



# BYRCHALL HIGH SCHOOL

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## Pastoral Support Officer



## CANDIDATE INFORMATION PACK



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November 2023

## BYRCHALL HIGH SCHOOL

### Pastoral Support Officer

Starting Salary: Grade 5 pts 8-14

£24,702 - £27,334

Looking for a new challenge? Why not join us?

At an exciting time in our journey towards outstanding and our move to our new school building in summer 2024, we have a fantastic opportunity for a Pastoral Support Assistant to join our close-knit team at Byrchall High School and help develop and drive outstanding education and care across the School. If you are looking to join a dedicated team in a school that will welcome your ideas and re-engage our young people, we would like to hear from you.

Working as a Pastoral Support Assistant you will enhance the learning environment for our pupils, supporting them and working to promote personal development and well-being for all. You will help be part of an outstanding team, providing the highest standards of pastoral care of all pupils, of all abilities in a safe and orderly learning environment which provide high standards of behaviour.

Experience of working with children would be an advantage but not essential as full training will be provided.

For enquires and further information, please e-mail: [csmith@byrchall.wigan.sch.uk](mailto:csmith@byrchall.wigan.sch.uk)

Salary Starting Salary: Grade 5 pts 8-14: £24,702 - £27,334 (pro rata)

Start Date As soon as possible

Contract Permanent

Working Time 37 hours per week term time only

Work Pattern Monday to Friday. 8:00am to 3:54pm with a 30-minute lunch break

Application forms are available from the school website: [www.byrchall.wigan.sch.uk](http://www.byrchall.wigan.sch.uk)

Closing date for receipt of applications

Monday 11<sup>th</sup> December 2023 at 12.00pm

Interview Date:

To be advised

Please note this advert may close early if the post is successfully filled before the advertised closing date.

This position is subject to Enhanced Disclosure Procedure.



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## GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of 1000 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The school is governed by the Makerfield Academy Trust, which is a charitable company. The members of the Trust agree its visions and values. The Board of Directors set the strategic direction of the organisation, ensure the vision and values are upheld and ensure financial probity. The school has a Local Governing Body who oversees the leadership and management of the school.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles. The school was judged as 'Good' in all areas by OFSTED in September 2022. They noted that the school has high expectations of what pupils should achieve, and it has a clear and ambitious strategy for school improvement. It said the pupils behave well around the site and that they have positive attitudes to their education.

Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who require additional support. All students are valued equally. Byrchall High School has a strong academic record. In 2022, 75% of students achieved grade 4-9 passes in both English and maths. Across all subjects Attainment 8 was 49.62. Both these figures are well above the Wigan and national averages.

Our students participate and achieve in a wide range of academic competitions including Debating and Public Speaking, the UK Maths Challenge, The Big Book Quiz, Engineering and Stem Challenges.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of



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Manchester and Liverpool. The school is having a substantial new build programme, which is scheduled to open in September 2024.

This includes new sports facilities, drama studios, classrooms, dining facilities, Learning Resource Centre, Administration offices, SEN suite and specialist teaching rooms for Science, ICT, Product Design, Food, Art and Music





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## JOB DESCRIPTION

DEPARTMENT	Pastoral
JOB TITLE	Pastoral Support Officer
SALARY	Starting Salary: <i>Grade 5 pts 8-14: £24,702 - £27,334 (pro rata)</i>
CONTRACT	Term time only
RESPONSIBLE TO	Head of Year

### KEY PURPOSE:

To provide support for Senior Leadership Team (SLT) and Heads of Year in tracking the progress of students and supporting their academic, behavioural, emotional and social needs.

This post contributes to continuous improvement in young people's learning experiences. You will set a positive personal example of a friendly and respectful service, and have a special regard for the development and needs of young people.

### Specific Duties and Responsibilities

#### Organisation

- To follow and support the operational processes established by the school and the Head of Year in order to ensure high standards of academic achievement, behaviour, support and guidance are in place.
- To develop positive relationships with all students, with a particular focus on supporting the most challenging and vulnerable students, and their parents/carers.
- To follow a pastoral support rota in order to ensure students are able to gain access to support at key times of the day.
- To be proactive in ensuring student adherence to school policies, challenging students and contacting parents, as necessary.
- To conduct parent meetings personally relating to behaviour, attendance and or parental concerns.
- To identify and carry out intervention with students using our 'Restorative Approaches', conducting meetings between students and other students, parents and staff. Producing student support plans to support this process.
- To supervise student areas at break and lunchtime and support via duty within the internal exclusion room.
- To investigate incidents involving students, collecting accurate information and statements and liaising with other members of staff where appropriate, and seeking to



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resolve these directly, if possible, providing an evidence trail that is recorded on our internal school system.

- To ensure effective and timely communication, through the distribution of messages to staff, students and parents in line with school policy.
- To be a first point of contact for parents/carers.
- To support school policy, in particular relating to safeguarding, confidentiality and health and safety issues.
- To support the provision of parents' evenings, information and opening evenings, transition and induction days and activity days such as life skills day where appropriate.
- To undertake other tasks in line with the above accountabilities as directed by the Head of Year and/or Assistant Headteachers.

## **HEALTH & SAFETY**

In line with the Health & Safety at Work Act colleagues should be aware of the duty of care and follow reporting procedures as determined by the Governors.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trustees of Byrchall High School will expect to revise the job description from time to time and will consult the postholder(s) at the appropriate time.



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## PERSON SPECIFICATION

	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS &amp; ATTAINMENTS</b>	
GCSE English and Maths (A to C) or equivalent	D
Undertake training/qualifications relevant to the post, where appropriate	E
<b>EXPERIENCE</b>	
Good communication skills	E
Experience of working with young people.	D
Knowledge of interventions to support pupils and their families	D
Ability to use ICT	D
<b>SKILLS/KNOWLEDGE</b>	
Ability to communicate effectively and relate well with others	E
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals	E
Excellent organisation and time/resource management skills	E
Flexibility and a good sense of humour	E
An awareness of current issues facing schools and education	D
Familiarity with performance management requirements and procedures	D
<b>QUALITIES</b>	
A personal and friendly nature	E
Ability to set high standards and motivate students.	E
Resilience and confidence to work efficiently in a busy and demanding environment	E
Maintain confidentiality, where appropriate	E





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Adaptable, flexible, diplomatic, tactful and committed to success	E
Willingness to work occasional unsocial hours	D
<b>CORPORATE RESPONSIBILITY</b>	
Willingness to comply with the school's policies i.e. Equal Opportunities, Health & Safety	E
Willingness to continue personal development in relevant area	E
Willingness to participate in the staff review and development process	E





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