



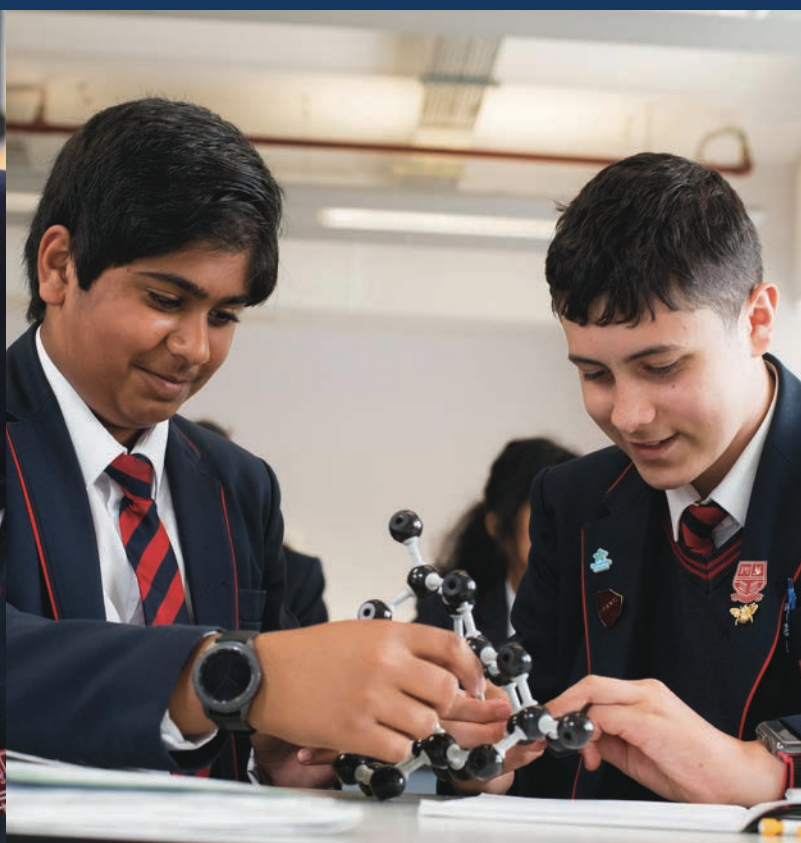
**Pleckgate**  
HIGH SCHOOL

Aspire & Believe. Act & Succeed.

**Ofsted**  
Outstanding  
Provider

# Learning & Pastoral Support Officer

## Candidate Information





## A message from the Headteacher

“Highly effective additional support and guidance for pupils with special educational needs and/or disabilities (SEND), for those pupils who need to catch up in Year 7, for disadvantaged pupils, and for those who are new to learning English ensure that they too progress very well.”

Ofsted, January 2019

Applications are welcome for the position of a term time plus two weeks **Learning & Pastoral Support Officer**. This is an opportunity to join an outstanding school at an exciting stage of its journey. This is a new post due to an increasing school roll.

In January 2019, the school was judged as outstanding in all areas by Ofsted. A copy of the School Inspection Report can be found on the school's website. Inspectors found our school to have a “great sense of industry and endeavour” and described the school as “harmonious” with a “common goal to excel”.

Pleckgate High School, sponsored by the Education Partnership Trust (EPT), is a large 11 – 16 secondary school situated on the northern outskirts of Blackburn with Darwen. With 1200 students, 180 staff and state-of-the-art facilities, we are a thriving multicultural community that places the best interests of young people at the heart of everything we do.

At the heart of the school's work is a commitment to high quality teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others. Pleckgate students are encouraged to have ambitious goals and to be responsible for creating a culture of high expectations and academic excellence.

We are proud of our achievements, our examination success, our extra-curricular programme, our charity work and our community involvement. Over the past three years the School has achieved the following:

- Judged as Outstanding across all four areas: Leadership and Management, Quality of Teaching, Outcomes and Personal Development and Welfare.
- Outcomes in 2019 continued to demonstrate excellent progress with a fifth successive year of positive

Progress 8 and in the top 20% of schools nationally.

- In September 2019, admission numbers to Pleckgate increased by 20% in first choices and, for the first time in three years, the school is oversubscribed.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all students, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then, we would love to hear from you. In return, we will guarantee you the very best level of support, focusing on providing you with the right environment.

