



Pastoral Support Assistant

£19,776 - £21,470 pro rata
actual (£16,912 - £18,369)
dependent on
skills and experience

40 hours per week, term-time
only (36.4 weeks per annum)

Application Pack

Dear Applicant

Can I take this opportunity to thank you for the interest you have shown in our vacancy for the post of Pastoral Support Assistant.

The Seckford Education Trust is a developing and forward thinking Multi Academy Trust. We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged team.



We have an exciting opportunity for a suitably experienced and qualified individual to join our School. Appropriate career development opportunities will be provided by the Trust. We are committed to achieving outstanding teaching and learning across all departments and are looking for practitioners to continuously engage in, and contribute to, their own and colleagues' professional development to the highest level. Our staff are extremely hard working, passionate and focused on ensuring that no child is left behind and all children succeed.

In this pack you will find the Job Description, Person Specification and Application Form. You will also find information about The Seckford Education Trust.

In addition you can access further information on the Trust website www.seckfordeducation.org.uk/vacancies

If you wish to discuss the post please contact the HR Department on 01394 615167.

The closing date for applications is 9am on Wednesday 23 June 2021.

Please submit your application to hr@seckford-foundation.org.uk.

Interviews: please note that interviews are likely to take place online in the first instance.

As CEO of the Trust I believe that this is an exciting time to be joining our Trust and I very much hope that after reading the attached information, exploring our websites you will be motivated to submit an application. If that's the case I look forward to receiving your application and once again many thanks for your interest in this post.

Mark Barrow
Chief Executive Officer



Our Vision

Inspiring, enabling and celebrating each and every young person's personal best.

Our Mission

To create an outstanding learning community for all.

Our Values

Integrity – We will always display honesty, trust, thoughtfulness and an unrelenting respect in all that we do.

Striving for Excellence – We will always respond to the emerging needs of our students, pupils and colleagues by seeking feedback on our personal performance and by taking ourselves out of our comfort zone.

Collaboration – We will work to break down silos and to ensure that all colleagues and all students benefit from new initiatives.

Determination – We will never knowingly allow ourselves or others to opt out in our drive to do the very best for our students and colleagues.

Empowering – We will always look to build confidence and strength in others by affording them the autonomy and independence they need in order to step up and to make decisions.

Our Strategic Objectives

Delivering consistent quality of education
Building resilience, capacity and sustainability

Our Ethos

The ethos of all Schools in the Seckford Education Trust is founded on the '6Cs to Success'. The 6Cs are co-operation, commitment, community, confidence, challenge and celebration. These form the expectations we have of all our students in all that they do.

Find out more about the 6Cs here www.seckfordeducation.org.uk/why-we-are-different/our-ethos/

- We believe in each and every young person
- We believe that by putting the needs of our staff first, our students will be successful
- We believe that every decision we take should be in line with our values and for the benefit of our students
- We believe that you cannot just wish professionals and students to be better – you have to create the conditions for them to grow
- We believe that every child deserves a Champion and that we can break down barriers to learning
- We believe that we all have a professional obligation to improve as teachers
- We believe in a culture of the possible; where we can all make progress beyond what anyone, including ourselves, could have imagined
- We believe that great teaching is that which improves students' life changes and progress
- We believe that an evidence-informed approach to curriculum design and teaching and learning helps us to identify what works best in the classroom
- We believe that feedback should be timely and respond to the needs of the individual students so that they can actively engage with the feedback
- We believe in working in partnership with all stakeholders
- We believe in community
- We believe in a truly all round education



Here at SET Beccles School we believe in each and every child.

We are an ambitious and yet small and caring school with big opportunities in mind for those who join us.

Our motto is 'inspiring, enabling and celebrating each and every young person'. Striving for excellence underpins everything we do and we aim to give our students an appetite for excellence in all that they do, equipping them with a set of lifelong skills which will enable them to succeed. We want our students to enjoy their school life, and be inspired to be inquisitive in their lessons whilst providing each of them with an academic challenge that enables them to realise their potential. We offer a curriculum that enables them to flourish academically and lays foundations for successful progression into post- 16 education, training or employment.

We strive to teach them that learning yields a multitude of rewards if it is approached with rigour and enthusiasm. This is cultivated by an approach to learning that is student-centred and set in a stimulating environment. As important as academic success is, our aim is to develop the whole person through a range of clubs and activities which enrich the daily experiences of our students. Added to this is our commitment to build a supportive community that encourages a sense of social responsibility and develops within them a desire to become global citizens. Full details on our curriculum and our enrichment activities are available on our website.

At the heart of our success will be a strong and positive partnership between parents/carers, students, teachers and wider friends of the school. Our '6Cs to Success' underpin how we expect every member of our School community to approach learning and behaviour. To facilitate excellent communication we encourage open dialogue between home and School. To read more about our vision and ethos, please visit: www.seckfordeducation.org.uk/why-we-are-different/vision/.

I hope this provides you with some insight into the life of our School and the founding Trust-wide principles from which we work; yet it cannot truly reflect all that we have to offer. If you like what you read do come and visit us. We look forward to offering you a warm welcome. In the meantime, I thank you for your interest in our School and I look forward to receiving your application.

Heidi Philpott
Head of School



Pastoral Support Assistant

Job Purpose

To work under the guidance and in support of the Head of Upper/ Lower School or Pastoral Support Officer to promote and improve student behaviour, attendance and punctuality, and well-being and contribute to providing a high level of pastoral care that supports student progress and attainment.

