

**CANON SLADE SCHOOL**

**Bradshaw Brow**

**Bolton**

**BL2 3BP**

**Telephone: 01204 333343**

**Email: jobs@canon-slade.bolton.sch.uk**

**Pastoral Assistant**

**Closing Date for Applications: Wednesday 20 June 2018 at 12.00pm**

**Interview Date: Wednesday 27 June 2018**



**Proud to be part of**

**Canon Slade School**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Pastoral Assistant | Department: | Pastoral  |
| Level/Salary Range: | Grade 5 (Points 21 to 25) | Reporting to: | Head of Year/Deputy Head |
| Hours per week: | 37 (Mon to Wed: 8.30am – 4.30pm, Thurs and Fri: 8.30am – 4.15pm. Hours include a 30 minute unpaid break) | Weeks per annum: | Term time plus 5 days |
| Safer Recruitment Statement |
| Canon Slade School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| All staff at Canon Slade School are required to: |
| * uphold and promote the school’s vision and aims outlined in the Mission Statement and School Development Plan
* uphold and promote the Christian ethos of the school
* support and contribute to the achievement of our pupils academically and pastorally
* support and contribute to the school’s responsibility for safeguarding pupils
* undertake professional training activities to enhance personal development and job performance
* maintain high professional standards of attendance, punctuality, appearance, conduct and positive relations with all pupils, parents/carers, colleagues and governors.
 |
| Main Objectives of Role: |
| * Assist with the pastoral duties of a year group, under the direction of the Head of Year
 |
| Job Description: |
| * Collecting and/or interviewing pupils as directed by the Heads of Year and completing relevant documentation
* Under the direction of the Head of Year, liaise by telephone/email/in person with parents/carers/external agencies regarding pupils in your year group to sort out issues and/or concerns
* Supporting all pupils to maintain excellent attendance by liaising with home
* Carry out basic administration duties on behalf of the Head of Year
* Assist with the preparation of year group events, e.g for end of year “reward assemblies”
* Ensuring good communication with, and feedback to, the Heads of Year/Deputy Head
* Involvement with the interview process for option/career choices and similar processes
* To supervise pupils inside and outside the building at both morning break and lunchtime
* Attendance at Year team meetings as required
* To undertake the registration and collective worship of pupils as required
* Under the direction of the person responsible for ‘cover’ to carry out the supervision of classes in the absence of their teacher, ensuring pupils engage in the work set, maintaining good order and a purposeful atmosphere
* To do such tasks to enhance the learning environment, e.g. putting up displays, preparing teaching materials and delivering learning activities under a teacher’s direction.
 |
| All Staff at Canon Slade School will: |
| * Continue our own professional development
* Follow and actively promote the school’s policies
* Seek to be positive and to build up the common good by our own individual contribution to the life of the school
* Offer ideas and suggestions for making things better
* Engage actively in the appraisal and performance review process
* Seek to develop a better work/life balance
* Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
* Work within the School’s Health & Safety Policy to ensure a safe working environment for all staff and pupils.
* Follow any reasonable request from the headteacher or SLT to undertake work of a similar level that is not specified in this job description.
* Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment. |
| Last Updated: | February 2018 |

**CANON SLADE SCHOOL**

**PERSON SPECIFICATION FOR PASTORAL ASSISTANT**

|  |
| --- |
| **ESSENTIAL REQUIREMENTS** |
| **1**. **SKILLS AND KNOWLEDGE** |
| 1.1 | Ability to show an enjoyment of working with young people |
| 1.2 | Ability to work on own initiative and find effective solutions to problems that may arise |
| 1.3 | Ability to demonstrate a knowledge of the issues involved in managing young people effectively |
| 1.4 | To possess effective time management skills and a high degree of organisational ability |
| 1.5 | Ability to work effectively flexibly within a team environment  |
| 1.6 | Ability to build effective working relationships with all colleagues |
| 1.7 | To possess good communication skills, both written and verbal (including the ability to use ICT) |
| 1.8 | Ability to respect matters of confidentiality |
| 1.9 | To be approachable, patient, courteous and able to present a positive image of the school at all times. |
| 1.10 | Ability to positively promote the school’s Christian ethos |
| 1.11 | Committed to the safeguarding and well-being of all pupils |
| 1.12 | Valuing Diversity – listen to, support and respect contributions from all pupils and colleagues without prejudice |
| **2. EXPERIENCE/QUALIFICATIONS/TRAINING ETC** |
| 2.1 | To possess A Level qualifications or equivalent |
| 2.2 | To have previous experience of working with young people of secondary age or older |
| 2.3 | Willingness to participate in relevant training and development opportunities |
| **3. WORK RELATED CIRCUMSTANCES – PROFESSIONAL VALUES & PRACTICES** |
| 3.1 | Able to improve their own practice through performance management and discussion with colleagues |
| 3.2 | Ability to enforce school policies and matters of pupil discipline |
| **DESIRABLE REQUIREMENTS****(will only be used in the event of a large number of applicants meeting the minimum essential requirements)** |
| **1. SKILLS AND KNOWLEDGE** |
| 1.1 | Evidence of effective counselling skills |
| 1.2 | Evidence of the ability to innovate |
| 1.3 | Experience of working with young people in informal situations |
| 1.4 | To be prepared to visit other establishments to obtain best practice |