If you have any questions about our school, or the role itself, please don't hesitate to get in touch and please visit our school website [www.pleckgate.com](http://www.pleckgate.com) to get a flavour of what we have to offer.

**Mark Cocker**, Headteacher



# Why Pleckgate?



**Ofsted**  
Outstanding  
Provider



## Secondary School of the Year

Named as a  
Beacon of  
Success  
by the Institute for  
Public Policy Research

### Placed in the top five schools in the UK

based on results for schools  
with similar prior attainment

### Progress 8 Score:

This school's  
Progress 8 score is  
**0.2**

**Well below  
average**

About **12%** of  
schools in England

**Below  
average**

About **18%** of  
schools in England

**Average**

About **40%** of  
schools in England

**Above  
average**

About **18%** of  
schools in England

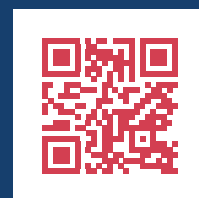
**Well above  
average**

About **12%** of  
schools in England



**Education  
Partnership  
Trust**

An Education Partnership Trust School



Take a Virtual Tour at  
**[pleckgate.com/tour](https://pleckgate.com/tour)**

# Job Description



**POSITION:** LEARNING & PASTORAL SUPPORT OFFICER  
**GRADE:** E (SCP range £20,903 – £23,541 per annum pro-rata)  
**REQUIRED:** September 2021 or earlier

“Staff actions to promote pupils’ physical and emotional health are outstanding.  
Pupils feel very well looked after and trust staff to take care of them.”

Ofsted, January 2019

The Governing Body of Pleckgate High School wish to appoint a hardworking and enthusiastic Learning & Pastoral Support Officer. The Learning Support and Pastoral departments consists of a team of experienced and highly motivated staff and we are looking for a candidate who can play a central role in building on the strengths and success of the departments and the school. We are committed to raising the standards that promote the welfare of our pupils through safeguarding and enhancing their learning experience.

We can offer you:

- A culturally and socially diverse student body who behave well and are keen to learn.
- State-of-the-art facilities.
- Hardworking students and a committed body of teachers and support staff.
- A supportive leadership team who welcome fresh ideas.
- An ICT rich environment where all students have mini iPads and all teachers have iPads and a MacBook.
- Part of a growing MAT with associated benefits such as Health and Dental Care Plans for staff.

We are looking for somebody who is:

- Passionate about securing the best outcomes for pupils.
- Committed to raising standards that promote the welfare of our students.
- Positive, with a ‘can do’ attitude.
- Patient and persistent in providing support and care to our pupils.
- Understanding and knowledgeable of positive behaviour management strategies.
- Able to engage, motivate and inspire students and colleagues.
- Enthusiastic with regard to assisting the teacher in the delivery of the curriculum.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to enhanced DBS clearance.

**Closing Date:** Monday 1st March 2021 09:00  
**Interview Date:** To be confirmed

**For further enquiries please contact [jferguson@pleckgate.com](mailto:jferguson@pleckgate.com)**

# Job Description



**POSITION:** LEARNING & PASTORAL SUPPORT OFFICER  
**REPORTS TO:** Behaviour Manager  
**GRADE:** E (SCP range £20,903 – £23,541 per annum pro-rata)

