

PASTORAL SUPPORT OFFICER

Ellis Guilford School

Start: ASAP



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for a Pastoral Support Officer at the Ellis Guilford School.

I joined Ellis Guilford School as Principal in September 2020, together with a new senior leadership team, determined and committed to improving the life chances of the young people at Ellis Guilford. It is a great honour and privilege to be asked to lead a school of over 1300 pupils. We are undergoing a period of rapid improvement and want to recruit only the very best people to help us on our journey.

We are looking for a highly skilled individual, who is passionate in supporting student learning and who wants a challenge to make a difference in our school. The successful candidate will be able to demonstrate that they can have a positive impact within the school and will have the energy and drive to support excellent learning.

You will be joining a vibrant and dynamic team who only want the very best. If you are an individual who would thrive in this type of environment, we want to hear from you.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers, or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people, we would very much like to hear from you.

If you would like to visit the school or discuss this role further before making an application, please contact our HR department: 0115 913 1338, hr@ellisguilfordschool.org.uk.

Yours sincerely,

Chris Keen
Executive Principal

You can find out more at:
www.creativeeducationtrust.org.uk

“This is a school where everyone is given the chance to belong and succeed.”

Ofsted 2023

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT ELLIS GUILFORD SCHOOL

We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

Sports fields including 5-a-side football pitches;

Multi-Use Games Area marked up for netball and football;

Astro Turf perfect for football;

Dance studio complete with sound system and mirrored wall;

Hall complete with a stage;

Interactive whiteboards in classrooms;

Modern and open-plan library with wide range of reading materials



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

Pastoral Support Officer

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade F NJC 20-24 (FTE £28,371 - £31,099)

Term Time plus Inset Days (39 weeks)

Actual pro rated salary £24,402.93 - £26,749.38

HOURS

Monday to Thursday 8am to 4pm and Friday 8am to 3.30pm with 30 minutes unpaid break each day

JOB PURPOSE:

To contribute to the overall achievement of students by developing positive behaviour and learning habits. To support students who need additional help with behaviour management to overcome barriers to learning. To support the year team in implementing the school improvement plan.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Establish positive relationships with students and their families.
 - Develop a culture for learning by having relentless focus on the behaviour needed to achieve this and encourage ambition and self-esteem.
 - To support the safeguarding of all students and participate in multi-agency meetings as appropriate.
 - To have a high-profile during lessons and unstructured time, to ensure good punctuality and to promote a calm and productive environment.
 - Support hot spot lessons across the school as directed by the SLT support and Head of Year.
 - To respond to on call and support patrol.
 - To monitor the truancy hotspot areas to prevent truancy and damage to school property.
 - Isolate students if required.
 - To staff the IE room for the equivalent of one day per week and to provide cover for other allocated staff as appropriate.
 - Ensure that strict discipline is maintained in the IE room at all times.
 - Maintain an up-to-date record on Arbor of the students behaviour whilst in the IE.
 - Ensure that all workspaces are well presented and are maintained in line with school health and safety expectations.
 - Facilitate year detentions and support the attendance to faculty and SLT detentions.
- Complete gate duties as directed by SLT support.

- Oversee the late gate, including facilitating follow up actions and phone calls to parents and carers.
- To be on duty, as directed, across the school during breaks.

- Compile and provide reports based on school behaviours, patrol logs and attendance data, which measure impact, as directed by the Head of Year.
- Liaise regularly with parents and carers and work collaboratively with them to ensure continuity and positive communication.
- Keep accurate records of meetings and phone calls with parents, carers and outside agencies.
- To complete and implement Pupil support plans, which clearly identify a students' needs, the stakeholders' actions and clear consequences of breaching the agreement as well as holding regular review meetings.
- To keep accurate records of interventions with students and accurate evaluations of the impact of intervention.
- Provide students with behaviour support on a 1:1 basis or in small groups, as directed by the HOY and SLT support.
- To lead on restorative interventions, which aim to support students positively and sensitively resolve conflict.

- To support the HOY in monitoring tutor time.
- Provide behaviour support in assemblies.
- To manage the uniform shop and implement the follow up procedures.
- Lead on the management and monitoring of the student report process.
- Support the promotion of parent and carer evenings and take actions to improve attendance at these events.
- To support and monitor students who transfer to and from Ellis Guilford School on a trial basis and to conduct regular review meetings.
- To ensure relevant work is sent home or given to students who are not able to be educated at Ellis Guilford School.
- To organise the running of all re-admission meetings and to ensure accurate records are kept on Arbor.
- To lead on improving the attendance of targeted students within the year group.
- Act as school first aider to support the Student Welfare Officer and respond to first aid requests for students and staff for illness and accidents.
- To maintain a high level of confidentiality.
- Work cooperatively with other support and teaching staff.
- Comply with Creative Education Trust policies.
- Carry out any such duties as may be reasonably required by the Creative Education Trust.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands at the reasonable discretion of the Principal.

You can find out more at:

www.ellisguilfordschool.org.uk

Person Specification	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Maths and English GCSE to Grade C or above (or equivalent). 	<ul style="list-style-type: none"> • Further qualifications relevant to the role. • First Aid Training. • Team teach trained (or similar).
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of two years' experience working with students with challenging behaviour. • Experience of one-to-one support and group work. • Experience of having worked effectively with vulnerable students. • Experience of inter-agency work. 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of implementing a school's behaviour policy. • Knowledge of current developments in education. • Knowledge of effective strategies to improve attendance and behaviour. • Knowledge and understanding of current safeguarding practices. • Knowledge of Pupil Premium funding and its effective use. • Understanding of the importance of confidentiality issues. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Demonstrable experience of building effective relationships with staff, students and parents. • Excellent written and oral communication skills. • Good ICT skills and can use Arbor effectively. • Able to line manage a colleague. • Able to prioritise workload and meet deadlines. • Able to self-evaluate and be a reflective practitioner. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. • Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 	

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