



# Job details

## KS3 or KS4 Pastoral Support

<b>Post</b>	KS3 or KS4 Pastoral Support
<b>Hours</b>	Full-time (37 hours per week) , term-time
<b>Start Date</b>	September 2019
<b>Salary</b>	NJC Scale SO1/SO2 depending on experience

Thank you for requesting details of the above post. I hope the following details will give you an impression of an exciting opportunity to join an exceptional team to work in one of the country's top comprehensive schools and our brand new studio school. To that end, I include details about the Schools and the post. You can get more of a 'feel' for the life of the school by visiting our website <https://moodle.queenelizabeth.cumbria.sch.uk/> and <http://www.qestudio.org.uk/> I appreciate that, for a post like this, there is much in addition that you would want to know and I can assure you that at the information stage we will share with you as much as is feasible. If there is anything specific you wish to know at this stage please don't hesitate to get in touch.

## The Post

We are seeking to appoint a highly motivated, enthusiastic and hard-working colleague to join our strong pastoral team in the role of Pastoral Support at either KS3 or KS4. This is a non-teaching role to which the person appointed will be a key member of our pastoral team.

They will work closely with young people across KS3 or KS4 providing pastoral care for pupils. The role is a new venture for us as we grow our pastoral capacity and explore new ways of working. The role will involve supporting individual pupils in their personal development and academic progress, including social and emotional learning and helping to find ways to address underlying causes of any concerning or challenging behaviour. A key part of the role will be supporting the work of Heads and Deputy Heads of Year by following up concerns and incidents involving pupils and bringing these to a

successful conclusion. They will need to liaise with colleagues on pastoral issues involving pupils and work closely Designated Safeguarding Leads in their duty to keep children safe in education. We would expect them to contribute to establishing and promoting our school ethos of scholarship and care across the Key Stage and to be an integral part of our Positive Behaviour Management System and approaches.

The person appointed to the role will be required to work in partnership with parents, pupils, outside agencies and key members of staff ensuring successful outcomes for children. In addition, they would be expected to lead on Pastoral Support Programmes, TACs, Early Help Assessments and use data to monitor the effectiveness of interventions. They will uphold the Core Values that underpin our school and demand the highest standards of conduct and behaviour from pupils, as well as supporting pupils to overcome any difficulties that they may face.

## The Person

The following summarises the main characteristics. Hopefully, this won't seem too daunting given the nature of the role, but please do understand we have a supportive ethos. The qualities we will be looking for include:

- A belief in the interdependence of Scholarship and Care
- A belief in the values-led education based on our 10 Core Values
- A belief in the importance of personal development as defined by our Successful Learner model
- A belief that every child has the right to stay safe, be healthy, enjoy and achieve in their learning, make a positive contribution to their communities and be free from the negative impact of poverty and achieve economic well-being ( The Every Child Matters outcomes)
- A sound educational background with a proven knowledge child development and experience working with KS3 or KS4 young people
- An understanding of positive behaviour management strategies
- Relevant experience
- Impeccable administrative and organisational abilities and an efficient demeanour
- A friendly, outgoing personality
- Excellent communication skills
- Capacity to work independently but also as part of a team
- Good IT skills
- Strong personal qualities including patience and determination
- An ability to work effectively under pressure
- A sense of humour
- A commitment to working within a strong community ethos

## How to apply

If you feel you would like to apply for the job, as well as filling in all sections of the application form, could you also write a short letter (two sides A4 max) covering the following:

- Your relevant experience
- What you feel you could bring to the Schools
- Why the job appeals to you

You should let us have your application form and letter as soon as possible and no later than 20 May 2019, and if successful, we will invite you to interview. I'm afraid costs preclude us informing unsuccessful applicants personally.

I do hope you will take the time to apply. This is a marvellous school in which to work and this is a very exciting opportunity. If you require further information or wish to discuss any issues, please do feel free to give me a ring. In the meantime, good luck with your application. I look forward hopefully to meeting you soon.

Cathy O'Neill

Headteacher

Queen Elizabeth School