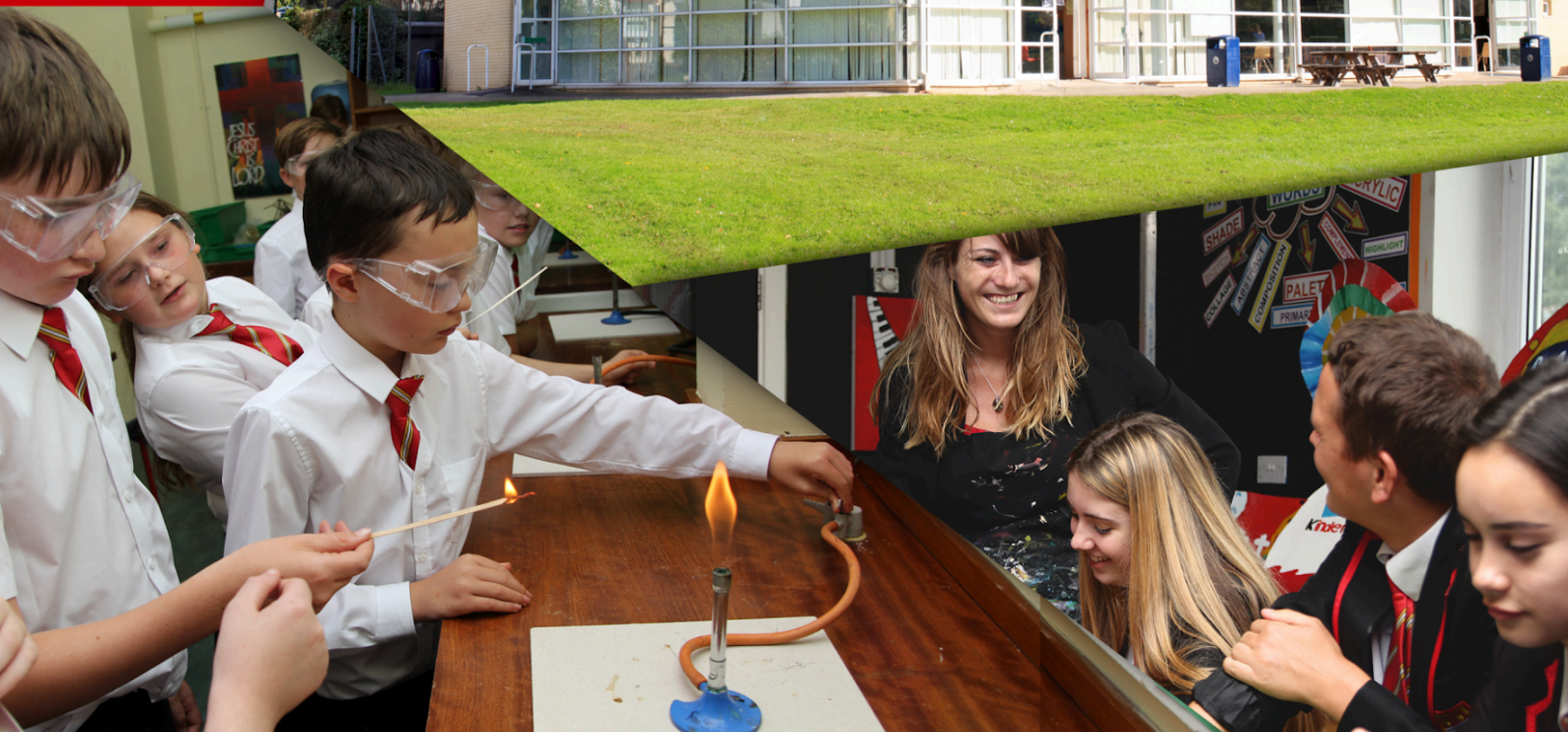




ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Information for Applicants Pastoral Support Officer

Welcome from the Headteacher

Thank you for your interest in the advertised post of Pastoral Support Officer at St Cuthbert Mayne School.

