June 2024

Dear Candidate

Thank you for your interest in our Pastoral Support Officer vacancy. I hope that the provided information is helpful in encouraging you to apply for what is a vital role in our school.

We are looking to appoint an enthusiastic and courteous Pastoral Support Officer to join our Pastoral Team at De Aston School, for:

* 37 hours per week – Monday to Thursday 8:30am to 4:30pm and Friday 8:30am to 4:00pm.
* 39 weeks per year + holiday.
* Salary Grade 6 point 15 - £24,953 (FTE: £29,093).

The role will primarily involve working with our students, and other agencies, to overcome obstacles to learning so that students participate in school life and achieve their potential.

The successful candidate will have:

* Five GCSEs (or equivalent) grade C/4 or above including English and Mathematics.
* Strong communication, organisational, and ICT skills.
* Effective time management and prioritising skills.
* The ability to work with a range of young people and their families.

We offer:

* A warm, welcoming atmosphere.
* A genuinely committed, supportive and successful team.
* Excellent CPD opportunities.
* An outstanding reputation centred around the promotion of evidence-informed pedagogy.
* Good work/life balance.

As Headteacher, I am passionate about evidence-informed pedagogy. If you join us, you will be joining a school that believes in investing in you, so you are able to develop your knowledge and skills. We are a friendly, successful and vibrant 11-18 school, with excellent facilities and a genuinely comprehensive intake. We are a rural school, very much at the centre of the local community. We are a growth mindset school and believe that our motto (Believe. Strive. Achieve.) captures our philosophy and energy.

We are a school that cares about its staff. During our recent Ofsted inspection, the Inspector commented that:

“Leaders are considerate and supportive of the workload and well-being of staff. Senior leaders have high expectations of staff and are mindful of staff’s workload.”

“Staff say that they feel valued and appreciated. Morale is high. One member of staff summed up the views of many, by sharing that the school is ‘one big family’.”

Pastoral care is extremely important to the success and well-being of our students. You will be working alongside a highly motivated pastoral team, consisting of the Heads of Year, Education Welfare Officer, Intervention and Behaviour Support Officers, Inclusion Manager, Inclusion Assistant, and School Counsellor. You will report to the Deputy Headteacher in charge of student guidance and well-being who line-manages the team. The pastoral team works closely together to achieve the best progress and success for our students.

De Aston is a school with a total commitment to comprehensive education and has an outstanding academic and pastoral record. The school’s ethos is supportive in ensuring students are happy, challenged appropriately, enjoy their learning and achieve well, no matter what their background is.

We are proud of our success at receiving Careers Mark Gold and ESU Affiliate status. This reflects not only the commitment to and from a dedicated and hardworking staff, but also the enthusiasm and involvement of pupils, and the significance of the school to its locality, which it supports through a number of social, cultural and sporting activities at a level which is surprising given the relatively small size of the town.

The successful candidate may be assured that they will be working as part of a committed school staff and will find a good programme of professional support and career development within the department, and the school.

Lincolnshire, as a county, offers excellent value for money in the housing market and consequently our standard of living is higher than in other areas of the country. The countryside around Market Rasen is outstanding as we are situated on the edge of the Lincolnshire Wolds which is fast becoming a popular choice as a holiday destination and a good place to live, whilst also having the benefits of the historic city of Lincoln 30 minutes’ drive away.

Please contact Mrs Alice McNeill, PA to the Headteacher, via [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk) or 01673 840 828, should you require any further information, or you would like to arrange a visit.

If you feel you can inspire, challenge and achieve at De Aston then we would be delighted to hear from you.

The closing date is **9am Monday 8th July 2024**. With shortlisting taking place on Monday 8th July 2024 and the interviews being held on **Monday 15th and Tuesday 16th July 2024,** however we reserve the right to interview and make an appointment prior to the closing date.

To apply please complete our [application form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EfeHLZsh-dZNu7b6no0MsHIBg6pdHDwEHbPr7M29Thxgfw?e=eZNKbd) and send it to Mrs Alice McNeill at [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk). Please ensure you also include your completed [self-declaration form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbLj81CAop1HvH8LgPZH9mgBWkUoxBrnWvkfiQqsFiPZWg?e=p021aF) and [equal opportunities monitoring form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbOgfmYxPn5FttwU7gf1a9sB_SDi29kDUzJVlOq9hqvCxg?e=BVHr5s). Please note we do not accept CV’s.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The School is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive and diverse environment for all employees and students.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Simon Porter

Headteacher

Enc: Job Description, Person Specification

*De Aston School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks.  All pre-employment checks are in line with Keeping Children Safe in Education.*

**Job Description**

Reports to: Deputy Headteacher

Grade: 6

**Main Purpose of the Role:**

* A member of the Pastoral team, under the direction of the Deputy Headteacher the postholder will significantly contribute with the management of student behaviour, well-being and in-school support.
* The postholder will complete and support with administration tasks such as completion of EHAs, LAC paperwork, PSPs, risk assessments and TACs and become the lead person for a number of TACs. They will support with the collation of disciplinary and behavioural data and support with promoting a whole school approach to overcoming obstacles to learning so that students participate in school life and achieve their potential.
* The postholder will be a key point of communication within the school for external agencies and parents/carers.

