



HAMPTON HIGH

Hanworth Road, Hampton, TW12 3HB

020 8979 3399

www.hamptonhigh.org.uk

info@hamptonhigh.org.uk

Headteacher: Mrs Rebecca Poole

November 2018

Dear Applicant,

Thank you for expressing an interest in the post of Pastoral Support Officer at Hampton High. Please find attached the Job Description and Person Specification for the position.

The successful applicant will be joining the school at a very exciting time. Since joining the school in September 2017 Governors, staff and I have worked together to build on the strengths of this developing school to ensure that Hampton High becomes the school that our students and community deserve.

This summer has seen a further improvement in our results and we can also see changes across the school which demonstrate improved teaching, leadership development, inclusion and a newly defined vision and values.

This post is crucial to reaching our aim of becoming an outstanding school and will be a challenging and rewarding role. The successful applicant will be joining a committed group of staff who work hard to maintain a supportive and friendly ethos.

The enclosed information gives you a snapshot of the school. If you would like to visit the school prior to the closing date, please contact Kirsty Martin by email at Kirsty.martin@hamptonhigh.org.uk or on 020 8979 4754.

I look forward to receiving your application.

Yours sincerely

Rebecca Poole
Headteacher



Job Title: Pastoral Support Officer

Salary Grade: Scale 5 point 25 (actual pro rata salary £22,372)

Hours and weeks 36 hours, 39 weeks (Term-time only)

Key Purpose:

- To liaise with parents and carers regarding student behaviour under direction from the Pastoral Support Manager
- To work with the Heads of Year, teaching staff and outside agencies to provide appropriate support for individual students or groups of students
- To support Heads of Year with discipline and incidents of misbehaviour in the first instance and implement further action as required.
- To carry out a range of administration tasks related to and in support of the above
- To actively support with extra-curricular opportunities for students

For further details please contact Kirsty Martin (PA to Headteacher) on 020 8979 4754 or email kirsty.martin@hamptonhigh.org.uk

Hampton High is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Hampton High is an equal opportunities employer.

Closing date: Monday 19th November 2018 - noon

Interviews: w/c 19th November 2018

Start date: As soon as possible



Please read these notes before completing the application form

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by telephone or email.
- Please submit your application form by 12 noon on the closing date to jobs@hamptonhigh.org.uk
- You will be asked to sign a hard copy if you are appointed.
- Hampton High is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.



Job Description – Pastoral Support Officer

Job Title: Pastoral Support Officer

Salary Grade: NJC 5 point 25 (actual pro rata salary £22,372)

Hours and weeks 36 hours, 39 weeks (Term-time only)

- **Key Purpose:** To liaise with parents and carers regarding student behaviour under direction from the Pastoral Support Manager
- To work with the Heads of Year, teaching staff and outside agencies to provide appropriate support for individual students or groups of students
- To support Heads of Year with discipline and incidents of misbehaviour in the first instance and implement further action as required.
- To carry out a range of administration tasks related to and in support of the above
- To actively support with extra-curricular opportunities for students

Reports to Pastoral Support Manager

Accountabilities

1. Accountable for student behaviour and well-being in collaboration with Pastoral Support Manager and Heads of year.

Key Tasks

- Ensure school policies are consistently applied e.g. uniform and behaviour.
- Liaise with parents and carers regarding student behaviour and arrange for work to be provided in instances of absence from school under the direction of Pastoral Support Manager
- Assist with students on report with the Pastoral Support Manager and Heads of Year. This should include having students on report and ensuring poor behavior is being addressed and improved, with interventions and outcomes being recorded.
- Support individualized support programmes, ensuring that interventions and outcomes are being monitored.
- Liaise with external agencies to support the education of individual students, e.g. school nurse, counsellors.
- Escorting students to designated locations/activities as required. This may include detentions, after school activities or ensuring their journey to and from school is safe.
- Assist with the annual reporting process for appropriate year groups, taking a proactive approach to produce behaviour data thus ensuring accurate reports and profiles.
- Assist with the co-ordination of specific year activities as required. This will include academic tutoring, review and award assemblies etc.

- Evaluate the impact of specific year group activities to ensure there is a positive impact for students
- Attended PSPs, annual reviews and other meetings with outside agencies as required.
- Lead on the organisation of the internal exclusion provision

2. Personal professional development and any other duties

- Participate in any relevant training as identified through review and the School Development Plan;
- Undertake any other duties as requested commensurate with the grading and responsibilities of the post
- Participate in the school's performance management system.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification – Pastoral Support Officer

Qualifications	Essential	Desirable
English and Maths to GCSE standard or equivalent	/	
Current first aid qualification or willingness to gain the qualification		/
Experience		
Experience of working in a secondary school setting		/
Experience of working with young people	/	
Experience of SIMS package, or other suitable alternative		/
Experience of managing and operating administrative systems		/
Knowledge and Skills		
Excellent organisational and time management skills	/	
Ability to prioritise and delegate tasks effectively	/	
Ability to accurately record data and extract reports	/	
Ability to use ICT effectively	/	
Working knowledge of relevant policies/legislation i.e. Data Protection and Safeguarding and Child protection	/	
An excellent standard of written and oral communications	/	
Excellent interpersonal skills. The ability to build and maintain successful relationships with all stakeholders	/	
Understanding of school structures and roles and responsibilities		/
Knowledge of relevant policies and procedures within the school		/
An ability to cope with stressful / conflict situations	/	
An ability to manage Restorative Justice Conversations to mediate and restore relationships between students and/or students and staff		
Ability to manage difficult conversations and maintain confidentiality at all times	/	
Experience of a range of effective behaviour management strategies	/	
Other	/	
Recognition of the importance of personal responsibility for health and safety.	/	
Commitment to continuing professional development of yourself and others.	/	
A demonstrable commitment to the safeguarding of children and child protection.	/	
A demonstrable commitment to equal opportunities	/	
Commitment to the school's ethos, aims and its whole community	/	
A willingness to take part in extra-curricular activities.		/
A knowledge of 14-19 Careers Education		/
Able to drive the school mini bus (no special licence required)		/

