



SUNBURY MANOR SCHOOL

Pastoral Support Worker Application Pack



www.sunburymanor.surrey.sch.uk



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Message from the Headteacher

Thank you for your interest in our school and I hope that you find all of the information that you need to continue with your application to join our school. Since I joined Sunbury Manor School in September 2021, I have found a vibrant, energetic school with students who want to learn, who want to do well and most importantly, are proud members of their community. Staff are completely committed to our students and to providing a high-quality education in a happy and purposeful environment.

We are incredibly proud of our academic, wider curricular and sporting successes and the contributions and commitment our students and their families give to our school. We are a truly comprehensive school in the heart of the Sunbury On Thames community. Our school is one where students come to be inspired, challenged and supported; in and out of the classroom, a school with high aspirations for every student.

Kind regards,

A handwritten signature in black ink that reads "M. Prentice". The signature is written in a cursive style with a horizontal line underneath the name.

Michelle Prentice
Headteacher



Message from Head Student

What is good about our school?

Sunbury Manor is a school that focuses on making school life a great experience for its students, this is done by creating a sense of belonging right from the beginning. As soon as you enter Sunbury Manor you can instantly feel and see the strong work ethic and attitude the students have to make sure they are the best they can be.

Sunbury Manor has a large selection of subjects with specialised teachers who help the students achieve the best they can and push them even further. The teachers at Sunbury Manor are always willing to help students with their problems which contributes to the sense of belonging you feel at SMS.

Another great thing about Sunbury Manor is that we offer a multitude of opportunities to our students, for example, the school has run trips to countries like France, Belgium, Spain, India and many others. Other opportunities Sunbury Manor provide are things like sporting teams who play locally and also in competitions and if sports aren't your thing, Sunbury Manor has clubs after school which you can join at any time.

Why you should work here?

Sunbury Manor is the perfect place to work because you will be having a huge impact on students' lives and will be helping them set and achieve their career goals, whilst working in an environment which will make you feel a part of Sunbury Manor.



Ethan Freeman
Head Student

Message from Deputy Head Student

What is good about our school?

Every morning when I walk through the school gates I know that no matter what lessons I have that day there is going to be a moment where I laugh. It could come from sitting in the canteen and laughing with friends or laughing at something in lessons. On the days when the laughter feels like it is going to be a little more out of reach, I know instead that when I do walk through the doors there are people that I can talk to.

Because of teachers at this school, I have been able to fall in love with lessons that I maybe haven't liked previously. This has been down to the way it's taught and the way that teachers have been able to make their lessons ones that I've looked forward to when I've seen it on my timetable.

Why should you work here?

I know that in years to come that I will look fondly back on memories at Sunbury Manor. The majority of which are founded on the teachers. The teachers here have shaped me into the person who I am now – each one helping me to discover my passions in life. I know that from a student's perspective that we wouldn't be able to be the person who we are without the teachers here at Sunbury Manor, and not just because of their lessons and the subjects that they teach.

You should become a teacher at this school to help more people create memories here that are founded upon you. Ones that in ten or twenty-years' time you will be the teacher who they remember clear as day. And the lessons that you shared.



Amelie House
Deputy Head Student



A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1200 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can

develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.



Pastoral Support Worker

Salary: £19,575.00 p.a. | Term time & Permanent | Start date: Sept 2022

Required for September 2022

Are you passionate about education and supporting teenagers?

Do you have experience of working in a secondary school?

We are seeking to recruit 2 further enthusiastic and motivated Pastoral Support Workers to complete the team of 5. This is a new role working along side a head of year to support the students in a specific year group. The purpose of the role is to be a key support to the pupils, parents and head of year.

You will be supported by strong leadership in the school coupled with a fantastic team spirit and genuine collegiality across the team and across the school. Staff are engaged with professional development and are supported in exploring new ideas.

Sunbury Manor School is a mixed, 11-16 Single Academy Trust. We are proudly comprehensive and serve a wide community on the edge of Surrey and Southwest London, that is vibrant and ambitious. Sunbury Manor is a Good school (Ofsted, October 2019).

The role is for 33 hours per week during term time (08.15 to 3.30pm) and in addition to the competitive salary, we also offer Westfield 24/7 Employee Assistance Programme, Westfield Health Cash Plan, Westfield Rewards (discounts from hundreds of leading retailers, restaurants and destinations), cycle to work scheme, free gym membership at the neighbouring leisure centre, access to Surrey Extra (a flexible staff benefits scheme), staff laptop and an active staff Health & Wellbeing group.

To apply please use the apply now button and complete the online application form.

Closing date: 6th June 2022 @ 9 am

Interview date: 9th June 2022

Sunbury Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Job Description

Pastoral Support Worker

Main purpose

To take a lead role in the progress and achievement of all students in a specific year group, in liaison with the Head of Year. To ensure core standards of behaviour and attendance are maintained and where appropriate work with a range of other colleagues and support agencies to ensure positive outcomes for vulnerable groups.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Leadership Team and or the Head of Year.

Behaviour and Safety

- Take a lead role in developing and implementing policies and practices which reflect the school commitment to positive behaviour and emotional well-being.
- Ensure actions are taken to promote the inclusion and acceptance of all students within the school. Tackle discrimination and bullying in accordance with the schools Behaviour Policy and Anti-Bullying work.

