

**Application Pack -**   
**Post 16 Pastoral and Welfare Assistant**

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

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| **Appointment Type** | Permanent |
| **Start Date** | 24th February or as soon as possible |
| **Hours** | 37 hours per week, Monday to Friday  39 weeks per year (Term time plus 1 week) |
| **Salary Scale** | Sandbach High School and Sixth Form College pay scale  Grade 5 £25,001.01 - £27,711.94 pro rata  Actual salary £21,478.69- £23,798.88 |
| **Closing Date** | Monday 3rd February 2025- 9am |
| **Interview Date** | TBC |

**Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment.  This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.**

Application forms can be accessed from <https://sandbachhigh.co.uk/working-with-us/>

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| **JOB TITLE** | **Post 16 Pastoral and Welfare Assistant** |

**BASIC JOB PURPOSE**

To provide and maintain an environment where all post 16 students may learn and achieve.

To be responsible for the pastoral care and welfare of students.

To support the wider College Team.

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| **NO** | **MAIN RESPONSIBILITIES** |
| **1** | Liaise with the Head of 6th Form College and Director of Sixth Form to ensure the smooth running of Sandbach College. |
| **2** | To support students in their learning and encourage positive attitudes to learning by being available as the first pastoral point of contact throughout the day. This will involve speaking with students regularly and putting appropriate support and interventions in place. |
| **3** | To liaise with parents/carers and with external support agencies with regard to student well-being, welfare, attendance and punctuality, only escalating to College leads when necessary due to severity and complexity. |
| **4** | Liaise with individual teachers, tutors and departments in relation to attitudes to learning and welfare of individual students and/or groups of students. This will involve putting extra support and interventions in place. |
| **5** | Develop positive college / home partnerships through effective communication with parents/ carers, managing parent queries by being solution focused including identifying the purpose of calls, answering parent queries and triaging calls / providing information and guidance accordingly, only escalating to College leads when a solution cannot be found or due to its complexity. |
| **6** | To administer and support with the transition of students into Year 12 and to liaise effectively with the Head of College, Director of Sixth Form and Year 11 Pastoral and Achievement leads to ensure this process is well informed and continuity of care is effective, including meet the form tutor. |
| **7** | To be responsible for the administration of all post 16 trips, events and visits off site including the Year 13 Prom etc. |
| **8** | Attendance administration including but not limited to: supporting the Post 16 Student Services Co-ordinator for Careers Education, Individual Advice & Guidance for students in managing and maintaining attendance processes and procedures for absent students. |
| **9** | To Liaise regularly with tutors regarding attendance for their groups and produce regular attendance reports for tutors and the 6th Form Team as requested. |
| **10.** | To administer and prepare the packs of college literature as appropriate. |
| **11** | To be the Safeguarding lead for the 6th Form and one of the Deputy Safeguarding leads for the school within 18 months of signed date on the job description. |
| **12** | To work with the Post 16 Student Support Co-ordinator in charge of CEIAG to administer the 6th Form application process recording and processing application and data collection forms. |
| **13** | To support the Student Services Administrator with data input where applicable. |
| **14** | To provide CEIAG support as and when required. |
| **15** | To support the exams officer with post 16 internal and external exam arrangements including the distribution of timetables and location of missing and late students. |
| **16** | To support the Post 16 Student Co-ordinator in charge of CEIAG organising the post 16 parents evenings, 6th Form Open Evening and other events. |
| **17** | To be part of the team administering first aid for Sandbach High School and 6th Form College |

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| Notwithstanding the detail in this job description, in accordance with the School’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job and in any location within the school site/s.  All staff are expected to maintain high standards of student/customer care in the context of the School’s core values, to uphold Equality Diversity and the Health and Safety Policy standards and to participate in training activities necessary to their post.  All staff are expected to maintain a personal and professional image at all times and to follow the staff dress code as required by the business needs. |

**THE REHABILITATION OF OFFENDERS ACT**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\* This job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

<http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

**DISCLOSURE & BARRING SERVICE (DBS)**

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**SAFEGUARDING CHILDREN**

Sandbach High School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

Applications

Visits to the school, and informal enquiries, prior to application, are warmly welcomed please contact Helen Hulse, School Business Manager, on 01270 765031 to discuss or email [hhulse@sandbachhigh.co.uk](mailto:hhulse@sandbachhigh.co.uk)

To apply for this post, please complete an application form with a supporting statement of no more than two sides of A4 on your suitability for the post and the school.

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