Responsibilities

Supporting Behaviour

Support the Head of Upper School/Lower School or Pastoral Support Officer and Tutors in ensuring that the school's Behaviour Management and Rewards Policies are applied consistently to all students including;

- Deal with day to day student pastoral issues by carrying out the initial investigation, including taking witness statements where appropriate and providing emotional and practical support including basic counselling;
- Ensure that full and accurate student records are maintained including behaviour, rewards and sanctions;
- Seek guidance and refer more serious incidents to the Head of Upper School/Lower School or Pastoral Support Officer with all relevant information and support as necessary;
- Liaise with the Head of Upper School/Lower School or Pastoral Support Officer to identify vulnerable students in need of pastoral intervention and provide support as appropriate;
- Be visible around the school to identify and intervene to prevent potential pastoral issues; challenge non adherence to uniform policy and other behaviour standards.

Supporting Attendance

- Support the Head of Upper School/Lower School or Pastoral Support Officer, Tutors and other relevant external agencies in promoting student attendance to meet school targets for attendance, persistent absenteeism and lateness as required including;
- Support the identification of those students who need extra help to overcome barriers to attending school/lessons;
- Maintain accurate student records on punctuality and attendance and provide information and reports as required;
- Liaise with school office understand attendance issues day to day and liaise with key staff on matters of concern with regard to attendance and punctuality;
- Be visible around the school to encourage student attendance at all lessons; pre-empt potential issues e.g. awareness of students timetable and where they should be.

General/Pastoral support

- Be the first point of contact for parents on behalf of Head of Upper School/Lower School or Pastoral Support Officer and support them in ensuring effective communications with parents;
- Participate in meetings with students, parents and third parties in support of Head of Upper School/ Lower School or Pastoral Support Officer;
- Maintain all relevant pastoral paperwork and carry out all associated administrative tasks including correspondence, reports and record keeping;
- Update and maintain displays and information on the Pastoral notice boards, celebrating individual group successes;
- Attend Pastoral meetings and School Council/Leadership Team meetings on occasion;
- To gather feedback and ideas from pupils that helps to improve procedures and practice, e.g. through surveys and similar;
- To provide support to Pupil Services as required;
- Co-ordinate information received or required about students and liaise with internal and external agencies as appropriate;
- Follow up Ensure that Child Protection matters are passed to the Named Person in accordance with statutory school policy;
- Support the monitoring of student progress and interventions;
- Support with transition arrangements for students joining/leaving the Trust;
- Undertake any other duties as may be reasonably requested within the nature of this role and the level of responsibility.

General Responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Seckford Education Trust's Health and Safety Policy.

Child Protection/vulnerable adults statement

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Trust's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head of School.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of the Trust and the wider Seckford Foundation.

Keep up to date, and comply with the Trust's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

Person Specification

Qualifications and Experience

Essential

- Educated to GCSE level (min 5 at Grade C in English and Maths);
- Relevant professional qualification or other accreditation;
- Some experience of working with young people (age 11 to 16) or within schools, working with students and parents;
- Experience of day to day use of Microsoft Office (including Word and Excel) and other IT applications;
- Working successfully as part of a team which plans workload and has to respond to situations which arise;
- Relevant administrative experience;

Desirable

- Relevant professional qualification or other accreditation;
- Experience of dealing with relevant pastoral issues;
- Understanding of potential barriers to learning and attending school faced by young people.

Skills and Attributes - Essential

- Interest in helping young people to develop positive behaviours and improve learning;
- Good communication skills to influence, persuade and motivate a wide range of young people and their families;
- Good interpersonal skills; able to maintain positive working relationships with students, their families, colleagues and other professionals;
- Willing and able to use initiative and take action; able to judge when to escalate issues;
- Able to provide feedback to students and encourage them to take responsibility for their learning and behaviour;
- Strong administrative skills, with accuracy and attention to detail;
- Excellent organisational skills with the ability to prioritise and manage own workload and work to deadlines;
- Ability to write detailed reports, keep notes and draft letters;
- Strong ICT skills; able to (learn to) analyse and interpret data.

Personal Qualities - Essential

- Team player; ability to make a proactive contribution to the work of the team in supporting students, parents and carers;
- Warm and empathetic; Ability to work with parents, carers and third parties to improve support for students;
- Diplomatic and discreet with high standards of honesty and integrity;
- Confident, resilient and calm under pressure;
- Flexible, pragmatic and adaptable;
- Proactive; able to use initiative;
- Resourceful and self-sufficient.

Safeguarding - Essential

- Evidence of a commitment to promoting the health, welfare and safeguarding of children.

All employees are expected to evidence a commitment to promoting the health, welfare and safeguarding of children.



Information for Candidates

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.

Interviews will be offered to those applicants who best demonstrate how:

- Skills, abilities and experience match the person specification for the job description, and;
- You evidence your commitment to the needs of the role and the Trust.

Any questions?

If you would like an informal discussion about any aspect of the role, or if you would like to arrange a visit please contact the HR Department on 01394 615167.

Applying

If you decide to apply for the position please return your completed application form (which can be found at www.seckfordeducation.org.uk/vacancies) and a formal letter of application by:

Email (preferable): hr@seckford-foundation.org.uk

Post:

HR Department, Seckford Education Trust, Marryott House,
Burkitt Road, Woodbridge, Suffolk IP12 4JJ

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided on the website.

