

Bristol Cathedral Choir School

Pastoral Support Lead Job description

Job title	Pastoral Support Lead
Location	Bristol Cathedral Choir School, BS1 5TS
Salary	N14 to N23 (£29,540 to £34,434) <i>gross annual equivalent</i> Fulltime Term Time Salary: £24,460 to £28,512
Role Summary	<p>The successful candidate will have a good standard of practical knowledge and skills in supporting young people, building relationships with parents and a range of professionals, learning support techniques and database / administrative skills.</p> <p>This role will assist the Head of Year (HoY) in delivering excellent academic support and pastoral care for all pupils and will be primarily supporting Y9 students for the 25/26 academic year. (Year group may change in September.)</p>
Working pattern	<p>Term time only role.</p> <p>37.5 hours per week, 5 days per week, 8am to 4pm (30 min unpaid lunch)</p>
Responsibilities	<p>Responsibilities Specific to the Role</p> <ul style="list-style-type: none"> • Role model the behaviours associated with positivity, team playing, rule following and attentiveness to detail; • Deliver excellent pastoral care for all students, intervening with students where needed and assessing the impact of interventions; • Break down barriers to learning, enabling students to make good progress, in particular vulnerable learners; • Support individual students to access lessons and learning, helping them to meet expectations of teachers; • Work with individual students and their families when issues from home are affecting or likely to affect their performance, attendance or behaviour in school; • Enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour;

	<ul style="list-style-type: none"> ● Proactively support the school behaviour system, providing a strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the school day; ● Actively use school systems to ensure incidents and actions are meticulously logged; ● Liaise directly with pupils and parents/carers to discuss behavioural and pastoral issues; ● Liaise with tutors on issues of a pastoral nature, with active involvement in tutor meetings when appropriate; ● Liaise with and refer to external agencies, for safeguarding, pastoral support, interventions and behaviour management; ● Deliver mentoring sessions in small groups or one-to-one with students, as appropriate; ● Be aware of student safeguarding issues and refer information to the appropriate person when necessary; ● Monitor and help to improve attendance and behaviour. Liaise with HoY and the attendance officer on behaviour and attendance of students to track and improve their progress; ● Deal with issues in a positive manner, communicating actions to staff and parents as appropriate; ● Help administer and assess student bursary claims, liaising with the school and Trust finance teams to ensure swift resolution and support to students; ● Attend CPD training programmes relevant to the post; ● Partake in activities aimed at promoting the school, including, but not limited to, open evenings and community events; ● Take an active part in the transition of new starters to BCCS; ● Uphold and promote the ethos of the school at all times; ● Be fully aware of GDPR requirements and adhere to them at all times; and, ● Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
<p>Reporting to</p>	<p>Assistant Headteacher – Behaviour & Attitudes</p>

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

Bristol Cathedral Choir School

Pastoral Support Lead

Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults;
- A **teammaker**;
- A **positive disposition** with a good sense of humour especially when encountering change;
- A high level of **attention to detail**;
- A **rule follower**;
- Values based and outcomes driven;
- Genuine care and respect for students and colleagues;
- A high level of professional integrity;
- Able to work well under pressure;
- 'Can do attitude', willing to engage in the whole of the school's life;
- Fully embrace the mission and values of the school;
- Maintain the highest expectations of all students and all staff;
- Ability to build a good relationship with students while commanding respect and maintaining the ability to impose effective discipline.

You are likely to have:

- A calm demeanor, even when things are going wrong, and the ability to de-escalate incidents effectively, using a range of strategies;
- Good organisational skills including accurate record-keeping, managing timetable changes and prioritising workload;
- Strong literacy and numeracy skills.

You may have:

- Confidence in communicating guidance on strategies to teaching staff;
- Personal interests and enthusiasms that you can bring to the school community.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- A good standard of education to at least grade C/4 in GCSE English and Maths;
- Background knowledge of the National Curriculum;
- A good working knowledge of various data and word processing platforms (e.g. Excel, Word, Google Sheets and Google Docs).

You are likely to have:

- Knowledge of school-specific platforms (such as Arbor, Sisra and Classcharts); and
- Understanding of the secondary education sector and the main challenges currently facing schools.

You may have:

- Additional educational qualifications, including A Level or Degree; or
- Further professional qualifications eg MA, PhD, NPQ.

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience of working with children within an educational setting;
- Experience of work in behaviour management, or transferable knowledge and skills that would lead to competence in this area;
- Experience of liaising with a range of stakeholders to find effective solutions.

You are likely to have:

- Experience of working with agencies to support young people;
- Experience of working in a related role, preferably in an education environment.

You may have:

- Experience of working in a complex organisation.

Other Requirements:



Essential for this role:

- A willingness to commit to supporting all faith activities in a faith designation school.

You are likely to have:

- A track record of fostering an open, fair and equitable culture.

Amplify Education is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.