



Charnock Hall Primary Academy

A L.E.A.D. Academy



# Candidate Information Pack

## Pastoral Support Worker

### Charnock Hall Primary Academy





## Welcome from the Headteacher

Welcome to Charnock Hall Primary Academy (CHPA) and thank you for showing interest in becoming part of the CHPA team.

I encourage you to visit CHPA and take a tour at one of our candidate open events, where I am confident that this will encourage you to apply for a position where your career can really flourish.

I look forward to hopefully working with you in the future, so I can support you in your role and work together to make CHPA a place where our pupils strive to be Big Thinkers!, Big Hearted!, & Big Dreamers!, to be the very best they can be.



**Mr P M Burgess , Headteacher**

## About Charnock Hall Primary Academy

We aspire for CHPA to be an outstanding hub of the community, where highly skilled staff nurture, develop and inspire a happy, inclusive learning environment. All pupils are equipped with the academic and social skills for their current and future life long journey, to be the best they can be.

We have a total capacity of 420 pupils who enter CHPA in Reception at the age of 4 years and leave at the end of Year 7 aged 11 years. Each year group contains two classes, both containing up to 30 pupils. Classes are all single year groups, there are no mixed age classes.

CHPA is proudly built on three core values and we want pupils to be Big Thinkers!, Big Hearted! & Big Dreamers! in order for them to be the best they can be.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential.





# Benefits of being part of the Trust



## Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Further information about our benefits can be found on the Trust website



## Pastoral Support Worker

Location:	Charnock Hall Primary Academy, Carter Hall Road, Sheffield S12 3HS
Salary:	NJC 10-15 £26,835 - £29,093 pro rata for 19.5 hours/3 days per week (to be agreed with candidate) for 39 weeks per year. This equates to £12,255.01 - £13,286.19.
Closing date:	Sunday 4th May 2025 at 12 noon
Interview date:	Monday 12th May 2025
Start date:	1st September 2025

### Job purpose

To enable all pupils to engage in education and develop their sense of belonging by providing support to reduce the impact of barriers to learning. This will involve working with pupils, staff and parents/carers to make sure effective policies, procedures and support are in place.

### Main Responsibilities

- Identify strategies to help overcome individual pupils' barriers to learning.
- Co-ordinate the development of pupils' individual pastoral support plans and review ongoing progress towards set goals.
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning. Ensure any transition for pupils leaving the school are in place and effective.
- Promote high standards of behaviour and consistently implement the school's behaviour policy.
- Work within the Inclusion Team regarding interventions and investigations.
- Assist in establishing good relationships with pupils, parents and carers and provide information about progress within pastoral plans and next steps as appropriate.
- Provide advice to teachers on behalf of the Inclusion team, when required.
- To calm and diffuse difficult situations involving pupils and manage challenging behaviour of individual pupils as required.
- Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential or sensitive information.
- To work as part of the Inclusion team to identify needs and implement strategies to support pupil needs and monitor the impact of interventions.
- Build positive relations with parents/carers to encourage family involvement in their child's progress.
- Communicate with parents/carers about specific support in place for their child.
- Assist parents/carers with any information they need to support their child.
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs.
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs.
- Maintain accurate records of interventions and relevant meetings.
- Facilitate the transfer of relevant pupil information inside and outside the school.
- Complete relevant paperwork required by external agencies.

# Job Description



## **Influencing and Managing Relationships**

- Headteacher
- External Contractors
- Parents and carers
- Senior Leadership Team
- Staff

## **Other Academy Specific Responsibilities**

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D Academy Trust we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• A level of numeracy and literacy sufficient to carry out the duties of the post</li> </ul>	<ul style="list-style-type: none"> <li>• Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification</li> </ul>

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Good verbal communication skills appropriate to the need to communicate effectively</li> <li>• Good listening skills</li> <li>• Knowledge of the barriers to learning that pupils may face</li> <li>• Tailoring plans and interventions to individual pupils</li> <li>• Able to prioritise own workload and to work to deadlines</li> <li>• Ability to build and form good relationships with pupil, colleagues and other professionals</li> <li>• Able to follow direction from a line manager and work in collaboration with the team</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>Willing to undertake a range of training</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using basic cleaning equipment</li> <li>Experience of working in a school or similar establishment</li> </ul>

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> <li>Recognition of the importance of personal responsibility for health and safety</li> <li>Patient and calm</li> <li>Wants to provide the best possible opportunities for all pupils</li> <li>Organised, good time management, proactive and self-motivated</li> <li>Upholds and promotes the ethos and values of the school</li> <li>Able to work under pressure and prioritise effectively</li> <li>Maintains confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

Additional Requirements	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>This role is subject to an enhanced DBS</li> <li>Ability to reach, bend and carry out some heavy lifting</li> <li>Willing and able to work outside of usual school hours</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>



# How to apply

Closing date: Sunday 4th May 2025 at 12 noon  
Interview date: Monday 12th May 2025  
Contact email: [amandadobb@charnockhallacademy.co.uk](mailto:amandadobb@charnockhallacademy.co.uk)  
Contact number: 0114 239 6083

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above. Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

**Visit CHPA for an informal discussion and tour to discover more about this opportunity.**

Contact Amanda Dobb [amandadobb@charnockhallacademy.co.uk](mailto:amandadobb@charnockhallacademy.co.uk) to book your place on one of the tours below:

- Tuesday 15th April – 2.30pm
- Tuesday 15th April – 4.00pm
- Wednesday 23rd April – 2.30pm
- Wednesday 23rd April – 4.00pm
- Wednesday 30th April – 2.30pm
- Wednesday 30th April – 4.00pm



[Our Vision & Values](#)





# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

## Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



**Lead**



**Empower**



**Achieve**



**Drive**

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

*Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.*



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Primary Academies



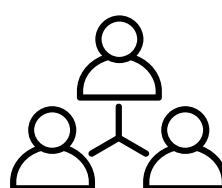
**03**

Secondary Academies



**05**

Geographical Regions



**11,500**

Pupils



**1,650**

Staff



**Charnock Hall Primary Academy**  
A L.E.A.D. Academy

**Charnock Hall Primary Academy**

Carter Hall Road  
Sheffield, S12 3HS

0114 239 6083

