



The **GALLERY TRUST**



A community of special schools

Pastoral Support Worker  
Candidate Information  
August 2024

## Welcome

Thank you for your interest in the post of Pastoral Support Worker (PSW) at Iffley Academy.

Iffley Academy is a very successful academy and has grown in recent years with a current number on roll of 183 students. The Academy has a long and proud history, with a school on the current site in Iffley since the 1960s. Judged as Outstanding in 2015 and 2019, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

Iffley Academy is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about Iffley Academy. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

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



*Yvette Fay*  
*Head Teacher*

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

**The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.**

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove, satellite provision of Orion Academy

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Iffley Academy is a community special academy for children and young people up to the age of 18 with complex special educational needs and disabilities. All of our students are individuals and we pride ourselves on taking a personalised approach.

Students have Education, Health and Care Plans with a range of needs but primarily we work with students with Moderate Cognition and Learning Difficulties, Autistic Spectrum Disorder and/or Social, Emotional and Mental Health difficulties,

The Academy was judged to be Outstanding at its most recent Ofsted inspection in February 2019, designated as a teaching school in 2018 and is part of an aspirational Multi Academy Trust – The Gallery Trust, a community of special schools, dedicated to providing outstanding education and support for young people with special needs and disabilities, enabled through: Commitment to special education; Opportunities for all to learn; Genuine respect and value.

Students work in class groups where teachers differentiate learning for all students ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners including Oxford University Gardens Libraries and Museums. Further details of this partnership can be seen here

<https://www.glam.ox.ac.uk/iffley-academy-partnership>

We understand that students are able to give their best when their needs are met, when they feel safe and when they understand their relationships with others. When a student starts at our academy every effort is made to ensure that they maximise their progress, enjoy coming to school, make new friends and feel safe. They become part of our community but most importantly their family also becomes part of our community.

**Pastoral Support Worker  
Iffley Academy, Oxford  
Grade 9: £32,076 to £34,834 pro rata per annum  
Actual annual salary: £22,246 to £24,159  
30 hours a week, term time only (38 weeks a year)  
Flexible working options available**

Do you have experience of working with children and young people in an educational or therapeutic context and a good understanding of autism and complex barriers to learning? Are you committed to making a real difference to the lives of children and young people and keen to further develop? Then the role of Pastoral Support Worker at Iffley Academy could be just the opportunity you are looking for.

### **About the Academy**

Part of The Gallery Trust, an expanding Special Needs Multi Academy Trust that's dedicated to improving outcomes for SEND learners in Oxfordshire, Iffley Academy is well-established and has a very strong reputation and long and proud history. Judged as Outstanding by Ofsted in 2015 and 2019, we are a warm and welcoming community with a passion for meeting the needs of students with a range of SEND and equipping them with the skills and knowledge they need to live independent lives. Why not come and join our vibrant and thriving Academy in our brand- new school buildings?

### **About the role**

Managing and delivering pastoral and therapeutic support to pupils and taking responsibility for preparing children emotionally and physically to engage with teaching and learning are the main challenges here. A rewarding role that involves reflective supervision, working restoratively and championing restorative practice, we'll rely on you to address the needs of pupils who need help to overcome barriers to learning. As well as providing support for pupils within the class, you'll need to provide behavioral support for pupils on an on-call basis too. And when it comes to supporting colleagues within the class environment or providing accurate and detailed feedback, reports and data and general administrative support using a range of ICT packages, again, we'll count on you.

### **About you**

To succeed, you'll need proven experience of preparing and delivering learning activities for children and young people and working with them 1:1 and in groups. You'll also need Level 2 qualifications, or equivalent, plus knowledge of relevant policies and legislation. The ability to work restoratively, as well as collaboratively and constructively in a team, is important too, as is a flexible and creative approach, including the confidence to lead whole class teaching, if required. Comfortable building links with key stakeholders, you're also used to undertaking Team Teach (restrictive physical

interventions), while proficiency using IT packages that include Microsoft Word and Excel is also required. Possession of a driving license would be an advantage.

### **The rewards**

As well as an attractive salary and excellent opportunity to further develop, you'll benefit from a comprehensive induction, full training, a Local Government pension scheme, term time only working (with flexible working options and an early finish on Fridays), a free work experience café, a small on-site gym, staff parking and free tea and coffee.

