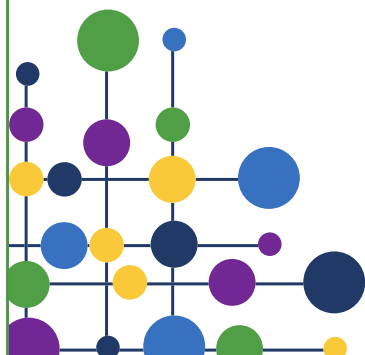


Heaton Avenue, A SHARE Primary Academy

Application Pack for Pastoral Support Worker





Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,

Thank you for taking an interest in this vacancy working across the trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.



Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.



Pastoral Support Worker Role Profile

Role Title	Pastoral Support Worker	Reporting to	Head of Inclusion
Section	Heaton Avenue Primary Academy		
Contract type	Permanent	Band	Band F

Part A – JOB DESCRIPTION

Overall purpose of role	<p>To support teaching and support staff by providing structured pastoral care and support to pupils whose behaviour may be challenging.</p> <p>To provide individual or group support through the implementation of behaviour plans, Individual Education Plans (IEPs) as well as by providing structured intervention with the implementation of Pastoral Support Plans (PSPs).</p> <p>To assist the Head of Inclusion in contributing to raising the progress of pupils by delivering a robust but caring support system.</p>
Safeguarding Requirements	<p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.</p> <p>Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.</p>

Key Outputs

1. To undertake duties in accordance with academy practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the academy.
2. To provide pastoral support by providing programmes for individuals tailored to their needs and to help unlock their barriers to learning, for example, social skill support, anger management and emotional resilience.
3. Assist with both the general and behaviour management of pupils throughout the course of the school day by being a visible presence before during and after school, during lesson changeover and at breaks and lunchtimes.
4. In conjunction with the teacher, provide one to one support for targeted pupils or group of pupils on a short-term basis or in particular lessons where there are barriers to learning for the pupil.
5. Ensure equipment or materials are suitable for learning activities, preparing resources and learning aids as required.
6. Assist the Head of Inclusion with the training of new and existing staff with regard to behaviour management strategies.
7. Develop effective working relationships with a wide range of external agencies, as appropriate to support with the needs and progress of individual pupils.
8. To maintain regular contact with parents/carers of pupils in need of extra support to keep them informed of their child's needs and progress in order to secure positive family support and involvement.
9. To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.
10. As may be required, support in physical restraint and intervention using such methods as Team Teach;
11. Actively encourage the inclusion of all pupils to participate in the life and activities of the academy
12. To undertake a First Aid in schools certificate; to oversee medication administration to pupils requiring it; to lead on First Aid policy and practice across the school.
13. As required support the personal care and comfort of pupils i.e. toileting and intimate care issues as per academy protocol)
14. Contribute to and uphold the vision and ethos of the academy;
15. Recognise own strengths and areas of expertise and use these to advise and support others;
16. Promote team work within the team, working in partnership to ensure effective working relations;
17. Treat all users of the academy with courtesy and consideration;
18. Be aware and comply with all academy policies at all times. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury and creating safe places, being vigilant and responding to concerns;

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- All Teachers /Support Staff/Stakeholders
- Range of pupils between 350 to 400
- Number of direct reports – 2 Lunchtime Supervisors

Work/Business contacts

Internal: All teachers and support staff including the SENDCo as well as liaising with other MAT staff as required;

External: Parents/Carers, agencies including social workers, Education Psychologist and CAMHS.

Expertise in Role Required (At selection - Level 1)

**Essential or
Desirable**

Experience of developing effective strategies to promote positive behaviour

Essential

Experience of managing challenging and extreme behaviour of pupils

Essential

Ability to demonstrate high standards of numeracy and literacy

Essential

Experience of working with primary age children in school for at least two years with experience of modelling good behaviour management techniques

Essential

Experience of working with children who have SEN / EAL / behavioural difficulties

Essential

Experience of working with parents and external agencies

Essential

A good understanding of a child's development and learning processes

Essential

Excellent interpersonal skills

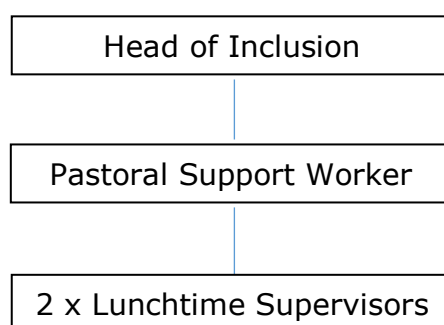
Essential

Good written communication skills in order to produce basic reports and update records	Essential
Excellent behaviour management skills	Essential
Commitment and understanding of safeguarding pupils	Essential
Ability to monitor and evaluate impact of interventions and strategies	Essential
Caring but firm approach and empathy towards young children	Essential
Ability to use ICT to support learning, make accurate records, carry out CPD.	Essential

Other (Physical, mobility, local conditions)

Willing to work flexibly within scope of overall hours in order to work with outside agencies when required.	Essential
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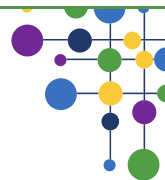
Structure



Signatures

Approved by: CEO _____

Signed by Post Holder _____



To apply, please complete an application form on the TES website, which
can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>

Closing date: 20th February 2023

