

We are looking to appoint a

Pastoral Support Assistant

Grade	Grade D (actual salary £22,483 to £24,850 pa)
Working hours	Term-time only, 37 hours per week to include INSET days, plus 37 hours to be worked flexibly across the year
Start Date	As soon as possible

If you would like further information about the role or to arrange an informal chat about the role please contact Michelle Pearce, Assistant Headteacher, email michelle.pearce@aldworth.hants.sch.uk

Aldworth School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment.

CLOSING DATE
22 March 2024

INTERVIEW DATE
WC 25 March 2024



Pastoral Support Assistant

Aldworth School

Aldworth School is proud to serve our local area, and we are determined to make a difference to children's lives. We work hard to foster a sense of belonging amongst all members of our community, and we believe in the power of education to 'build brighter futures'.

Aldworth is a continually improving school. The school has been transformed over the last couple of years; outcomes are now stronger and continuing to improve. We are continuing to focus on delivering the best for our community and drive continual improvements to the school.

Pastoral Team

The Pastoral Support team is expanding! We are looking for Pastoral Support Workers to support our Behaviour Lead. The role is to assist with a range of issues within a busy school day providing behaviour, safeguarding and emotional support for students and families. This role is varied and each day will be different!

Candidates

We are looking to employ people who can deal with vulnerable students and families sensitively, have experience of working with children or young people and have an understanding of safeguarding / child protection issues. You will need to be empathetic yet firm, able to stay calm in difficult situations and be able to contribute fully to our committed pastoral team. Please see the full person specification below. The school actively encourages applicants from a range of backgrounds and is proud of the diversity of the staff.

Aldworth School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment. All appointments are subject to full safeguarding checks, including an enhanced DBS check. Any candidates selected for interview will be subject to an online search as part of our due diligence checks. The school reserves the right to close the position early on receipt of a strong application, so if you are interested we would urge you to apply sooner rather than later.

To apply, please complete the Hampshire County Council Support Application form (available on our website) and send by email to recruitment@aldworth.hants.sch.uk

For further information or enquiries, please use the above email address or contact us on 01256 322691

JOB DESCRIPTION

Key Duties & Responsibilities

Behaviour Management and Attitudes	<ul style="list-style-type: none"> To meet with parents and/or other staff or agencies to support student behaviour improvement. To work with Head of Year in collecting evidence for serious incidents and recommending suitable sanctions. Ensure the anti-bullying policy is followed and that the profile of bullying is kept high and managed effectively. To ensure the standards of uniform are consistent across students and any issues are dealt with quickly and consistently with students and parents. To provide students with an empathetic response to their emotional needs. To ensure conduct around the school is in line with the ethos and expectations
Liaison	<ul style="list-style-type: none"> Respond to parental concerns and queries in a professional manner, offering suitable advice, support or information on each and every occasion. To liaise, when required, with outside agencies as directed by the Head of Pastoral support Act as liaison between teachers and parents, developing relationships with families. Managed move and in year transfer liaison and support
Safeguarding, Student safety and well-being	<ul style="list-style-type: none"> To attend all Safeguarding and Child Protection statutory training as required by school policies and procedures Demonstrate empathy and kindness towards students and fellow staff members To ensure high awareness amongst teachers and wider staff about safeguarding concerns and to regularly update CPOMS with relevant information which is acting upon
Routine Tasks	<ul style="list-style-type: none"> Monitoring behaviour and safeguarding records, detentions, lateness and absence and responding accordingly Supporting assemblies Checking uniform and ensuring there is follow-up for issues Responding to Emergency Referral call-outs
Other	<ul style="list-style-type: none"> To provide support for the pastoral leader in working with students, staff and parents through the school day. Assisting with a range of issues including behaviour, uniform, emotional and safeguarding support. You will be expected to support the aims and ethos of the school by setting a good example in terms of dress, punctuality and attendance, attending team and staff meetings and being proactive in matters relating to health and safety and safeguarding.

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none">• Proven literacy and numeracy skills (equivalent to 'O' Level or GCSE grade C or 4)• Level 2 safeguarding (or prepared to undertake this)• Ability to deal sensitively with vulnerable students and families• Professionally discrete and able to respect confidentiality at all times• Experience of working with young people• Awareness of child protection issues• Ability to stay calm in difficult situations• Ability to work within a team, supporting colleagues and understanding role and responsibilities• Supportive of the school aims and ethos	<ul style="list-style-type: none">• Level 3 qualifications ('A' level or equivalent)• Level 3 safeguarding qualification• Further professional development• Experience of working with young people in a learning environment• First aid trained