### **What happens next?**

We would be happy to invite you to visit the school. Please contact the school on 01865 747606 to arrange a time and date. Alternatively, if you would like to apply immediately, please email your application form to: [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) You can download an application form and job pack from our website: <http://iffleyacademy.co.uk/vacancies/current-vacancies/>

**Closing date: 9 am Friday 20<sup>th</sup> September 2024**

**Interview Wednesday 25<sup>th</sup> September 2024**

Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

*Iffley Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Iffley Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.*

## **JOB DESCRIPTION**

### **Pastoral Support Worker**

#### **Introduction:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description.

The job description involves:

#### **Key Tasks:**

- Manage and deliver pastoral and therapeutic support to pupils and be responsible for preparing children emotionally and physically to engage with teaching and learning
- Work restoratively, engage in restorative training, reflective supervision and be a champion of restorative practice
- Address the needs of pupils who need particular help to overcome barriers to learning
- Provide support for pupils within the class
- Provide behavioral support for pupils on an on-call basis
- Attend and contribute to internal and external meetings, representing the school in a professional manner and taking minutes
- Have a flexible and creative attitude including the ability and confidence to lead whole class teaching, if required due to the needs of the school
- Manage and provide accurate and detailed feedback, reports and data linked to pupil achievement, progress, behavior and other matters using a range of ICT packages
- Manage record keeping systems and processes
- Observe the Gallery Trust's Safeguarding Policy and other policies to ensure compliance with school and statutory procedures
- Administrative support, e.g. completing paperwork, correspondence, filing and communicating with stakeholders through email, telephone, etc.
- To prepare specific documentation relating to students (for example, Positive Response Plans, Positive Handling Plans, Risk Assessments)
- To use Team-Teach and model this to colleagues across the school with the support of lead practitioners in this area at the academy



- Deliver, review, evaluate and record pupil interventions, assessing pupil response and progress
- Manage the supervision and support of pupils who are unable to work in class, who are not working to the usual timetable and to work with colleagues to reintegrate them back into class
- To use creative, innovative and imaginative ideas to engage students during free association
- Attend meeting and reviews
- Provide support to parents, carers and families, including making home visits
- To contribute to the overall Raising Achievement Plan
- Attend to pupils' personal needs and care, and provide advice to assist in their social, health and hygiene development
- To be responsible for first aid and medical treatment of students, including risk assessments and liaison with medical professionals, disseminating medical protocols and ensuring that emergency first aid is carried out
- To be responsible for key working specific children, supporting their education, liaising with parents/carers and being a point of contact for external professionals.

#### **Standards and quality assurance:**

- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in support staff appraisal

#### **Specific responsibilities**

In addition to the duties outlined, you may be responsible for the following:

- Driving and supporting pupils in school vehicles
- Supporting pupils on a range of offsite educational visits
- Undertake tasks and duties as requested by the Head Teacher

#### **General Responsibilities:**

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all



- Be aware of and comply with the Academy's policies and procedures

**Selection Criteria  
Pastoral Support Worker**

Essential	Desirable
<b>Knowledge and qualifications</b>	
<ul style="list-style-type: none"> <li>● Level 2 qualifications or equivalent</li> <li>● Knowledge of relevant policies and legislation</li> <li>● Knowledge of a range of IT packages including Microsoft word and excel</li> <li>● Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>● Basic First Aid</li> <li>● Level 3 / 4 qualifications</li> <li>● Qualifications linked to SEN</li> <li>● Team Teach trained</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>● Working with children and young people in an educational or therapeutic context</li> <li>● Working with children and young people in 1:1 and group situations</li> <li>● Liaison with professionals and agencies</li> <li>● Preparing and delivering learning activities to children and young people</li> </ul>	<ul style="list-style-type: none"> <li>● Working with children and young people with special needs</li> <li>● Working in a therapeutic role</li> <li>● Working in a restorative manner</li> <li>● Attending professional meetings and producing minutes</li> <li>● Delivering specific interventions to children and young people</li> <li>● Delivering training on specific areas</li> <li>● Mentoring children and young people</li> <li>● Preparation of Risk Assessments</li> </ul>
<b>Skills and Competences</b>	
<ul style="list-style-type: none"> <li>● Ability to work restoratively</li> <li>● Ability to work collaboratively and constructively in a team</li> <li>● Ability to respond flexibly to situations and to demonstrate good judgement</li> <li>● Ability to build links with key stakeholders</li> <li>● Ability to undertake Team Teach (restrictive physical interventions)</li> <li>● Ability to comprehend and observe the Academy's policies and procedures</li> <li>● Ability to engage with academic research and communicate findings at a professional level</li> <li>● Ability to work flexibly and creatively to meet changing needs of the school on a day to day</li> </ul>	

basis	
<b>Other</b>	
<ul style="list-style-type: none"> <li>● A resilient personality with the ability to work with children and young people who demonstrate challenging behaviour</li> <li>● Dedication to improving the lives of children and young people</li> <li>● Willingness to undertake CPD and training eg Team-Teach, Restorative Approaches, First Aid</li> <li>● Willingness to undertake personal care</li> <li>● Commitment to safeguarding, and the welfare of children and young people</li> <li>● A respectful approach to children and young people with SEN</li> <li>● Use own strengths and expertise to advise and support others</li> <li>● Excellent interpersonal and communication skills</li> </ul>	

Your application should clearly demonstrate how well you meet the above key criteria.

June 2024