



Stour Vale Academy Trust

REDHILL SCHOOL



CANDIDATE INFORMATION PACK

Pastoral Support Officer

ABOUT OUR SCHOOL

KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,218
Number of teaching staff	70.7(FTE)
Date school established	1976
Budget	£8.4m
Pupil Premium	24%
% of students with SEN in the school	14%
% of students on free school meals	23%

ACADEMIC ACHIEVEMENTS

GCSE Results 2024	<p>Attainment 8—Whole School 48.6</p> <p>Progress 8—Whole School 0.22</p> <p>Basics Standard (English and Maths 9-4) - Whole School 74%</p> <p>Basics Good (English and Maths 9-5) - Whole School 57%</p> <p>E Bacc (4+) - Whole School 50%</p> <p>E Bacc (5+) - Whole School 37%</p> <p>Data used from SISRA Analytics Collaborative Data 2024</p>
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Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

About our School

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

Safeguarding

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection
Policy please follow this link:**

<https://www.redhill.dudley.sch.uk/policies>

About Stour Vale Academy Trust

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

Our Vision and Values

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will ***create the difference together.***

Pastoral Department

We currently have 5 teaching Heads of Year, who play a huge role in supporting all the children in their year group. The Heads of Year are supported by an experienced team of pastoral support staff. We are very proud of the knowledge and care that this team has.

Headteacher Mr James Clayton				
Deputy Headteacher Mrs Carrie Mather (Behaviour Culture and Ethos & DSL)				
Assistant Headteacher Miss Amy Lesniewski (Inclusion and SENCO)			Assistant Headteacher Mr Dan Moss (Behaviour & Attendance)	
Head of Year 7 Mrs L Rowell	Head of Year 8 Miss L Glover	Head of Year 9 Miss H Cocoran	Head of Year 10 Mr J Vaughan	Head of Year 11 Miss T Ford
Pastoral Support officer (non-teaching)	Pastoral Support officer (non-teaching)	Pastoral Support officer (non-teaching)	Pastoral Support officer (non-teaching)	Pastoral Support officer (non-teaching)

The leadership structure for Inclusion at Redhill is outlined below:

In addition to this we have:

- Attendance Officer
- 3 x school counsellors (part time)
- Alternative Curriculum and Personalised Learning Centre Manager
- High level administrative support

The school takes in 245 students in each year group, these are then split into 8 form groups of mixed ability. Form period is for 30 minutes each day and takes place between 13.10 pm and 14.10 pm depending upon the year group. Each year group has one assembly each week. PSHE is taught as a separate subject area across the school.

The non-teaching Pastoral Support Officer will provide support to the Head of Year. Helping to maintain standards across the year group whilst supporting the children to develop both socially and academically. Working alongside all staff in school and external agencies, you will play a major role in the school's journey for excellence across all aspects of school life.

JOB DESCRIPTION

Job Title: Pastoral Support Worker

Contract: Permanent. 37 hours per week,

Term time only (39 weeks)

Salary scale: Grade 7 SCP 18 to 23

£ 26614.81 To £29059.51 (- 5 years service)

£ 27098.89 To £29588.07 (+ 5 years service)

Responsible to: Deputy Head Teacher

Under an agreed system of supervision, to take the lead within the school to address the needs of pupils who need particular help to overcome barriers to learning.

Pastoral Support:

- Take a lead role in managing and delivering pastoral support to pupils.
- Manage and supervise pupils excluded from and/or otherwise working to modified timetable.
- Provide advice to pupils relating to their social, health, hygiene and emotional development needs.
- Undertake comprehensive assessments of pupils to determine those in need of particular help.
- Assist the teacher with the development and implementation of individual Education/ Behaviour/ Support/Mentoring plans.
- Take a lead role in the provision of support for pupils with special needs.
- Establish productive working relationships with pupils, acting as a role model.
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils individually or in small groups.
- Take a lead role in managing the speedy/effective transfer of pupils across phases and support the reintegration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/ behaviour and attendance and consequences of their actions.
- Challenge and motivate pupils, promote and reinforce self esteem.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc. Establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Take a lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems, safeguarding etc.
- Admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making phone calls etc.

Support for Teaching and Learning:

- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Support pupils access to learning using appropriate strategies, resources etc.
- Work with other staff, including specialist staff and professional agencies in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Manage record keeping systems and processes.
- Take a lead role in the development and implementation of appropriate behaviour management strategies.

Continued...

- Implement agreed learning/teaching programmes, adjusting activities according to pupil responses/needs.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School:

- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils 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/professional, in liaison with the appropriate staff, to support achievement and progress of pupils.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

This job description may be amended at any time following discussion between the head teacher and member of staff, to be reviewed annually.

PERSON SPECIFICATION

Criteria	Essential
Experience	<ul style="list-style-type: none">• Minimum of 2 years office experience working with children of relevant age• Experience of working with pupils with additional needs• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation• Working knowledge of relevant learning programmes• Understanding of principles of child development and learning processes and in particular, barriers to learning• Ability to plan effective action for pupils at risk of underachieving• Full understanding of range of support services/providers.
Qualifications / Training	<ul style="list-style-type: none">• Experience of working in a pastoral context in schools.• GCSE English & Maths grade C or above
Personal Qualities and Attributes	<ul style="list-style-type: none">• Ability to self evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Ability to work constructively as part of a team, understanding school roles and responsibilities and own position in these• Good organisational and communication skills• Ability to identify own training needs and willingness to participate in training and development opportunities.
Practical Skills	<ul style="list-style-type: none">• Effective use of ICT and other specialist equipment.



REDHILL SCHOOL
Junction Road
Stourbridge
West Midlands
DY8 1JX

01384 816355

www.redhill.dudley.sch.uk

www.svat.org.uk

For an informal discussion please contact:

Mr Clayton, Headteacher
(info@redhill.dudley.sch.uk)

Please send completed application forms to:

Mrs J Endicott, Redhill School, Junction Road, Stourbridge, DY8 1JX

or email to:

jobs@redhill.dudley.sch.uk

or apply via TES

CLOSING DATE: Monday 28 April 2025 (9am)

INTERVIEWS: To be advised

Only successful candidates will be contacted.

Please contact the Headteacher's PA, Mrs Joanne Endicott, to arrange a visit to the school.

Either call 01384 816355 or email info@redhill.dudley.sch.uk
(please include a contact number).

Please note only successful candidates will be contacted.

All candidates are subject to safer recruitment procedures.

NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.