We are seeking to appoint an exceptional Pastoral Support Officer to join our Pastoral Team. The successful candidate will:

- Be able to build positive relationships with students and families
- Have the knowledge, experience and skills to offer a range of support to our students
- Be solution focused
- Have good communication skills
- Be resilient and able to work in a fast paced environment

The successful candidate will be focused on delivering great personal development outcomes for our students, and care about the life chances of every young person. This is in line with our school vision that we are “educating for life in all its fullness”.

If you would like to discuss the role or visit the school before application please contact our Human Resources Officer - recruitment@stcm.torbay.sch.uk

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future.

This will be a challenging and rewarding post. The school is committed to developing all its staff through regular professional development opportunities through the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

Contract Details - Pastoral Support Officer

Grade - Grade F (Scale point 12 - 17)

Actual Salary -£24,023 - £26,059 (FTE 27,711 - £30,060)

Contract - Permanent

Hours - 37.5h per week (Monday - Friday from 8:15am - 4:15pm)

Weeks - 39 weeks per year (Inclusive of training days)

Start Date - As soon as possible

Applications should be sent to: recruitment@stcm.torbay.sch.uk by **10am on Wednesday 29th January**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form, which can be found on the school website - <https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>.

If you have not heard from us within two weeks of your application, then you have not been successful.

Closing date: 10am on Wednesday 29th January

Interview date: Wednesday 5th February

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.



St Cuthbert Mayne

Joint Roman Catholic & Church of England school

Job Description - Pastoral Support Officer

| | |
|---------------------------------------|--|
| Post Title: | Pastoral Support Officer |
| Accountable to (Line Manager): | A Head of Year, Assistant Headteacher for Behaviour & Attitudes, the Headteacher and Governors |
| Salary Grade: | Grade - Grade F (Scale point 12 - 17) Actual Salary -£24,023 - £26,059 (FTE 27,711 - £30,060) |
| School Area: | Support Staff: Pastoral Team |
| Hours of Work: | Monday - Friday from 8:15am - 4:15pm (Inclusive of a 20 minute paid break and 30 minute unpaid lunch break.) |

All staff are required to uphold and maintain the Christian ethos of St Cuthbert Mayne School and support the Joint Church nature of the school

Key Purpose of Job

- To provide high quality pastoral support for students across year group(s) so that students feel safe, secure and able to learn.

Roles and Responsibilities

- Working as a team within the pastoral area and communicating effectively with the Heads of Year and other key stakeholders
- Contribute to the overall / work / aims of the school in line with Pastoral Policies and developments
- Support morning line-up on the yards
- Complete student check-ins during R2L

- To support Teachers and Tutors to deliver universal pastoral support
- To support pastoral initiatives
- To take student statements and take action
- To use data provided to target interventions for example: Positive Report Cards
- To attend the year group Attendance board
- To complete attendance based actions agreed at the year group attendance board
- Meet with students / parents / carers regarding behaviour, attendance and pastoral matters
- Assist with the creation and monitoring of individual / Behaviour / Support / Mentoring plans
- Monitor and evaluate students' responses and progress against action plans through observation discussion and planned recording
- To work with students individually or in groups to support their needs
- To work with other support teams in school and outside agencies where necessary to access a variety of pastoral support services for students
- To support vulnerable groups of students e.g CFC, Young Carers in partnership with outside agencies
- To work effectively in partnership with the Child Protection and Safeguarding team
- To safeguard students and make referrals to the Designated Safeguarding Lead / Safeguarding Officer when students are in immediate risk of danger and need protecting
- To enforce the school behaviour and relationships policy
- To work effectively with the Behaviour Team by being out and about around the school supporting on-call.
- To complete phone calls home to parents, for example, suspension notification
- To contact parents to ensure work is being completed where a student is suspended
- Supporting students during times of transition; by being out and about as required
- Challenge and motivate students; promote and reinforce self-esteem
- Facilitating restorative meetings to reach satisfactory conclusions
- Following up issues with students, parents and put strategies in place to support development
- To ensure smooth transition between year groups and key stages
- Participate in training and other learning activities as required

