

The people behind  
the magic.



JOIN OUR TEAM



# Pastoral Support Officer

**Salary:** Band F (NJC point 16-19) **Actual Salary:** £25,294 - £26,572 per annum

**Hours:** 37 hours per week term time plus 3 days Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm

**Closing Date:** Monday 4<sup>th</sup> November 2024 at 9.00am

**Interview:** likely Friday 8<sup>th</sup> November 2024

**Start Date:** As soon as your notice period allows



Together  
Learning Trust

## THE SCHOOL



# Everyone matters and every dream counts

We are proud of the high-quality education we offer at Ryburn Valley High School. We are a school of character, ensuring our students have opportunities to shine. We want them to be the best that they can be, taking risks and continually striving to develop and improve as young professionals. As Ofsted stated following our last inspection: "Pupils know the ethos of the school is based on 'everyone matters and every dream counts.' Leaders have fostered the values of kindness, honesty, respect and endeavour, which is brought to life by the everyday interactions of pupils and staff."

Ryburn is a school which has exceptionally high standards. Ryburn students work hard, get involved with the school community and "strive to excel". We want our students to leave school with bundles of new skills and knowledge, and of course great exam results. However, we also want them to develop and grow as young people, to leave our school with the attitudes and confidence to go out into the world and make a positive impact.

We live by the values of Kindness, Honesty, Respect and Endeavour. These values are on show in our lessons, in all our conversations and in the way both staff and students work as a team: Team Ryburn.

Ryburn Valley High School is a fantastic place to work and learn and we are always aiming to develop even further. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive to excel' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

**Donna Watkins, HEAD OF SCHOOL**



*Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.*

**- OFSTED REPORT 2022**

### EXPLORE MORE



[www.rvhs.co.uk](http://www.rvhs.co.uk)



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS\\_school](https://www.instagram.com/RVHS_school)



# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Pastoral Support Officer

As Pastoral Support Officer you will play a key role in assisting our students with their personal development, behaviour and welfare, providing support across a specific year grouping in conjunction with the Head of Year (s).

The successful candidate will look to provide guidance and support to students across the whole school whilst particularly focusing on a specific year grouping. Be an excellent communicator with the ability to liaise with staff, parents and external agencies and develop effective working relationships and be a team player who is able to manage their time appropriately.

This will be a diverse role with a spotlight on the individual to model positive behaviours and support the ethos of the school.

### We're looking for someone with:

- excellent communication skills who will make a difference to enable pupils to make the right choices about their learning, behaviour and attendance
- outstanding leadership skills who will focus on promoting to the young people in your care with a positive behaviour ethos in all classes
- a positive outlook who is self-driven and has the ability to motivate others

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

- West Yorkshire Pension Fund
- Free Parking
- An onsite Gym
- Employee assistance programme
- Regular well being and social activities
- Collaboration with Trust colleagues in similar roles
- Cycle to work scheme

### What the role involves in a nutshell:

- Work alongside Heads of Year to deliver an attainment focused quality framework for pastoral provision within each year group.
- Provide feedback to students in relation to their progress, achievement, behaviour and attendance.
- Provide proactive student needs assessments to identify those students requiring additional support.
- Work closely with form teachers and mentors on delivering support plans to improve student behaviour, attendance, attitude and attainment potential.
- Provide information and advice to enable students to make the right choices about their learning, behaviour and attendance.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

