

ST IVO ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

PASTORAL SUPPORT OFFICER

CANDIDATE PACK



Open Letter from our Principal

Dear Colleague,

Thank you for your interest in St Ivo Academy and the post of Pastoral Support Officer. This is an opportunity to join a vibrant and supportive pastoral team, where no two days are ever the same.

St Ivo is a large 11-18 comprehensive academy in the town of St Ives, Cambridgeshire. We have around 1700 students with around 300 in our Sixth Form. The school is 70 years old and is proud of its place within the local community. We are a truly comprehensive and inclusive academy. This is reflected in our approach to all areas of our work, from supporting students preparing for Oxbridge through to working with the most vulnerable - St Ivo embraces everyone.

We are committed to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture. We believe that schools must teach powerful knowledge, 'the best that has been thought and said' and an 'entitlement curriculum' for all. We believe in explicit instruction and have been greatly influenced by Lemov's 'Teach Like A Champion', Rosenshine and recent developments in cognitive science. We believe that the creation of a scholarly culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', ensuring impeccable behaviour, where teachers can focus on teaching and pupils can focus on learning, underpins everything.

We are values-driven and our vision is to provide an inclusive, aspirational and academic education for all our students, so that all of them will learn, thrive and lead successful lives. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. We want to ensure that all our students have the option to be able to go to university or aspirational alternative. We are not going to reduce expectations because of a child's background or home life, or because they are new to English or have a special education need. In fact, the opposite is true. It is our job to redouble our efforts to help children overcome these barriers so that they can flourish.

I hope that you will want to find out more about St Ivo Academy and that you will want to apply for the post. If you would like to more information prior to application, please do get in touch. Please contact Clare Sherwood, Vice Principal, email Clare.Sherwood@astreastivo.org. If you would like to visit us prior to application, you would be most welcome. Please contact Emillie Newell, PA to Senior Leaders, on 01480 375400, or email office@astreastivo.org to arrange a visit.

I look forward to receiving your application.