## JOB PURPOSE

- You will be responsible for the pastoral welfare of the students within the school, ensure effective communication with their parents/carers to engage them as key stakeholders in their child's educational experience.
- To provide support for vulnerable children within the school in order to ensure safety and break down barriers to learning.
- To communicate effectively with all appropriate staff to ensure all are aware of vulnerable children's needs.
- You will also be responsible for supporting with behaviour in school, establishing productive working relationships with students and acting as a role model.
- Responsible and responding to unpanned events.
- Responsible for planning bespoke interventions where needed.
- Responsible for reviewing and monitoring personal support plans to provide the pastoral support required.
- Liaising with external / outside agencies as required.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- To work under the guidance of senior staff to implement effective pastoral support.
- Communicate effectively with all agencies to arrange and produce accurate records of all meetings.
- To be designated lead for vulnerable groups of children in school.
- To support children with barriers to learning.
- Be an active member of the Pastoral Team.
- Provide cover for the Behaviour Manager when required.
- Provide support for students by monitoring and evaluating appropriate strategies for KS3/KS4 student progress tracking, target setting and mentoring.
- Providing effective care and guidance for students, including for those with SEND, Child Protection issues and Looked after Children.
- Contributing to curriculum provision issues related to a particular Key stage e.g. Options, Work Related Learning, and Induction.
- Monitoring punctuality and attendance, liaising with HOY, Form Tutors and assisting with interviewing persistent poor attenders and their parents, to encourage co-operation and support.
- Developing and maintaining positive relations with parents, fostering an open-door culture to encourage active involvement in their children's education.
- Upholding and promoting positive behaviour for learning and dealing with issues arising swiftly and effectively, liaising with the wider pastoral team where relevant.
- Liaising with outside agencies to ensure best provision for students, including compiling reports when required.
- Overseeing relevant administrative details relating to allocated student groups.
- Liaising with relevant internal and external staff, to contribute to the effective KS2-3 transfer and the induction of Year 7 or KS4 – Post 16 transfer.
- Being available for students throughout the day, especially during breaktimes, lunchtimes and after school.
- Using the school's reward system effectively and monitoring students' progress, celebrating achievements using assemblies, class visits and parental contact.
- Ensuring students' safety at all times, in and out of the classroom.
- Supervising students during break and lunchtimes.
- Leading assemblies focused on particular themes and issues to ensure a breadth of suitable experience and exposure to contemporary life.
- Enabling students to be included in all aspects of school life.
- Respond to (unplanned) incidents that occur during the school day
- Plan and deliver bespoke interventions to students/cohorts of students, as identified by the HOY

# Job Description



- Coordinate work and supervise students in the Inclusion unit.
- Support the HOY with the monitoring of behaviour reports for identified students/cohorts of students
- Support with the supervision of detentions
- Attendance at relevant safeguarding/external agency meetings

## PROVIDING SUPPORT FOR TEACHERS

- To liaise with teachers and departments in relation to behaviour and learning of individual and groups of students.
- To promote teamwork in order to ensure effective working relationships.
- To be responsible for parental contact in relation to persistent poor student behaviour and barriers to learning.
- To monitor, evaluate and review the effectiveness and achievement of learning in the Key Stage.
- Assisting with home school liaison.
- Managing student behaviour around the school.
- Managing relevant Parent/carer review days, as agreed with the relevant senior staff.
- Support the HOY/SLT with relevant Parent and Raising Achievement Evenings managing pastoral staff and providing data

## PROVIDING SUPPORT FOR THE SCHOOL

- Taking the lead on all aspects of pastoral care for a year group, monitoring their progress and identifying barriers to learning and where intervention may be appropriate.
- Supporting the educational aims and objectives of the school's beliefs and values and to encourage staff and students to follow this example.
- Providing reports relating to student behaviour with detailed actions and proactive solutions.
- Compiling reports for Pastoral Support Plans, Respite placements and Supported Transfers
- Compile, review and monitor reports as needed to provide pastoral support to identified students (eg. Personal Support Plans)
- Supporting the establishment and maintenance of positive relations with parents/carers, support agencies and students.
- Attending and contributing to extra-curricular meetings.
- Adhering to, the school's policies and procedures.
- To assist in the production of relevant information as required by the Senior Leadership Team and Governing Body.
- Being aware of confidentiality issues particularly relating to child protection.
- Completing individual training and development and assist in the training of new members of the team.

## QUALITY ASSURANCE

- Keep up-to-date with Ofsted criteria and judgements associated with behaviour and welfare and outcomes for students.
- Help to implement quality procedures and modify and improve procedures where required. Contribute to the process of monitoring and evaluation of administration in line with agreed procedures, including evaluation against quality standards and performance criteria.

## MANAGEMENT INFORMATION AND ADMINISTRATION

- Develop and maintain effective recording systems that can be used to provide evidence of progress for other staff and parents.
- Provide relevant information as and when required.

## COMMUNICATION

- Maintain effective links throughout the school and with parents.
- Communicate and consult with other schools' staff as needed.
- Promote a positive service to both staff and students.
- Communicate and cooperate with internal/external individuals and bodies as appropriate. Follow agreed policies for communication within the school.

