



## **Primary Behaviour and Pastoral Officer**

**Pay Range: SCP 8-13**

**37.5hrs per week: Monday – Friday 0800-1600, term time plus inset days**

**Start Date: 1<sup>st</sup> September 2022, or as soon as possible thereafter**

**Deadline: 5pm Sunday 21<sup>st</sup> August 2022**

The Governors and Principal are seeking an exceptional Primary Behaviour and Pastoral Officer to join the all through pastoral team at CFS. This is for a September 2022 start, or as soon as possible thereafter.

Ideally, the successful candidate will have previous school experience and will be someone committed to our values and ideals, where the co-curricular offer is as vital as the rigour of the taught curriculum.

CFS follows national pay scales and the starting point will be agreed depending upon experience.

### **The School**

CFS is a non-profit making, state-funded school, established in response to real demand within the local area for a greater variety of schools. We have been open since 2013, and are now fully established in our state of the art facilities on the Carmelite Convent Site on the Hunston Road in the south of Chichester. We are full in all year groups from Years R to 11, with waiting lists in most phases of the School. Our PAN is 60 in primary, and 120 in secondary.

Since 2013, CFS has achieved two 'Good' Ofsted Inspections and three years of average Progress 8 at GCSE. Our 4+ English and Maths results have consistently been significantly above the national average. Outcomes in Primary are also strong and improving. As a school we are now striving to be outstanding and to achieve above average outcomes in all phases. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and permeate all areas of school life.

CFS is open to pupils of all abilities. We do not have a catchment area, thus ensuring the School is fair and inclusive. We take part in the West Sussex County Council (WSCC) admissions process. As a Free School we benefit from the same freedoms and flexibilities as academies, and are subject to the same Ofsted inspections and rigorous standards as all state schools.

For more information on our ethos and values, prospective applicants are strongly encouraged to look at our website: [www.chichesterfreeschool.org.uk](http://www.chichesterfreeschool.org.uk).

### **The Team**

The successful candidate will be part of both the CFS all through pastoral team, and the Primary phase. The pastoral team includes Heads and Assistant Heads of Year in the Secondary phase, and a variety of all through roles working in both the Primary and Secondary phases – Behaviour Manager, Attendance Officer, Inclusion Manager and Medical Officer. The team is overseen by the Senior Assistant Principal: All Through Behaviour and Pastoral. The successful candidate will also work closely with the Primary class teachers, as well as a strong team of Learning Support Assistants and the members of the School's Senior Leadership team based in the Primary phase.

## The Role

CFS is looking to appoint a new member of the all through pastoral team, to address the needs of all pupils, especially those Primary pupils who need help with behaviour management or need to access the Nurture provision in order to overcome barriers to learning. The successful candidate will offer both reactive and proactive support to help maintain high standards of behaviour, and support with pastoral needs throughout the Primary phase. They will establish productive working relationships with pupils and acting as a role model and oversee the use of CPOMS in the Primary phase, working directly with the School's DSLs.

Key accountabilities include:

- Be a consistent presence in the Primary phase, supporting class teachers and the Senior Leadership Team with any pastoral or behavioural matters.
- Develop and implement targeted activities to support pupils in their learning and encourage positive attitudes and behaviours
- Assist staff with the development and implementation of individual Education/ Behavioural/ Support/ Mentoring plans and behaviour management strategies
- Work with individuals, groups of children and parents where necessary, to implement actions or recommendations from TAC process and school leaders
- Mentor and support vulnerable pupils or those who are struggling to access the full curriculum, working with other staff (e.g. ELSA, LSA and 1:1 team) to find alternative ways for pupils to engage with their learning
- Ensure the smooth transition for pupils into Key Stage 3 and embrace whole school strategies and cross phase working to help further develop our 'All Through' approach
- Develop friendly but professional relationships with parents and carers
- Support the School admin team with matters relating to attendance and inclusion to ensure an efficient service to everyone in our school community
- Regularly share praise information with all primary staff, and action praise communication with parents.
- Complete miscellaneous duties with regard to Primary events and functions, including sending out invitations, tickets
- Maintain an overview of the Primary phase child protection records (CPOMS), ensuring that all cases have been followed through and dealt with by the appropriate member of staff
- Ensure all staff details are correct, and staff are able to access the child protection recording system (CPOMS) and that records entered are appropriate and recorded correctly

All CFS staff are expected to

- a. Work towards and support the School's vision and the current school objectives outlined in the School Development Plan.
- b. Contribute to the School's programme of extra-curricular activities.
- c. Support and contribute to the School's responsibility for safeguarding students.
- d. Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- e. Work within the School's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance management process.
- h. Adhere to policies as set out in the Staff Handbook/Staff Policies folder.
- i. Undertake other reasonable duties related to the job purpose required from time to time.
- j. Commit themselves to contribute fully to the ethos and life of the School in and outside the classroom.

**CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.**

### **The Recruitment Process**

For further information and informal discussion about this post, please do not hesitate to contact the School's Principal, Louise New, on [papincipal@chichesterfreeschool.org.uk](mailto:papincipal@chichesterfreeschool.org.uk).

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to [papincipal@chichesterfreeschool.org.uk](mailto:papincipal@chichesterfreeschool.org.uk) by 5pm on **21 August 2022**. **We reserve the right to interview before the closing date, and early applications are encouraged.**

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.

## Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

### Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate	Essential
Ability to relate well to children and young people, remaining calm in situations that may be challenging, seeking appropriate solution for all	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	Essential
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
Excellent written and spoken English	Essential

### Knowledge Base

An understanding of basic first aid and medical procedures	Desirable
A clear understanding of behaviour management strategies and methods that can be used to engage pupils with a greater level of need	Essential
Good knowledge of computer systems used to hold information in school settings	Desirable

### Qualifications/Attainment

GCSE maths and English (or equivalent)	Essential
Experience of SIMs / CPOMS	Desirable

### Experience

Some experience of working in a school environment	Essential
Some experience of pastoral care and pupil management	Essential

### Attitude/approach

A sensitivity to the needs of young people	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience and creativity	Essential
A willingness to give generously of their time to support school events and activities	Essential
Commitment to personal development and life long learning	Essential
Ability to enthuse young people	Essential
Enthusiasm for promotion of the School	Essential
Tact and diplomacy	Essential
Approachable and helpful attitude towards colleagues	Essential
A person who is able to command respect from students	Essential
Commitment to an 'all-through-school' approach to learning	Essential