



**St LUKE'S**  
Church Of England School



# Recruitment Pack

## Pastoral Support Worker

St Luke's Church of England, Exeter

Closing Date: Midday, 9th December 2024

**Ted**  
**Wragg** TRUST

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed





## St Luke's is an ambitious and inclusive Church of England School dedicated to ensuring all students live life to the full.

We are incredibly proud to be part of the values-lead Ted Wragg Trust, which continues to have a transformative impact on the lives of young people and communities. If you join St Luke's you will be surrounded by people who have an unapologetic mission to be better every day. We offer all staff exceptional professional development through weekly coaching which has seen us be named as one of only 13 national coaching hubs. Our staff also benefit from disruption free classrooms created by a centralised behaviour system, wider Trust leadership development programmes as well as access to exceptional leadership coaching and opportunities such as South West 100.

At St Luke's, we are relentless in our mission to support the improvement of educational outcomes in the South West and are proud to be one of the most improved schools in the region following our 2023 outcomes. While we maintain a relentless focus on the highest standards and outcomes, our distinctive ethos means that everyone in our community acts with compassion in all they do.

If you are someone who believes in the power of education to transform the lives of all young people, regardless of background, then St Luke's is the place for you. We will provide you with the very best training, opportunities and environment that ensures you can be brilliant every day.

Harrison Littler  
Headteacher



# Key Details

**Job Title: Pastoral Support Worker**

**Location: St Luke's Church of England School, Devon**

**Salary: Grade D - £25 992 - £28 624**

**Actual based on pro-rotta hours 38hrs / 39 weeks £22 960 - £25 285**

**Closing Date: Midday, 6th December 2024**

**Interviews: W/C 16th December 2024**

**Required From: ASAP**

## Our Mission

We are an ambitious and inclusive Church of England School, dedicated to ensuring all students live life to the full



## Our Values

As a community:

We work hard to achieve our best

We are inclusive

We give hope

We take responsibility

We show respect

## How to apply

If you would like an informal conversation about this role please contact Kerri Moore – [kerri.moore@stlukescofe.school](mailto:kerri.moore@stlukescofe.school)

Please use the application form available on the Trust/School website and email it to:  
[Office@stlukescofe.school](mailto:Office@stlukescofe.school)





# Job Description

## Pastoral Support Worker

### 1. Key Purpose Of Job:

- Assist in leading and managing the provision for students who are struggling to engage in school and liaising with their families to re-engage them successfully.
- Lead, as required, the provision for students in our inclusion spaces, including triage, behavior support and internal seclusion
- Act as 'on call' support to classroom teachers and inclusion spaces working to resolve issues and de-escalate situations
- Take on caseload of students to proactively support and mentor
- Support high quality learning, teaching, behaviour, effective use of resources and high standards of progress for all students and especially those who have SEMH needs.

### 2. Anticipated Outcomes Of Post:

- High quality provision for students, ensuring they can access learning and make outstanding progress,
- Contribute to the effective working of St Luke's CofE School.

### 3. List Of Key Duties And Accountabilities Of The Post:

- Assist the Deputy Head and SENDCo in developing the provision for students with SEMH and pastoral needs.
- Manage appropriate resources for these students and ensure they are used efficiently, effectively and safely.
- Within the context of the School's aims and policies, to work with the Deputy Head and SENDCO to develop and implement policies, plans, targets and practices.
- Create and maintain engagement plans for target students and analyse progress data .
- Liaise with relevant outside agencies as required.
- Ensure that accurate and detailed student records are kept including Provision Maps, SIMS, PSPs, meetings and discussions with parents and external agencies.
- Provide support and supervision in our Inclusion provision.
- Contribute to the smooth running of the school through duties and social time support/intervention.
- Facilitate personal support plans and pupil intervention maps.
- Assist the Deputy Head and SENDCO to use data effectively to identify key students and where necessary create and implement effective plans of action to support those students.
- Communicate regularly and effectively with parents, in particular those being targeted for additional support .
- Collecting and circulating advice as relevant.
- Work within the school policy to anticipate and manage behaviour constructively and effectively and to promote students' self-control and independence.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote inclusion within the school and attendance
- Comply with and assist in the development of policies as appropriate such as those relating to Child Protection, Inclusion and Equality, Health and Safety, Confidentiality, Data Protection.

### Other Duties:

- Assist with the supervision of pupils out of lesson times, including before and after School and at lunchtimes as required.
- Administer medication in line with the procedures laid down in the School Policy if required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend relevant meetings as required.

#### 4. Working Environment & Conditions of the Post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people the post holder may be required to work at other sites.
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#### 5. Supervision / Line Management Responsibilities of the Post

- None
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#### 6. Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- This post is based at St Luke's CofE School but the post holder may be required to move their base to any other location within the Trust upon request.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To undertake additional duties as required, commensurate with the level of the job.
- To attend and support school Events.
- First Aid trained

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.





