

PASTORAL SUPPORT OFFICER

Ellis Guilford School

Start Date: *As soon as possible*



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*



Dear Candidate

Thank you for your interest in the vacancy for Pastoral Support Officer at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school.'

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website www.ellisguilfordschool.org.uk, however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on hr@ellisguilfordschool.org.uk.

I look forward to receiving your application,

Yours sincerely,

Gemma Johnson
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”
Ofsted 2023

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.

Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

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ABOUT ELLIS GUILFORD SCHOOL

We are a mixed secondary school, catering for children between the ages of 11 and 16 years, located in Old Basford Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all the children in our care.

Our on-site facilities include:

Sports fields including 5-a-side football pitches;

Multi-Use Games Area marked up for netball and football;

Astro Turf perfect for football;

Dance studio complete with sound system and mirrored wall;

Hall complete with a stage;

Interactive whiteboards in classrooms;

Modern and open-plan library with wide range of reading materials



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our pupils are equipped for the challenges of the 21st century.

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our pupils the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also several cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

PASTORAL SUPPORT OFFICER

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade F NJC 20-24 FTE £30,296 - £33,024 per annum
(Actual £26,059 - £28,405 per annum)

WORKING HOURS AND WEEKS

Two Posts Available
(Term time plus inset days = 39 weeks per year)

Post 1: Full time,
37 hours per week
8.00am to 4.00pm Monday – Thursday
8.00am to 3.30pm Friday

Post 2: Part time,
14.5 hours per week
Monday 8.00am – 4.00pm
Friday 8.00am – 3.30pm

REPORTING LINES

The postholder will report to the Heads of Year

JOB PURPOSE

To contribute to the overall achievement of pupils by developing positive behaviour and learning habits. To support pupils who need additional help with behaviour management to overcome barriers to learning. To support the year team in implementing the school improvement plan.

KEY RESPONSIBILITIES

- Establish positive relationships with pupils and their families.
- Develop a culture for learning by having relentless focus on the behaviour needed to achieve this and encourage ambition and self-esteem.
- To support the safeguarding of all pupils and participate in multi-agency meetings as appropriate.
- To have a high-profile during lessons and unstructured time, to ensure good punctuality and to promote a calm and productive environment.
- Support hot spot lessons across the school as directed by the SLT support and Head of Year.
- To respond to on call and support patrol.

You can find out more at:

www.ellisguilfordschool.org.uk

- To monitor the truancy hotspot areas to prevent truancy and damage to school property.
- Isolate pupils if required.
- Facilitate year detentions and support the attendance to faculty and SLT detentions.
- To staff the IE room for the equivalent of one day per week and to provide cover for other allocated staff as appropriate.
- Maintain an up-to-date record on Arbor of the pupil's behaviour whilst in the IE.
- Ensure that all workspaces are well presented and are maintained in line with school health and safety expectations.
- Facilitate year detentions and support the attendance to faculty and SLT detentions.
- Complete gate duties as directed by SLT support.
- Oversee the late gate, including facilitating follow up actions and phone calls to parents and carers.
- To be on duty, as directed, across the school during breaks.
- Compile and provide reports based on school behaviours, patrol logs and attendance data, which measure impact, as directed by the Head of Year.
- Consult regularly with parents and carers and collaborate with them to ensure continuity and positive communication.
- Keep accurate records of meetings and phone calls with parents, carers and outside agencies.
- Ensure that strict discipline is always maintained in the IE room.
- To complete and implement Pupil support plans, which clearly identify a pupils' needs, the stakeholders' actions and clear consequences of breaching the agreement as well as holding regular review meetings.
- To keep accurate records of interventions with pupils and accurate evaluations of the impact of intervention.
- Provide pupils with behaviour support on a 1:1 basis or in small groups, as directed by the HOY and SLT support.
- To lead on restorative interventions, which aim to support pupils positively and sensitively resolve conflict.
- To support the HOY in monitoring tutor time.
- Provide behaviour support in assemblies.

- To manage the uniform shop and implement the follow up procedures.

- Lead on the management and monitoring of the pupil report process.

- Support the promotion of parent and carer evenings and take actions to improve attendance at these events.

- To support and monitor pupils who transfer to and from Ellis Guilford School on a trial basis and to conduct regular review meetings.

- To ensure relevant work is sent home or given to pupils who are not able to be educated at Ellis Guilford School.

- To organise the running of all re-admission meetings and to ensure accurate records are kept on Arbor.

- To lead on improving the attendance of targeted pupils within the year group.

- Act as school first aider to support the Pupil Welfare Officer and respond to first aid requests for pupils and staff for illness and accidents.

- To maintain a high level of confidentiality.

- Work cooperatively with other support and teaching staff.

- Comply with Creative Education Trust policies.

- Carry out any such duties as may be reasonably required by the Creative Education Trust.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

You can find out more at:
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Person Specification	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Maths and English GCSE to Grade C or above (or equivalent). 	<ul style="list-style-type: none"> • Further qualifications relevant to the role. • First Aid Training. • Team teach trained (or similar).
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of two years' experience working with pupils with challenging behaviour. • Experience of one-to-one support and group work. • Experience of having worked effectively with vulnerable pupils. • Experience of inter-agency work. 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of implementing a school's behaviour policy. • Knowledge of current developments in education. • Knowledge of effective strategies to improve attendance and behaviour. • Knowledge and understanding of current safeguarding practices. • Knowledge of Pupil Premium funding and its effective use. • Understanding of the importance of confidentiality issues. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Demonstrable experience of building effective relationships with staff, pupils and parents. • Excellent written and oral communication skills. • Good ICT skills and can use Arbor effectively. • Able to prioritise workload and meet deadlines. • Able to self-evaluate and be a reflective practitioner. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • An understanding of up-to-date safeguarding requirements and best practice. • Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education.' • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 	<ul style="list-style-type: none"> • Undergone further current safeguarding and best practice training

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