



GUMLEY HOUSE
SCHOOL FCJ

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Application Pack

Pastoral Support Assistant

We are looking for an enthusiastic and committed professional to join our team. The successful applicant must be able to take an appropriate role within the school to address the pastoral needs of students aged 11 to 19. The successful candidate will be both a team member and self-starter.

Required from
ASAP

Salary Scale:
Scale 5 Point 11-15
£27,357 -£29,214 pro rata

Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



STEPHEN BYRNE
Headteacher



Thank you for your interest in joining our school community here at Gumley House.

If you spend a day at Gumley House you'll understand what '*ethos*' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



www.facebook.com/gumley.house



www.twitter.com/gumleyhouse



www.instagram.com/gumley.house



www.gumleyhouse.com/LinkedIn



Founded 1841

180 years of outstanding Catholic education

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girls school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.

Our Pastoral Department

The Pastoral Department is staffed with an Assistant Headteacher (Pastoral), a Pastoral Manager, a pastoral assistant, an Education Mental Health Practitioner (EMHP), a school counsellor, along with the Designated Safeguarding Lead and five Deputy Safeguarding Leads.

The school has an allocated pastoral area (A01) where students can meet and talk to the pastoral manager/assistant for advice and support. Students can be referred to a school counsellor or EMHP by the pastoral team.

The Pastoral team meet once a week and share information in relation to safeguarding concerns. PIP meetings occur weekly for different year groups where the team share concerns and practise. The team also meet with Heads of Year together each half term to discuss practise and manage performance.

All safeguarding concerns are sent to the Safeguarding team via the MyConcerns system and the team monitor any action taken.

Key members of the team can make referral to Childrens' Social Care when needed.



**GUMLEY HOUSE
SCHOOL FCI**

Job Description

Job Title:	Pastoral Support Assistant
Line Manager:	Safeguarding Lead/ Pastoral manager
Salary Scale:	Scale Sc5 point 11-15 36 hrs per week 38 weeks (term time only)

Core hours are 36 hours per week Monday to Friday, for 38 weeks per year (term time only) the “Normal Core Day” being between 8.15am – 4.15 p.m. and allowing for attendance at occasional evening meetings or supervision of vulnerable students.

Main Purpose of the Role

- To work as a team member, under an agreed system of supervision to maintain and develop Gumley House Convent School FCI as a learning community through addressing the pastoral needs of the students across the whole age range.

General Responsibilities

Support for Students

- Take a full role in managing and delivering pastoral support to students, including dealing with safeguarding and mental health issues and cases.
- Manage the supervision of students excluded from, or otherwise not working to, a normal timetable.
- When necessary attend to students’ personal needs and provide advice to assist in their social, health and hygiene development (service usually provided by the Welfare officer).
- Undertake comprehensive assessments of students to determine those in need of particular help.
- Assist teachers with the development and implementation of Individual Education/ Behaviour/Support/Mentoring plans.
- Establish productive working relationships with students, acting as a role model.
- Arrange mentoring for students and provide support for distressed students.
- Take a lead role in managing the speedy/effective transfer of students across phases/ integration of those who have been absent.
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance.
- Respond to and take steps to resolve relationship issues between students.
- Challenge and motivate students, promote and reinforce self-esteem.
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc

Support for Teachers

- Monitor and evaluate students’ responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required, to other staff on students’ achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Support the development and implementation of appropriate behaviour management strategies.

Support the Curriculum

- Implement agreed emotional and mental health well-being programmes, adjusting activities according to student responses/needs.
- Actively seek information about, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning and development as young people.

Support for the School

- Comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop,
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teams, to support achievement and progress of students.
- Take the role of named 'key worker' as part of a school based system of allocating pupils 'at risk' to a named adult.
- Assist in the evaluation of the school's pastoral work and planning for improvement.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Specific Duties

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as the Headteacher may reasonably direct from time to time.

General Requirements

- Take part in the school's performance management system.
- Enhanced CRB Check.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- To attend training sessions and meetings as required.

The nature of your responsibility means that during the course of your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed to any unauthorized person or organization.

PERSON SPECIFICATION

Pastoral Support Assistant

EXPERIENCE	Essential	Desirable
Experience of administration work.	✓	
Experience of pastoral care.	✓	
Experience of Safeguarding young people	✓	
Experience of using information technology in terms of using a computer, admin software (SIMS, Word and Excel) and a willingness to learn the office systems and IT packages.	✓	
Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.	✓	

KNOWLEDGE	Essential	Desirable
Have a working knowledge of how the Hounslow Safeguarding Children Board operates.	✓	
To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
Knowledge of Data Protection legislation..		✓

SKILLS & QUALITIES	Essential	Desirable
Excellent telephone manner.	✓	
Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓	
Ability to build effective working relationships with a wide variety of individuals.	✓	
Ability to communicate effectively both orally and in writing with students, staff at all levels, governors and outside agencies.	✓	
Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web based information.	✓	
Excellent organisational skills	✓	
Act with integrity at all times	✓	
Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality.	✓	
Ability to ensure the School's Catholic ethos and FCJ values and held in high regard and reflected in daily interactions with all school stakeholders.	✓	
Professional demeanour, good inter-personal skills and ability to deal with various members of public, staff, governors and visitors to the School.	✓	
Patient, flexible and adaptable, meticulous and conscientious.	✓	
Willingness to participate in development and training opportunities.	✓	
Ability and willingness to work in a flexible manner.	✓	

How to Apply

Details of the school are available on our website www.gumleyhouse.com where you can download an application form and email it to Donna Godwin, PA to Headteacher at dgodwin@gumleyhouse.com

Deadline for applications: applications will be considered upon receipt and candidates will be contacted on a rolling basis. Please note that only shortlisted candidates will be contacted and the date for interview discussed then. All appointments are subject to a satisfactory, enhanced DBS check.

If you require any further detail about the role or application process, please contact Mrs Godwin dgodwin@gumleyhouse.com