and numeracy skills, Good interpersonal and communication skills, with an excellent standard of written and spoken English. Good administrative and  organisational skills. Ability to interest, encourage, motivate and engage children Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities. Computer literate – must have good ICT skills including a working knowledge of MS packages e.g. Word, PowerPoint, Outlook, Excel etc, as well as using and updating records and databases. Ability to work using own initiative, exercising good judgement where unsupervised. Flexibility of approach to work. Ability to maintain confidentiality; having tact and diplomacy where necessary. | Ability to use an interactive white board innovatively. |
| **Personal Qualities** | Enthusiasm for and commitment to the achievement of the school’s overall vision for success at all levels. Willingness to work hard.  Flexible, adaptable, and able to prioritise, resilient under pressure.  Awareness of and commitment to equal opportunities and valuing diversity.  To command and demand respect from the school community.  Creativity and enthusiasm to promote a positive school image to the local and national community. |  |

All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

For further information or to arrange a tour of the school, please contact Mrs Helen Hulse, School Business Manager on 01270 765031 or email recruitment@sandbachhigh.co.uk

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

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| **Closing Date** | Monday 2nd June 2025-noon |
| **Interview Date** | W/C Monday 9th June 2025 |