



**TheNorth**  
school

**Pastoral Support Assistant**  
INFORMATION



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Dear Applicant

This is an extremely exciting time to join The North School on its journey to be outstanding.

Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

MRS CLAIR ELLERBY  
Headteacher



Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

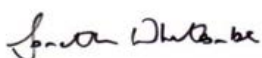
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe  
Chief Executive Officer



# JOB DESCRIPTION



**Job Title:** Pastoral Support Assistant  
**Grade:** SAT 4  
**Responsible to:** SENDCo

## Purpose of job

- To support the Pastoral Leader and Learning Leader in establishing high standards of achievement, behavior and attendance and to create a positive year identity.
- To embed the core values of the school in students, supporting them to engage with learning.
- To cover for existing Pastoral Support Assistants during periods of absence.
- To independently provide consistent and high quality support for the welfare of individual students within particular year group /s.

## Principal accountabilities

- To work in partnership with Learning Leader and Senior Pastoral Leader.
- To oversee behaviour, attendance and welfare issues relating to assigned year group/s.
- To help remove welfare barriers to learning, enabling students to make at least expected progress.
- Support vulnerable learners to make good progress, including Pupil Premium students, Looked After Children; Young Carers and Persistent Non-Attendees.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour.
- To ensure the smooth running of year group assemblies; leading and preparing some assemblies.
- To be proactive in supporting the school behaviour system by being a strong presence in corridors at lesson changeover, break time, end of lunch and end of the school day.
- To liaise with tutors on issues of a pastoral nature, with active involvement in tutor meetings.
- To support individual students to access lessons and learning, helping them to meet expectations of teachers.
- To manage and administer the schools' behaviour system in relation to assigned year group/s, ensuring students attend detentions and follow up on non-attendance.
- To ensure rewards are issued and collated for assigned year group/s.
- To take up duties related to roaming and staffing of the Progress Centre and Exit Rooms.
- To work as part of a team of Pastoral Support Assistants, sharing duties and information as appropriate.
- Ensure use of SIMS meticulously log and record incidents and actions.
- To liaise with outside agencies and attend meetings as appropriate.
- To assist with administrative tasks as appropriate, e.g. maintaining accurate records.
- To attend meets and reviews as appropriate, making contact with parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing personal difficulties.



# JOB DESCRIPTION



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- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing personal difficulties.

The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required commensurate with your grade, as requested by the Head of School, Deputy Head or line manager.

## **Specific Responsibilities:**

- To support the community teams in responding to all day sheet tasks
- To assist the Senior Pastoral Leader and Principal of Communities to ensure consistent approaches to managing student behaviour and pastoral support.
- To regularly communicate with parents and carers.
- To represent the community team at meetings (where necessary) related to behaviour, attendance and welfare.
- To support the designated safeguarding lead in school.

## **Quality Assurance and Standards**

- To set a good example in terms of dress, punctuality and attendance.
- To be professional when dealing with visitors, staff, students, outside agencies.
- To attend team and staff meetings as required.
- To be proactive in matters relating to health and safety.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- To implement and promote the school's policies and procedures relating to all areas of employment and service delivery.
- To appreciate and implement the need for confidentiality where and when necessary.

This job description does not form part of the contract of employment. This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

# JOB DESCRIPTION



## People management

- Promote an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge through high-quality training and sustained professional development.
- Ensure that all staff have a clear understanding of their roles and responsibilities.
- Ensure effective processes are implemented for staff induction and professional development.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve.
- Identify emerging talent, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Hold all staff to account for their professional conduct, practice and development.
- Challenge inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance.

## Systems and Process

- Deliver an organisational structure which enables the management systems, structures and processes to work effectively and legally.
- Ensure the promotion of equality of opportunity and compliance with the Public Sector Equality Duty.
- Work with the Governors in ensuring that the staffing structure is 'fit for its purpose'.
- Recruit and develop staff to make the most effective use of their skills, expertise and experience.
- Implement effective processes for managing staff performance.
- Ensure that statutory requirements for safeguarding and health and safety are met.
- Work with the Governors to establish priorities for expenditure, monitoring the effectiveness of spending and usage of resources to ensure value for money.





# JOB DESCRIPTION



## Finance, premises and processes

- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources (including premises) in the best interests of students' achievements and the school's sustainability.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively, especially setting the strategy and holding the Headteacher to account for student, staff and financial performance.
- Work with political and financial astuteness, within an agreed set of policies and procedures that are centred on the school's vision, and which translate local and national policy into the school's context.
- Develop a plan to ensure that the school's facilities and grounds meet the needs of pupils, staff and visitors within the financial resources available.

## Continuous improvement

- Create an outward-facing school which works with other educational institutions to champion best practice and to secure excellent achievements for all pupils.
- Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development.



# JOB DESCRIPTION



## **The wider school local community**

- Work proactively to promote the reputation of the school positively to the local community, generating a constant stream of newsworthy 'good stories' about the school, its pupils and their achievements.
- Build and sustain positive relationships with parents/carers to increase their involvement in school activities and in the education of their children and to develop a sense of shared responsibility.
- Establish and maintain excellent relationships with parents/carers in the area, marketing the school proactively to ensure that pupil recruitment is competitive so that planned admission numbers are met or exceeded.
- Develop effective relationships with the local business community, (including the press), to win their support, secure additional resources and to encourage them to be positive advocates for the school.

## **Safeguarding Children**

- Accept leadership authority and responsibility for promoting and safeguarding the welfare of pupils and staff in accordance with the current statutory guidance and legislation.

The post-holder will be required to undertake any other duties of an equal nature appropriate to the post as determined by the Trust Principal. Such duties should be discussed with the person concerned who may have his/ her trade union representative present if so desired.



# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> <li>Equivalent of 5 GCSE's including English and mathematics, grades A* - C.</li> </ul>	E
	<ul style="list-style-type: none"> <li>A qualification relating to supervising and/or supporting the pastoral needs of students.</li> </ul>	E
Experience	<ul style="list-style-type: none"> <li>Some knowledge of administration and offices systems.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Some previous experience in offering pastoral support to students in the 11-16 age group.</li> </ul>	E
Skills and Abilities	<ul style="list-style-type: none"> <li>Ability to consistently and effectively implement agreed behaviour management strategies.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to use language and other communication skills that students can understand and relate to.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to establish positive relationships with young people.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to demonstrate active listening skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work effectively and supportively as a member of the school team.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Effect use of ICT to support learning.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Confident telephone manner and ability to write down accurate messages.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Good organisational skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to retain and use a range of new information.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work confidentially, keeping work-related issues and discussions in the workplace.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Willingness to attend training courses which help you in your current role and develop your potential for other roles.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Strong, assertive communication skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>High standard of general education including good written and verbal communication.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Word processing skills and computer literacy.</li> </ul>	E
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of relevant policies / codes of practice.</li> </ul>	
	<ul style="list-style-type: none"> <li>Awareness of equalities and diversity issues – respecting the needs and views of other people.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Understanding of health and safety issues within the workplace related to yourself and others in the learning environment, once these have been explained.</li> </ul>	E
Personal Qualities	<ul style="list-style-type: none"> <li>A mature and sensitive manner and excellent inter-personal skills are required.</li> </ul>	E
	<ul style="list-style-type: none"> <li>An ability to work confidentially, efficiently and on own initiative is essential.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Flexibility and adaptability.</li> </ul>	E



Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning  
The North School  
Essella Road  
Ashford  
Kent  
TN24 8AL

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
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SITTINGBOURNE, KENT  
ME10 1JS  
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