

The South Wolds Academy and Sixth Form



Pastoral Support Assistant Application Pack

May 2022



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Dear Applicant

Pastoral Support Assistant

Thank you for your interest in this post. Further details of the post can be found in this booklet and an application form is available on the East Midlands Education Trust website for your information

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our “culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that “pupils achieve well within a culture of high ambition” and “teachers have high expectations of what pupils can achieve”. We are looking for someone who can make a major contribution to our great school and further enhance our students’ experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and statement (no more than two sides of A4 in Calibri 11) explaining:

- How your training and experience to date have prepared for you this post;
- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

We look forward to hearing from you. The closing date for applications is 9.00 am on Monday 23rd May 2022.

If you have any queries then please contact Jo Egglenton by phone or email

jegglenton@southwolds.notts.sch.uk

Yours sincerely

Halina Angus
Head Teacher

Job Description



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| 1. Title of Post: | Pastoral Support Assistant |
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| 2. Accountable and Responsible to: | Assistant Head Teacher – Attendance and Behaviour |
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| 3. Grade: | Scale 3 |
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| 4. Main Purpose of the Job: | |
| 1. | To ensure the academy provides outstanding pastoral care for all students. |
| 2. | Ensure that senior and pastoral teams are able to lead the organisation effectively by providing a high level of administrative support, with particular reference to behaviour, care, guidance and support. |

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| 5. Main Responsibilities of the Job: | |
| 1. | Provide secretarial/clerical support for Heads of Year and the Assistant Head Teacher – Attendance and Behaviour including pastoral parent meetings, reintegration meetings and other relevant meetings as required. |
| 2. | Be the first point of contact for parents regarding pastoral matters. Being responsible for and dealing with issues if possible and signposting to other staff when necessary. |
| 3. | Chair daily morning meetings with the Assistant Head teacher - Attendance and Behaviour and Heads of Year to discuss incidents and arrange actions for resolution, following daily reviews of behaviour incidents logged on SIMS. |
| 4. | Arrange and attend parental meetings and multi-agency meetings both in and out of school as required by the Heads of Year. |
| 5. | Collect and collate statements relating to incidents, following up directly when possible and liaise with relevant Heads of Year and Assistant Head teacher – Attendance and Behaviour. |
| 6. | Ensure that incidents of poor behaviour are dealt with in line with school's behaviour management policies, taking particular responsibility for out of lesson incidents. |

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| 7. | Respond and take steps to resolve relationship issues between students. |
| 8. | Liaise with parents / carers and teaching staff regarding SEMH matters that prevent any child from being safe, happy or successful at South Wolds. |
| 9. | Maintain a current first aid certificate in order to support the Lead First Aider in providing first aid to all students. |
| 10. | Complete Health Needs Profiles as necessary, ensuring they are communicated to parents/carers and staff, updating as appropriate. |
| 11. | Lead on the coordination of immunisations in school, liaising with the SAIS team and Office Manager to follow the Immunisation Checklist. |
| 12. | Support the transition of year 6 into 7 students by identifying from data transition forms any potential medical concerns, liaise with feeder school and parents to ensure student needs are understood and met. |
| 13. | Act as Keyworker to nominated students. |
| 14. | Work with Heads of Year to organise and implement a calendar of external speakers/presentations related to areas of student health, wellbeing and safety, with areas of focus guided by Heads of Year and senior leaders. |
| 15. | Keep pupil files up to date, understanding the requirements of GDPR and other legislation, to ensure that the confidentiality of records and information is maintained. |
| 16. | To undertake lunchtime duties as directed |
| 17. | Set up the isolation room each day and ensure resources are organised and relevant, in liaison with curriculum departments. |
| 18. | Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined. |

| Person Specification | Essential | Desirable |
|---|------------------|------------------|
| Training or qualifications in working with Children or Young People | Yes | |
| Excellent awareness of child protection and safeguarding policies | Yes | |
| Excellent communication skills | Yes | |
| The ability to work alone or as part of a team | Yes | |
| Excellent computer skills (Word, Excel, Powerpoint, Email and Internet use) | Yes | |
| The ability to manage conflicting priorities | Yes | |
| The ability to maintain confidentiality | Yes | |
| Awareness of GDPR | Yes | |
| Relevant experience of working with young people; one to one, small group or mentoring. | | Yes |
| Knowledge of referral to, and working with, a variety of external agencies. | | Yes |
| Experience of working within a school setting | | Yes |
| Current first aid at work certificate | | Yes |
| Familiarity with Sims.net school software | | Yes |

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.