- Actively seek and utilise information regarding the range of activities, courses, organisations and individuals who could provide support for students in order to broaden and enrich their learning
- To keep students files up to date and compliant with GDPR guidance
- To support the Head of Year to complete year group admin to include residential based trip admin

Wider Responsibilities and Duties

Personal and Professional Conduct

All staff must demonstrate consistently high standards of personal and professional conduct. Education staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the need for good life/work balance for all staff.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare including this as a standing item on departmental agendas.

- Ensure regular risk assessments are carried out as per school policy and refer to relevant parties.

Other

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.
- Take responsibility for personal health and wellbeing, modelling good work life balance to colleagues, staff and students.
- To undertake additional duties as required, commensurate with the level of the job
- To support as a first aid responder
- Contribute to the overall ethos / work / aims of the school
- Attend relevant meetings as required
- Support with duties as directed
- Participate in training and other learning activities and performance development as required

Roles and job descriptions are subject to an annual review.

Person Specification - Pastoral Support Officer

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

| | Essential | Desirable | Evidence based |
|--|-----------|-----------|--------------------------|
| Education Training and Qualifications | | | |
| Level 2 qualification Maths and English (GCSE Grade C or above) | Essential | | Application Certificates |
| Good general education | Essential | | Application Certificate |
| Level 3 Safeguarding qualification | | Desirable | Application Certificate |
| Recent participation in a range of relevant in-service training | | Desirable | Application Certificate |
| First Aid Certificate (or be prepared to attend necessary training) | | Desirable | Application Certificate |
| Relevant Experience and Knowledge | | | |
| Ability to relate well to children and adults | Essential | | Application Interview |
| Working knowledge of the National Curriculum and other relevant learning programmes | | Desirable | Application Interview |
| Knowledge of intervention and support mechanisms | | Desirable | Application Interview |
| Knowledge and experience of Child Protection and Safeguarding procedures | | Desirable | Application Interview |
| The use of School Information Management Systems (SIMS), Google Apps for Education, Class Charts, CPOMS, School Comms | | Desirable | Application interview |
| Experience of working in a mixed comprehensive school | | Desirable | Application Interview |
| Experience of working in a church school and understanding of the distinctive nature of a Joint Anglican and Catholic School | | Desirable | Application Interview |
| Willingness to promote the ethos and values of the school | Essential | | Application Interview |
| Personal Qualities | | | |
| Committed to the development and maintenance of good relationships | Essential | | Interview |

| | | | |
|---|-----------|--|-----------------------|
| with staff, parents, students, governors, and the community | | | |
| Positive, enthusiastic outlook, embracing risk and innovation with ability to inspire students | Essential | | Interview |
| A sense of humour | Essential | | Interview |
| The ability to work independently and as part of a team | Essential | | Interview |
| Demonstrate respect and empathy towards others | Essential | | Interview |
| Resilience, perseverance and optimism in the face of difficulties and challenges with ability to work under pressure | Essential | | Interview |
| Ability to be consistently decisive and focused on solutions | Essential | | Interview |
| Commitment and dedication to social justice, equality and excellence | Essential | | Interview |
| Capacity to be flexible, adaptable and creative with ability to work independently and under guidelines | Essential | | Interview |
| Committed to the CPD of self and others in the school | Essential | | Application Interview |
| Excellent written and oral communication skills | Essential | | Interview |
| Well-developed interpersonal skills and confidence | Essential | | Interview |
| A calm and patient approach | Essential | | Interview |
| Good attendance and punctuality record | Essential | | Application Interview |
| Good organisation skills | Essential | | Interview |
| Good telephone manner | Essential | | Interview |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct | Essential | | Interview |
| Equal opportunities | | | |
| Candidates must demonstrate an awareness and understanding of equal opportunities | Essential | | Application Interview |