**Core Responsibilities and Tasks:**

* To work with the Deputy Headteacher, Designated Safeguard Lead and Heads of Year in providing the highest standard of pastoral care.
* Identifying needs and assessing students who require extra support through the EHA, PSP, LAC needs, and TAC routes.
* Liaise with parents/carers to help address required interventions and necessary support.
* Work closely with external agencies/organisations, leading and contributing to meetings. This includes leading these meetings, e.g. TACs, LAC, PSPs, initial EHA, etc.
* Collate data and paperwork relating to EHA, LAC, PSPs, TACs and pupil disciplinary matters.
* Work closely with students and staff in maintaining robust and accurate records of incidents, including statements, and appropriate actions taken.
* As required, to take responsibility for leading the production of risk assessments for students identified as displaying dangerous behaviour. Where appropriate, to be a named member of staff on risk assessment for students displaying risky or dangerous behaviour.
* To develop and maintain good relationship and profile across the school using proactive strategies to support positive behaviour and attendance.
* To support the Heads of Year with operational pastoral business.
* To make referrals to outside agencies where appropriate including supporting the school and students subject to Safeguarding referrals.
* To develop and implement Pastoral Support Plans under the direction of HoYs, SENCO or Deputy Headteacher, and access the support using the Lincolnshire Ladder of Behaviour Intervention.
* As relevant, to complete all related administration work.
* To invigilate examinations as required.

General:

* The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
* The postholder is required to carry out the duties in accordance with the school’s policies.
* All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.
* The postholder is expected to pursue and promote the achievement and integration of diversity and equality of opportunity throughout their activities.
* The postholder is required to participate in the school’s performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* The postholder is expected to main high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

**Qualifications and Experience:**

* Minimum of GCSE C grade (or equivalent) in English and Mathematics
* Very strong communication skills both written and verbal
* Good ICT skills, with the ability to use databases
* Effective time management and prioritising skills
* Experience in working with external agencies
* Experience and the ability to work with a range of young people and their families
* Experience and ability to communicate with a diverse range of colleagues.

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**Person Specification**

This person specification provides an indication of the skills, experiences, abilities and values that we are seeking for in a Pastoral Support Officer. We are interested in candidates with the potential to make a substantial contribution to De Aston and we are committed to developing, through CPD, the successful candidate.

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| --- | --- | --- | --- |
| **Attributes** | **Criteria** | **How Identified** | **Rank** |
| Education and Training. | 1. Minimum of five GCSEs (or equivalent) grade C/4 or above including English and Mathematics. 2. A Levels or NVQ level 3 equivalent in relevant subjects. | A  A | Essential  Desirable |
| Skills and level of experience. | 1. Very strong communication skills both written and verbal. 2. Good ICT skills, with the ability to use databases. 3. Knowledge and use of Sims. 4. Effective time management and prioritising skills. 5. Experience and the ability to work with a range of young people and their families. 6. Experience in working with external agencies. 7. Knowledge of TACs, PSPs, LAC, EHAs. 8. Experience and ability to communicate with a diverse range of colleagues. 9. To be able to accommodate changes to working hours when the role requires it. | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I | Essential  Essential  Desirable  Essential  Essential  Desirable  Desirable  Essential  Desirable |
| Abilities, behaviours, attitudes and values. | 1. Ability to work in a way that promotes the safety and wellbeing of children and young people. 2. Great degree of resilience. 3. Seek to help children rather than help themselves through children. 4. Self-aware and sees how their behaviour impacts on children and adults. 5. Open to showing ideas and not work in isolation. 6. Courage to take action to protect children from harm. 7. Able to establish and maintain good professional relationships with learners, parents and colleagues. 8. Experience of working successfully and co-operating as a team member. 9. Able to work on own initiative. 10. Ability to communicate effectively and professionally. 11. Commitment to continued personal development. 12. Enthusiastic and hardworking. | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| Any Additional Factors. | 1. Willingness to contribute to the extra-curricular provision in school. | A & I | Essential |

**Key:**

A = Application

I = Interview

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