

The people behind
the magic.



RYBURN
VALLEY HIGH SCHOOL



JOIN OUR TEAM

Pastoral Support Officer

Salary: £22,504 - £23,781 (FTE £26,357 – £27,852)

Contract: Permanent 37 hours – Term time plus 2 days

Closing Date: Monday 5th June 2023 - Noon

Interview: W/C Monday 5th June 2023

Start Date: September 2023



JOB PACK 2023

Together
Learning Trust



A colourful world.

Welcome to **Ryburn Valley High School**. We're a thriving and vibrant school, in a well-equipped, modern building with a truly stunning setting looking out across the Calderdale hills. Our core purpose is to inspire students with a love of learning, a zest for life and a genuine confidence to excel in a colourful world.

Ryburn is a really special school with a well deserved reputation for providing an education which develops students' character and passions as well as strong academic results. Our students are continually described as showing exemplary behaviour and kindness.

A true comprehensive, Ryburn has over 1500 students from 11-18 with a broad spread of backgrounds and levels of attainment, including ~20% on FSM and a higher than average number of students with SEND. Ryburn is the first choice school for many students who may have considered the local grammar schools, and is closely involved with the local community. Whilst many school sixth forms in the area have closed, Ryburn Sixth continues to offer a high quality 16+ provision with A-levels and vocational courses and a high level of individual support.

We are particularly proud of our student leadership, creative arts and sporting achievements. Our innovative 'iD' curriculum for PSHCE uses literature and experience-based learning to explicitly develop a range of qualities such as empathy and resilience as well as boosting literacy and has earned us the recognition of the Character Kitemark Plus. Whatever their strengths, we give students countless opportunities to shine.

We do all this through our amazing staff, in and outside the classroom, and across the trust. Staff who put passion, care and creativity at our heart, backed up with highly effective teaching strategies, and underpinned with mutual support and collaboration. Schools can be intense places to work and we always aim to put 'staff first', recognising that a focus on staff wellbeing and development benefits everyone.

Join the Ryburn family, where everyone is supported and challenged to excel.

KATH PARKER, EXECUTIVE HEADTEACHER



Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.

- OFSTED REPORT 2022

EXPLORE MORE



www.rvhs.co.uk



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS_school](https://www.instagram.com/RVHS_school)



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local group of six schools, three secondary and three primary, inspiring over 5300 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL

EXPLORE MORE



www.togetherlearningtrust.co.uk

JOB DESCRIPTION

Responsible to:	Head of Year
Scale/Salary	Grade F (16-19) – 37 hours - term time only plus 2 days
Main Purpose of the role	<p>In the role of Pastoral Support Officer you will:</p> <ul style="list-style-type: none"> • Work alongside Heads of Year to deliver an attainment focused quality framework for pastoral provision within each year group. • Attend to pupils' personal needs and provide support to assist in their social, health and hygiene development. • Provide proactive student needs assessments to identify those students requiring additional support. • Work closely with form teachers and mentors on delivering support plans to improve student behaviour, attendance, attitude and attainment potential. • Provide support for distressed pupils and provide one-to-one engagement with them where necessary. • Take a lead role in managing the transfer of pupils across phases and transition. • Provide information and advice to enable pupils to make the right choices about their learning, behaviour and attendance. • Provide feedback to students in relation to their progress, achievement, behaviour and attendance. • Monitor attendance sheets on a weekly basis and follow up with individual students and staff. • Work with the Head of Year to promote involvement in the student council and work with members of the student council to support their initiatives.
Main Duties & deliverables	<ul style="list-style-type: none"> • Work in conjunction with the Head of Year and Pastoral Leaders to plan, implement and review the positive behaviour management policy across the school to ensure it is applied consistently and a positive climate for learning is always supported across the school. • Support teaching staff with the management of student behaviour across the school. • Promote a positive behaviour ethos in all classes. • Support teaching staff with the management of student progress. • Encourage links with the community and local industry to develop appropriate contexts for applied learning. • Ensure that appropriate systems are in place to record and monitor behaviour, attainment and intervention strategies and that these are both regular and thorough. • Take a role in driving the vision for Inclusion with staff and students. • Support the development of the inclusion agenda by ensuring that the Heads of Department have clear programmes of interventions and strategies to support students' learning and classroom behaviour. • Implement systems and procedures to ensure that barriers to learning are identified, addresses and monitored. • Manage liaison with feeder schools and other relevant bodies to gather student Information. • Support student's access to learning using appropriate strategies and resources. • Monitor and evaluate students on support plans (IEP,IBP) through observation and planned recording.

	<ul style="list-style-type: none"> • Provide objective and accurate student achievement feedback to other staff, as required. • Manage record keeping systems and processes. • Develop constructive relationships with parents and carers, exchanging information, facilitating their support for their child's attendance, access and learning. • Delivering the relevant admin support for the Progress Leader In support of the pastoral goals. • Attend additional meetings (eg. RAG, Pastoral Intervention Meetings) to support student welfare and maximise student outcomes. • To work with the Heads of Year and pastoral staff to address issues for students. This will Include meeting with and liaising with parents and carers. • To liaise with the SENCO, Inclusion Co-ordinator and other in school teams In support of the goals of the pastoral function.
Expected Behaviours	<ul style="list-style-type: none"> • Support the ethos, vision, principles and values of the school. • Treat colleagues, students and all members of the community with respect and consideration. • Treat all students fairly, consistently and without prejudice. • Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. • Support the ethos of the school by upholding the code of conduct, uniform rules, etc. • Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers. • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence. • Read and adhere to School polices and implement School improvement plans. • Participate in the development and management of the school by attending various team and staff meetings. • Undertake duties as prescribed within the school's policies. • Undertake professional duties reasonably assigned to them by the Headteacher. • Be proactive and take responsibility for matters relating to health and safety. • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.
Other specific duties	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	



PERSON SPECIFICATION

To be assessed through application, reference, interview and certificates

Criteria	Essential	Desirable
Qualifications		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Previous experience of working with young people	✓	
Ability to work effectively with children of a relevant age group	✓	
Successful experience working in a school environment		✓
Skills and Abilities		
Excellent written and communication skills	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues		
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
Personal Attributes		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or a chance to visit the school ahead of making a formal application, we'd be delighted to hear from you. Please contact Carrie Burbidge at c.burbidge@rvhschool.co.uk

If you're ready to take the plunge and apply, please complete our application form and return it to HRSupport@rvhschool.co.uk by the deadline.



SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2022