

Vacancy: Pastoral Support Officer

Dear Applicant,

Thank you for your interest in joining us at Northampton School for Girls.

Supporting all of our students, particularly those who are disadvantaged, to achieve their best while at school is at the core of what we do here. This newly created role will form a vital part of that support, focusing on supporting the pastoral needs of our most vulnerable students. We are seeking someone who is dedicated to improving the outcomes for all young people; someone who will not waver in insisting on the highest standards of care and support for our students, thereby giving them the best possible chance of succeeding.

We will provide you with a range of bespoke opportunities to support your career and ongoing professional development. At Northampton School for Girls, we are committed to caring for and supporting the development and growth of all our school community, students and staff alike. This is at the heart of our school ethos.

Northampton School for Girls is a truly remarkable school that students and staff are, rightly, proud to be part of. It has a unique vitality that springs into life as students and staff arrive through its doors. Our school is everything but ordinary and our students never fail to impress us with their achievements and the genuine desire they have to help others. They are incredibly talented, open hearted and courageous and we are unapologetically driven to supporting them to succeed.

Underpinned by our values of 'Respect for Self, Respect for Others and Respect for Learning', we provide our students a rigorous and ambitious curriculum which meets the needs of individual learners' talents and interests, building the foundation for their future successes in a fast-changing world.

From its inception in 1915, Northampton School for Girls has recognised and celebrated everyone as individuals and has also embraced the power of the community. Our students recognise the impact they have on others and particularly the responsibility that they have to give of their time, talents and charity to the wider community. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow as individuals.

We are a school with an impressive reputation, rich cultural diversity and a long-standing track record of success: we are proud to be Northampton School for Girls.

I very much look forward to welcoming you.

Cristina Taboada-Naya | Headteacher





How to Apply

You may wish to visit the school to see it for yourself and to meet us prior to submitting your application. If so, please contact us to arrange this. Please also take a look at our [website](#) which will help bring to life the essence of NSG.

Applications are accepted via the school application form (available on the vacancies page) or via TES QuickApply. Please contact the school if you need to request the application form in an alternative format.

We would encourage you to submit your application as soon as you are able as we reserve the right to act on received applications before the closing date has passed.

Closing date: 9.00am, Monday 20 September 2021



JOB DESCRIPTION

Reporting to	Head of Academic Standards
Salary	Support Staff Grade G £20,493 - £22,637 (actual salary £15,000 - £16,933)
Working pattern	32.5 hours pw (8.00am – 3.00pm) / 38 weeks pa

Purpose

This role will establish and develop a professional service to support the school with an enhanced pastoral provision, with a focus on Pupil Premium and disadvantaged students.

Role Responsibilities

Track the attendance and punctuality of students, using effective intervention strategies to maximise their attendance

- Manage the monitoring and evaluation of student's attendance against targets
- Implement effective intervention strategies to ensure that all students are supported to attend, participate and achieve
- Communicate effectively, and build positive professional relationships, with parents/carers, colleagues, and external agencies in relation to students' attendance and any relevant intervention strategies
- Establish reasons for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specific timescales

Carry out all work in line with Child Protection and Safeguarding procedures

- Attend case conferences, strategy and planning meetings, or other meetings relating to child protection cases that require input
- Liaise and work with other related professionals including the police, Social Services, Housing, Health and any other statutory or voluntary organisations
- Be responsible for Early Health Assessment (EHA) documentation
- Keep clear and concise records of all consultations and write reports as required for the school
- Acquire and maintain a working knowledge of the statutory framework on school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others
- Manage and prioritise own workload

Monitor and enhance pastoral provision

- Liaise with teachers regarding the pastoral needs of students



- Liaise with the Head of Academic Standards to ensure the emotional and social needs of students, particularly vulnerable or disadvantaged, are being met
- Support the Head of Academic Standards and Heads of Learning Community in ensuring effective pastoral and academic interventions are put in place to enable all students to be successful and evaluate the impact of these
- Enhance the learning of students in the relevant year groups by the promotion of activities beyond the classroom
- Other activities relevant to the cohort, including but not limited to: running assemblies, liaison with year 6 transition team, support for students during the options processes, alternative education programmes, supporting the smooth running of external or internal exams for the year group

Represent the school

- Work independently & proactively
- A credible, professional representative of the school
- Promote NSG values and ensure all students follow the school's high expectations in and out of the classroom
- A positive role model in terms of challenging infringements of school rules and insisting on high standards of conduct and behaviour

Whole School Contribution

- To follow the school's policies and procedures for securing the safeguarding and welfare of students and staff
- To contribute to the development of whole school policy, aims and outcomes
- To play a full part in the life of the school community, support the distinct NSG ethos, and encourage staff and students to follow this example
- To attend staff meetings and other meetings with colleagues or parents as appropriate and as reasonably directed
- To carry out duties assigned by members of the Senior Leadership Team

Additional Duties

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.



PERSON SPECIFICATION

Education / Training / Qualifications	Essential / Desirable
Good literacy and numeracy skills to Level 2 Good level of general education to Level 3	<i>Essential</i>
Evidence of further professional qualification Recent and relevant CPD	<i>Desirable</i>
Experience	
Experience of working with children and young people or evidence of working in a pastoral capacity Ability to use data effectively to assess set priorities and track progress	<i>Essential</i>
Experience of self-management and working as part of a team Management responsibility	<i>Desirable</i>
Abilities, Skills and Knowledge	
Ability to develop professional relationships with young people Ability to inspire, motivate and challenge students Understanding of how to use high expectations to contribute to a purposeful learning environment Ability to communicate effectively with relevant stakeholders Ability to organise and prioritise own workload and time	<i>Essential</i>
An understanding of current educational policy for example around every child matters, mental health, etc.	<i>Desirable</i>



Personal Skills and Attributes	Essential / Desirable
<p>Passionate belief in the potential of all young people to aspire and achieve</p> <p>Energy and enthusiasm</p> <p>A calm demeanour under pressure</p> <p>Flexibility and responsibility to cope with the diverse needs of the post</p> <p>Resilience to work under pressure</p> <p>Positive, optimistic and a problem solver</p>	<p><i>Essential</i></p>

