



Application Pack

Pastoral Support Officer (Maternity Cover) Deyes High School

Start Date:	As soon as possible
Closing Date:	8:00am, Monday 12 April 2021
Shortlisting:	Monday 12 April 2021
Proposed Interview Date:	Thursday 15 April 2021
Post Scale:	NCJ SCP 5-7
Salary	£19,312 to £20,092 Pro rata £16,538 to £17,205
Contract Term	37 hours per week / Term Time Only / Plus 5 INSET Days / Maternity Cover

HOW TO APPLY

To submit your application please visit our Careers Portal

<https://accesspeople.accesscloud.com/LYDIATELEARNINGTRUSTRecruitment/>



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

We Offer

- A competitive salary, which is aligned to national standard terms and conditions
- A Competitive Pension Scheme
- Employee Assistance Programme
- Regular training and development programmes tailored to your very own learning needs.
- Opportunities for career progression within school and across the Trust should you wish.
- An open and collaborative working environment where everyone is valued
- A detailed induction programme

Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an equal opportunities monitoring form which can be found on our Careers Homepage.

Safeguarding & Enhanced DBS Checks

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school’s child protection policy, code of conduct for adults and managing allegations against staff procedures.

Welcome



DEYES
HIGH
SCHOOL

LYDIATE
LEARNING TRUST

Thank you for your interest in the position of Pastoral Support Officer (Maternity cover). This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Deyes High School is a vibrant, ambitious and oversubscribed school that is rated 'good' by Ofsted. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Deyes offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

If you feel you are up to the challenge, keen to do well and would enjoy working at Deyes High School, then please apply. In return, we can offer the right candidate the chance to be creative and innovative, and offer excellent progression and professional development opportunities. We will support you all the way.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

Mrs V Beaney
Head of School
Deyes High School

Mrs A Stahler
Chief Executive Officer
Lydiate Learning Trust

Job Description

Pastoral Support Officer

Purpose	<ul style="list-style-type: none">• To support the Head of Years in all aspects required to help create a safe, calm, respectful, orderly and positive school environment.• To support the Heads of Years and Year Teams across specified Year Groups to ensure that students are ready to learn and engage fully in education.• At all times to be concerned with the development of a positive attitude amongst all students, in keeping with the aims and aspirational ethos of the school.• To promote the School's Core Values and 4G Mindset by:<ul style="list-style-type: none">○ encouraging excellent standards of behaviour and attitudes in all areas of the school.○ promoting the good name of the school in the local community.
Reporting to	Assistant Headteacher, Designated Safeguarding Lead
Contract	Full Time/Maternity Cover/Term time only plus 5 INSET days
Salary	NJC Scale 5-7

Leadership	<ul style="list-style-type: none">• To deputise for the Heads of Year when necessary.• To lead in the collating and analysing of attendance and punctuality data for specified Year Groups• To drive improvements in these areas.
Communication	<ul style="list-style-type: none">• To act as a role model and establish positive working relationships with staff, students, parents/carers and outside agencies.• To be pro-active and establish positive contact with parent/carers of students in the year groups in order to encourage the highest standards of work and behaviour, or to discuss welfare and general issues as they arise.• To follow up on parental concerns, ensuring effective communication across the whole school.• To conduct home visits if necessary.• Initiate and oversee the collation of information for student reviews or meetings for both internal and external audiences.
Attendance and Punctuality	<ul style="list-style-type: none">• To support the Head of Years in ensuring a continual drive for excellent pupil attendance and punctuality to both School and lessons with particular emphasis on the vulnerable cohorts.• To support the Year Teams in identifying any potential barriers to attendance and to develop, deliver and evaluate needs based interventions to address these barriers.• To be responsible for ensuring punctuality to school and to lessons for specific year groups.

	<ul style="list-style-type: none"> To liaise closely with relevant staff to ensure all vulnerable groups and students with particular needs have attendance in line with their peers and are making expected progress.
Standards	<ul style="list-style-type: none"> To have a visible presence around school to help reinforce school expectations and standards and ensure punctuality to lessons. To support the Head of Years with assemblies, Parent Consultation evenings and other Year Group initiatives. To be directly involved in the promotion, reward and celebration of student achievement within the Year Group. To promote excellent standards of student behaviour and to support the delivery of the school detention system. To ensure students are ready to learn, equipped appropriately and meeting uniform expectations. To be a member of the Pastoral Committee.
Attitude	<ul style="list-style-type: none"> To identify and work with students that may be at risk of disengagement from education. To support the behaviour and welfare of students through interventions, support and student coaching both in and out of the classroom. To help manage incidents within year groups. Ensuring they are dealt with fairly and appropriately using mediation and restorative approaches when needed.
Personal Development	<ul style="list-style-type: none"> To help identify and support vulnerable groups within specified year groups. To use appropriate strategies and support to help students who are reintegrating due to mid-year admissions, exclusions, sickness or reduced/modified timetables. To identify and deliver needs based group work to address year based concerns or developments. Working with students to help increase their resilience to help them reach their full potential. Liaise with the Director of Student Services and other relevant staff to ensure that student support needs are fully met using both internal staff and external agencies where necessary, to encourage resilience in all areas.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

Pastoral Support Officer

Qualifications & Training	
Educated to a high standard.	E
Evidence of further professional development pertinent to the role.	E
Skills, Knowledge & Experience	
Experience of de-escalation and managing behaviour.	E
Experience of working with and promoting good relationships with parents/carers and outside agencies.	E
Experience of supporting young people on a one to one and groupwork basis.	E
A good working knowledge of child protection procedures.	E
Experience of collating and analysing data.	E
Experience of report writing for a variety of audiences.	E
Excellent communication skills.	E
A genuine passion for supporting young people.	E
Experience of using work based databases.	E
Good administrative skills including record keeping.	E
The ability to form strong working relationships with students and adults.	E
Experience of working with young people to help build resilience and address mental health concerns.	E
Experience of supporting students in an educational setting to enthuse and motivate them to achieve positive outcomes and promote their development	D
A working knowledge of Restorative Justice approaches	D
A working knowledge of school attendance policies and procedures.	E
Confidential References	
Positive recommendation from all referees, including current employer.	E