# Person Specification

Job requirements	Essential/ Desirable
<p><b>Qualifications and Professional Development</b></p> <ul style="list-style-type: none"> <li>• Meet Higher Level Teaching Assistant standards.</li> <li>• Numeracy/Literacy skills (at least equivalent to Level 2 of the National Qualifications Framework).</li> <li>• SEMH specific qualifications such as counselling, mentoring, Early Help/Rights for Children, Mental Health First Aid etc.</li> <li>• Level 3 Safeguarding Training</li> <li>• Experience of using CPOMs, Bromcom, Provision Map,Classcharts</li> </ul>	<p>E E D D D</p>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with young people, specifically with additional needs and those with SEMH needs.</li> <li>• Experience of providing ongoing mentoring and support to young people.</li> <li>• Knowledge and experience of working with external agencies such as social care police, youth services and CAMHs.</li> <li>• Experience of providing line management to other staff.</li> <li>• Evidence of excellent interpersonal skills.</li> <li>• Evidence of excellent interpersonal skills and a high level of personal emotional literacy.</li> <li>• Excellent communication skills.</li> <li>• A strong team player.</li> <li>• Knowledge of the St Luke's lesson framework.</li> <li>• Experience of supporting classes</li> <li>• Knowledge of the role of the TA in supporting students to make progress.</li> <li>• Experience of using a range of resources to support students with SEND.</li> </ul>	<p>E E E D E E E E D E E D E E</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Willingness to participate in professional development and training.</li> <li>• Evidence of sound ICT skills.</li> <li>• Willingness to work within a team and provide additional support when requested.</li> <li>• Must pass relevant safeguarding of children checks.</li> </ul>	<p>E E E E</p>



# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.



# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



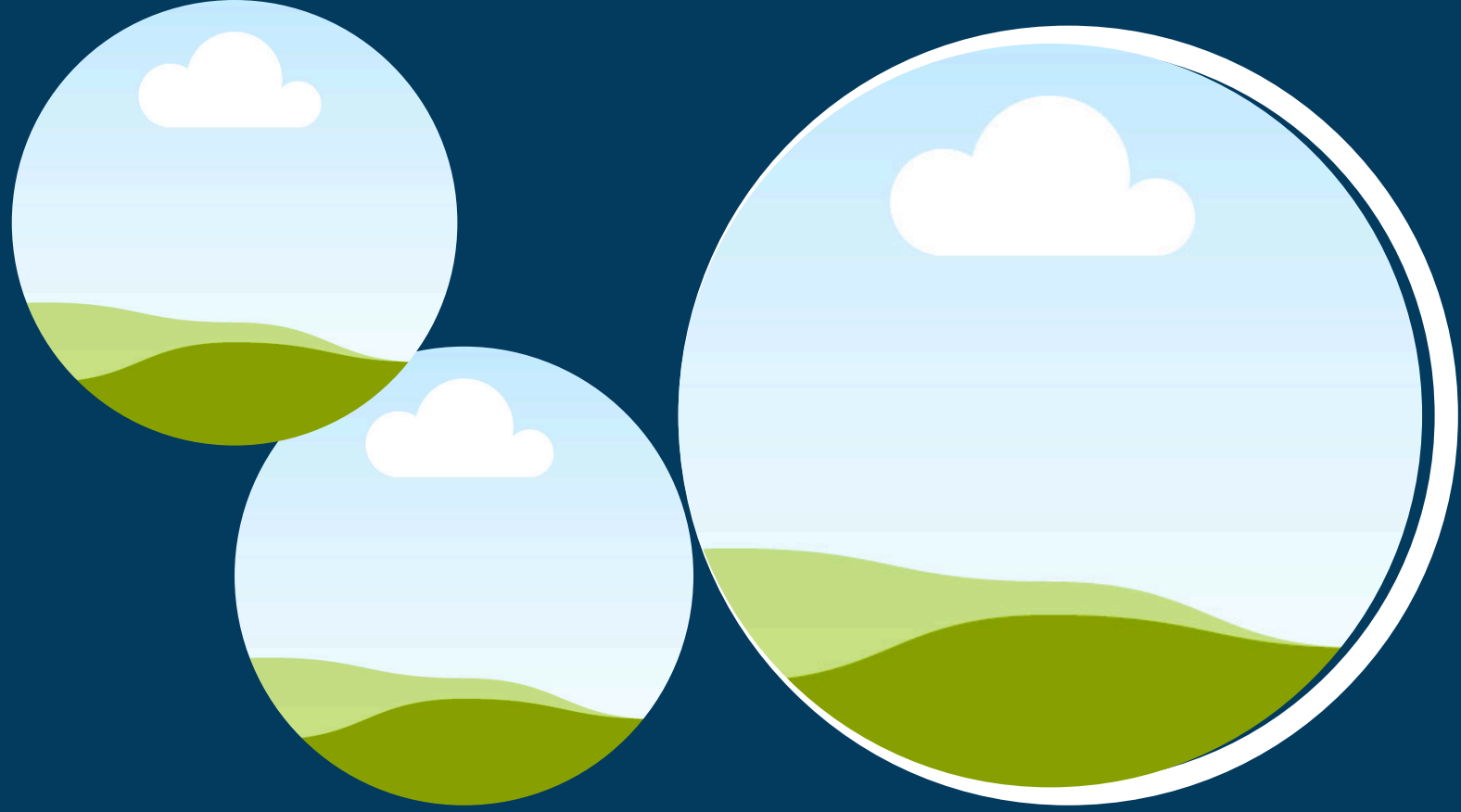
**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**Cabot Learning Federation** – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



**Reach Academy Feltham** – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



# Recruitment Pack

Thank you for your interest!

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