Responsibilities will include:-

- Establishing productive working relationships with students, acting as a role model and setting high expectations.
- Take a lead role in liaison with the Head of Year to ensure that rewards and sanctions are applied fairly and consistently by staff across the Year Group in line with the Rewards procedures, Behaviour Policy and that individual students are tracked and effective strategies / interventions are put into effect.
- Identifying vulnerable students and working with them in a variety of contexts to address their needs.
- Involvement in CAF/PSP and multi-agency work to support student welfare, progress and achievement.
- Comply with and support the development of relevant policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Manage complex systems that provide student data against the schools Behaviour Framework and respond to patterns as appropriate.
- Take steps to prevent bullying and support victims of bullying. Ensure that incidents are logged and that trends are monitored and acted upon in liaison with Head of Year.
- Coordinate work / RJ for students in ISC
- To facilitate RJ sessions where appropriate
- To cover in ISC when directed
- Triage safeguarding needs for year group and liaise with DSLs / DDSLs as needed

Attendance

- Lead, develop and implement policies and practices which reflect the school commitment to high levels of attendance.

Responsibilities will include:-

- Monitoring attendance and punctuality against the school's Attendance Policy and Improving Attendance Development Plan in liaison with the Attendance Officer and EWO. Plan and implement interventions as appropriate and promote positive engagement and attendance.
- Where appropriate lead attendance parent/carers meetings for students. Record outcomes to support possible future intervention by EWO.

Progress and Achievement

Monitor and support student progress and lead on a range of intervention strategies.

Responsibilities will include:-

- Liaising with teaching staff where necessary to support student learning and to identify those students requiring intervention when appropriate/directed.
- Take a lead in engaging with parents/carers to work in partnership in enabling their children to reach their potential.
- Support all student achievement through liaison with teaching staff, parents and carers

Leadership and Management

- Be responsible for developing sections of the Year group development plan that identifies clear targets, time-scales and success criteria for its development and / or maintenance in line with the School Self Evaluation and School Development Plan.
- Use the school level data to identify and address the complexity of need within the year group and plan support and intervention for individuals and key groups.
- Present a positive and professional understanding of the school during work with those connected with the school, outside agencies and the local community.

Responsibilities will include:-

- Ensure all staff provide clear and accurate records of relevant contacts with parents/carers.
- Support the successful student transfer between Key Stages or Phases. Identify and plan activities to support transition of identified vulnerable students.

The list of duties in the job description should not be regarded as exclusive or exhaustive. The intention is that the Pastoral Support Worker will move up with the year group to which they are initially attached. However, in addressing the specific needs of a particular year group we need to ensure we retain flexibility and the ability to reorganise as appropriate. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Person Specification

Pastoral Support Worker

Criteria		Essential	Desirable
Qualifications and training:			
• GCSE (or equivalent) in English and Mathematics – Grade C/4 or above		X	
• Having/working towards NVQ Level 4 qualification or experience in a relevant discipline			X
• Proficient and confident use of IT		X	
• Good knowledge and understanding of relevant IT packages including the school's specialist software and resources			X
Criteria	• Full working knowledge and understanding of a range of relevant policies / codes of practice / legislation	Essential	Desirable
Qualifications and training:			X
Experience:			
GCSE (or above)			
• Relevant work with secondary aged children		X	
Having/working towards NVQ Level 4 qualification or experience in			
Skills and knowledge:			
Proficient and confident use of IT	A knowledge and understanding of the needs and issues concerning young people	X	X
Good knowledge and understanding of relevant IT packages including the school's specialist software and resources		X	X
Full working knowledge and understanding of a range of relevant policies / codes of practice / legislation	Excellent communication skills, with the ability to build professional relationships with students, staff and parents / carers	X	X
Experience:			
Relevant work with secondary aged children	• Able to maintain appropriate professional boundaries	X	X
• Ability to plan and prioritise a range of tasks with specific deadlines			X
Skills and knowledge:			
A knowledge and understanding of the needs and issues concerning young people	• Excellent organisational skills	X	X
• A knowledge and understanding of the available range of support services/providers	• Ability to analyse data to plan interventions		X
• Excellent communication skills, with the ability to build professional relationships with students, staff and parents / carers	• Ability to plan and work strategically	X	X
• Able to maintain appropriate professional boundaries and make recommendations	• The ability to identify potential difficulties / issues, analyse them and make recommendations	X	X
• Ability to plan and prioritise a range of tasks with specific deadlines	• Demonstrates initiative and ability to work under pressure and prioritise effectively	X	X
• Excellent organisational skills		X	
• Ability to appropriately deal with confidential information and maintain confidentiality in accordance with school policies			X X
• Ability to plan and work strategically	• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the school's Equalities policy	X	X
• The ability to identify potential difficulties / issues, analyse them and make recommendations		X	
• Demonstrates initiative and ability to work under pressure and prioritise effectively		X	
• Ability to appropriately deal with confidential information			

• To be fully committed to the school's safeguarding policy	X	
• Awareness and understanding of GDPR		X
• Recognition of the importance of personal responsibility for health and safety	X	
Personal qualities:		
• Seeking to constantly improve own practice / knowledge and seeks to learn from others	X	
• Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school	X	
• Commitment to promoting the school's ethos and values	X	
• Commitment to being part of a team	X	
• Demonstrates the ability to be adaptable and flexible	X	
• Is committed to solution focussed practice	X	
• Demonstrates a commitment to Restorative Justice practice	X	