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

# Job Description



## Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars.

The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

# Person Specification



<b>Job Title:</b>	<b>Learning and Pastoral Support Officer</b>
<b>Reports to:</b>	<b>Behaviour Manager</b>
<b>Grade:</b>	<b>E (SCP range £20 903 – £23 541 per annum pro-rata)</b>

No	CATEGORIES	Essential / Desirable	App Form	Interview / Task
<b>QUALIFICATIONS &amp; EXPERIENCE</b>				
1.	Experience of completing referrals to outside agencies.	E	✓	✓
2.	Experience of working with a variety of outside agencies.	E	✓	✓
3.	Experience of leading meetings.	E	✓	
4.	Experience of working with and support children and families.	E	✓	✓
5.	Experience of pastoral management.	E	✓	✓
6.	Experience of monitoring attendance.	E	✓	✓
7.	Experience of previous employment in/working with schools.	E	✓	✓
8.	Degree in a related subject.	D	✓	
9.	Five GSCE grade c and above.	E	✓	
10.	DSL trained.	D	✓	
11.	Driving license & willingness to drive the school minibus.	D		✓
<b>KNOWLEDGE &amp; UNDERSTANDING</b>				
12.	The principles of child development and processing of learning.	E	✓	✓
13.	How to remove barriers to learning for pupils with a range of SEN (cognitive learning difficulties, ASD, Communication and Language needs, Attachment needs, Social and Emotional development needs) and promote inclusion.	E	✓	✓
14.	How to support the development of social communication and literacy skills, promoting high standards of literacy, articulation and numeracy.	E	✓	✓
15.	How to support the development of independence.	E	✓	✓
16.	Awareness of the requirements and how to support children and families with additional needs.	E	✓	✓
17.	Understanding of Child Protection Issues.	E	✓	✓
18.	Excellent written communication skills and a high level of ICT literacy.	E	✓	✓
<b>SKILLS</b>				
19.	Is able to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.	E	✓	✓
20.	Able to develop appropriate strategies for KS2/KS3/KS4 student progress tracking, target setting and mentoring.	E	✓	✓
21.	Excellent communication skills (verbal and written).	E	✓	✓
22.	Excellent behaviour and de-escalation skills.	E	✓	✓
<b>PUPILS &amp; STAFF</b>				
23.	An understanding of excellent strategies for management of SEMH needs and challenging behaviour.	E	✓	✓
24.	A commitment to valuing, supporting and encouraging the professional development of all members of the school community.	E	✓	✓





STRENGTHENING COMMUNITY				
25.	Show evidence of building and nurturing a strong positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement.	E	✓	✓
26.	A commitment to building and maintaining effective and positive relationships with parents/carers, governors, the wider community and other schools.	E	✓	✓
27.	Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.	E	✓	✓
PERSONAL QUALITIES				
28.	Proven ability to listen to, understand and work effectively with all children, staff, governors and parents/carers.	E	✓	✓
29.	Ability to work under pressure and to meet deadlines.	E	✓	✓
30.	The ability to foster an open, transparent and equitable culture, deal effectively with difficult conversations and conflict at every level, and to value and praise good and outstanding practice.	E	✓	✓
PROFESSIONAL VALUES AND PRACTICE				
31.	Be positive and respond to situations in a calm, professional manner at all times.	E	✓	✓
32.	Be self-motivated, creative, robust and resilient.	E	✓	✓
33.	Carry out responsibilities while being flexible and adaptable.	E	✓	✓
34.	At all times model good relationships, attitudes and behaviour.	E	✓	✓
35.	Work collaboratively within a team using own initiative.	E	✓	✓
36.	A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.	E	✓	✓



# Contact

Mrs J Ferguson, PA to the Headteacher

Pleckgate High School,  
Pleckgate Road, Blackburn, BB1 8QA

<b>Phone</b>	01254 249134
<b>Email</b>	<a href="mailto:jferguson@pleckgate.com">jferguson@pleckgate.com</a>
<b>Website</b>	<a href="http://pleckgate.com">pleckgate.com</a>
<b>Twitter</b>	<a href="https://twitter.com/PleckgateHigh">@PleckgateHigh</a>



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