# Pastoral Support Officer

<b>Responsible to:</b>	Head of Year
<b>Scale/Salary</b>	Band F (16-19) – 37 hours - term time only plus 3 days
<b>Main Purpose of the role</b>	<p><b>In the role of Pastoral Support Officer you will:</b></p> <ul style="list-style-type: none"> <li>• Work alongside Heads of Year to deliver an attainment focused quality framework for pastoral provision within each year group.</li> <li>• Attend to pupils' personal needs and provide support to assist in their social, health and hygiene development.</li> <li>• Provide proactive student needs assessments to identify those students requiring additional support.</li> <li>• Work closely with form teachers and mentors on delivering support plans to improve student behaviour, attendance, attitude and attainment potential.</li> <li>• Provide support for distressed pupils and provide one-to-one engagement with them where necessary.</li> <li>• Take a lead role in managing the transfer of pupils across phases and transition.</li> <li>• Provide information and advice to enable pupils to make the right choices about their learning, behaviour and attendance.</li> <li>• Provide feedback to students in relation to their progress, achievement, behaviour and attendance.</li> <li>• Monitor attendance sheets on a weekly basis and follow up with individual students and staff.</li> <li>• Work with the Head of Year to promote involvement in the student council and work with members of the student council to support their initiatives.</li> </ul>
<b>Main Duties &amp; deliverables</b>	<ul style="list-style-type: none"> <li>• Work in conjunction with the Head of Year and Pastoral Leaders to plan, implement and review the positive behaviour management policy across the school to ensure it is applied consistently and a positive climate for learning is always supported across the school.</li> <li>• Support teaching staff with the management of student behaviour across the school.</li> <li>• Promote a positive behaviour ethos in all classes.</li> <li>• Support teaching staff with the management of student progress.</li> <li>• Encourage links with the community and local industry to develop appropriate contexts for applied learning.</li> <li>• Ensure that appropriate systems are in place to record and monitor behaviour, attainment and intervention strategies and that these are both regular and thorough.</li> <li>• Take a role in driving the vision for Inclusion with staff and students.</li> <li>• Support the development of the inclusion agenda by ensuring that the Heads of Department have clear programmes of interventions and strategies to support students' learning and classroom behaviour.</li> <li>• Implement systems and procedures to ensure that barriers to learning are identified, addresses and monitored.</li> <li>• Manage liaison with feeder schools and other relevant bodies to gather student Information.</li> <li>• Support student's access to learning using appropriate strategies and resources.</li> <li>• Monitor and evaluate students on support plans (IEP,IBP) through observation</li> </ul>

	<p>and planned recording.</p> <ul style="list-style-type: none"> <li>• Provide objective and accurate student achievement feedback to other staff, as required.</li> <li>• Manage record keeping systems and processes.</li> <li>• Develop constructive relationships with parents and carers, exchanging information, facilitating their support for their child's attendance, access and learning.</li> <li>• Delivering the relevant admin support for the Progress Leader In support of the pastoral goals.</li> <li>• Attend additional meetings (eg. RAG, Pastoral Intervention Meetings) to support student welfare and maximise student outcomes.</li> <li>• To work with the Heads of Year and pastoral staff to address issues for students. This will include meeting with and liaising with parents and carers.</li> <li>• To liaise with the SENCO, Inclusion Co-ordinator and other in school teams In support of the goals of the pastoral function.</li> </ul>
<p><b>Expected Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Support the ethos, vision, principles and values of the school.</li> <li>• Treat colleagues, students and all members of the community with respect and consideration.</li> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.</li> <li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> <li>• Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers.</li> <li>• Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.</li> <li>• Read and adhere to School policies and implement School improvement plans.</li> <li>• Participate in the development and management of the school by attending various team and staff meetings.</li> <li>• Undertake duties as prescribed within the school's policies.</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>• Be proactive and take responsibility for matters relating to health and safety.</li> <li>• To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.</li> </ul>
<p><b>Other specific duties</b></p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	



# Pastoral Support Officer

To be assessed through application, reference and interview.

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
<b>Experience</b>		
Previous experience of working with young people	✓	
Ability to work effectively with children of a relevant age group	✓	
Successful experience working in a school environment		✓
<b>Skills and Abilities</b>		
Excellent written and communication skills	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues		
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
<b>Personal Attributes</b>		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	

## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or a chance to visit the school ahead of making a formal application, we'd be delighted to hear from you. Please contact our Carrie Burbidge, our Personal Assistant to the Leadership Team via [c.burbidge@ryburn.TLT.school](mailto:c.burbidge@ryburn.TLT.school)

If you're ready to take the plunge and apply, please complete our application form and return it to [recruitment@tlt.school](mailto:recruitment@tlt.school) by the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.