Yours sincerely

Tony Meneagh, Interim Principal



Job Description

JOB TITLE:
Pastoral Support Officer

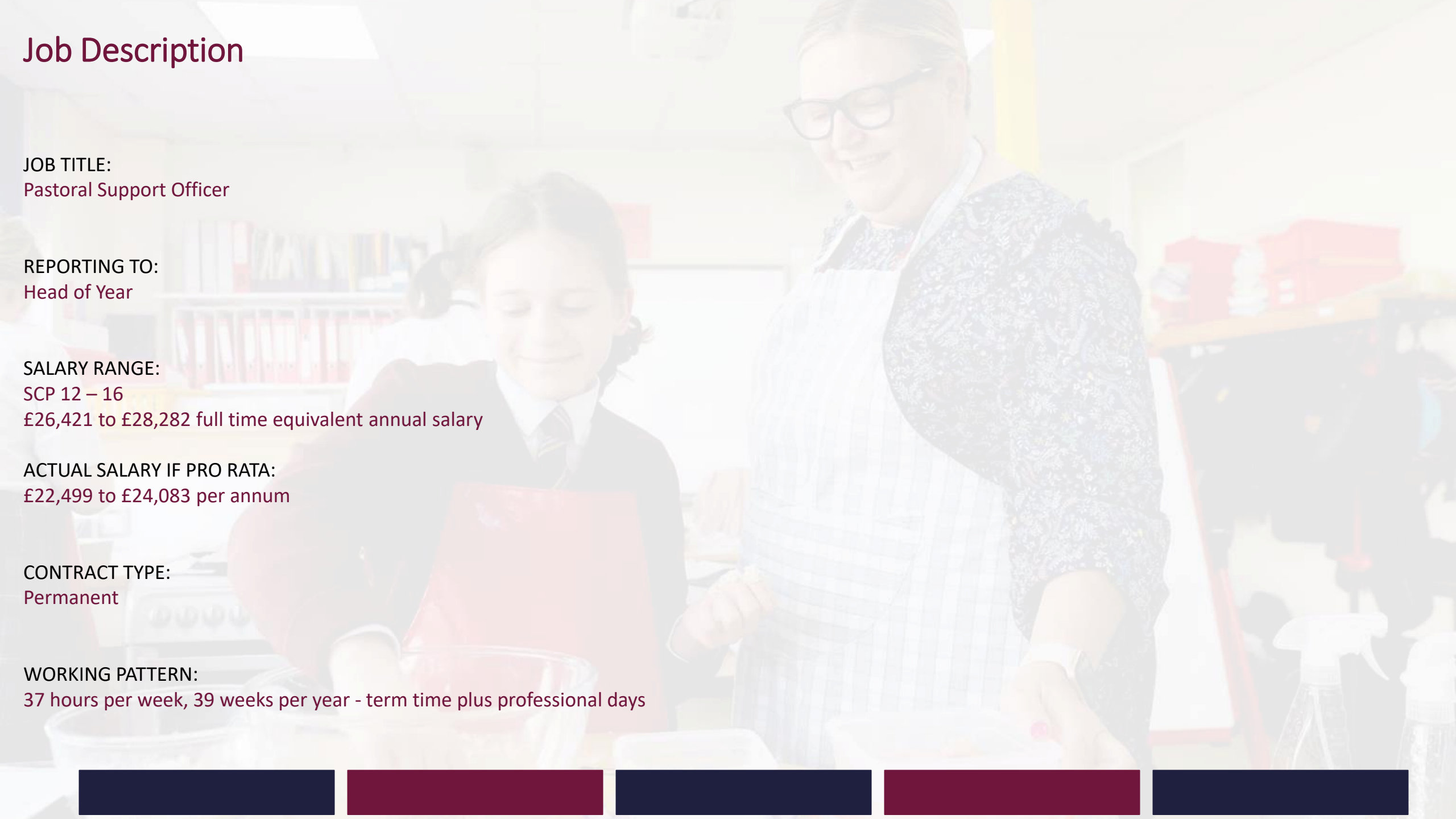
REPORTING TO:
Head of Year

SALARY RANGE:
SCP 12 – 16
£26,421 to £28,282 full time equivalent annual salary

ACTUAL SALARY IF PRO RATA:
£22,499 to £24,083 per annum

CONTRACT TYPE:
Permanent

WORKING PATTERN:
37 hours per week, 39 weeks per year - term time plus professional days



Role Description

Purpose

To assist the Head of Year with the effective running of the pastoral system for an identified year group, and to assist with wider pastoral functions as directed. In particular, working in the areas of behaviour, attendance, parent liaison and administration.

Main Duties and Responsibilities

1. Attendance – as directed by the Head of Year, Assistant Principal in charge of attendance and Attendance Manager

- Monitor the attendance of students within the identified year group.
- Ensure all registers and completed actions taken in line with the Attendance Policy.
- Inform the Head of Year and other pastoral staff of any patterns of absence or lateness.
- Meet with other pastoral staff regularly to discuss the management of student absence.
- In collaboration with the Head of Year and other pastoral staff provide support to students and parents to encourage good attendance.

2. Administrative support for Heads of Year:

- Assist in the implementation and enforcement of academy pastoral policies and procedures, notably behaviour, attendance, punctuality, uniform and homework.
- Manage and update all student records.
- Attend and support as necessary the Open Evening and Curriculum Evening.
- Attend and support as necessary Parent Tutor Evenings and Parent/Carer Evenings.

3. Liaison:

- Act as first point of call for all parental enquiries and complaints regarding the pastoral care of their children. Resolve enquiries and complaints where possible, or otherwise pass on to the appropriate member of staff.
- Maintain a good relationship with parents.
- Contact (telephone or email) parents as directed regarding matters such as behaviour, progress and attendance.
- Liaise with external agencies as necessary, providing information as required and approved.
- Liaise with the wider staff as necessary to ensure sharing of information as appropriate.

4. Provide support for students:

- To assist the Head of Year and tutors in effectively implementing the behaviour management programmes for students.
- Follow up incidents of behaviour, gathering evidence including incident reports as directed.
- Collate work for students out of lessons including those absent on long term sick.
- Develop one-to-one mentoring relationships with students identified as requiring additional support.

5. Contribute to the wider pastoral functions of the school, such as the running of the Reset Classroom and on call systems. This may include working in the Reset Classroom Room at school break and lunchtimes and after school, on a rota basis.

6. To mentor internal AP and disadvantaged students as directed by pastoral leaders and the AP Lead.

7. To ensure that all academy and trust policies are effectively implemented. In particular, safeguarding.

8. Attend training sessions as directed. This includes a requirement to hold a current first aid at work qualification.

9. To carry out other tasks as commensurate with the post, when directed by Heads of Year or members of the senior leadership team.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

Person Specification

Experience

Working with young people

Working in a school setting is desirable.

Qualifications

A good standard of general education

First Aid at Work certificate, or willingness to undergo training

Other

Committed and reliable member of our pastoral support team

Adaptable with a flexible and proactive approach

Self-motivating

Have a 'can do' attitude and be prepared to help out the rest of the team in a willing and positive manner

High professional standards

A willingness to learn and undertake training

A good team player

Willingness and ability to obtain and/or enhance qualifications and training for the development in the post.

Evidence of recent training and professional development.

First Aid qualification (or willingness to achieve this).

Skills and knowledge

Ability to deal with a varied workload

Excellent inter and intra personal communication skills

Good administration skills – ICT literate

Multitasking

Attention to detail

Prioritising workload

Knowledge of safeguarding

Remaining calm

Maintaining confidentiality

Able to take and follow instruction

Be literate and numerate

Understanding of safeguarding

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

