

Iffley Academy



Pastoral Support Worker  
Candidate Information  
Pack

February 2017



## **Advertisement**

### **Pastoral Support Workers**

**Grade 9: £25,694 to £28,203 pro rata per annum:  
actual annual salary £17,740 to £19,472  
30 hours a week, termtime only (38 weeks a year)**

We are seeking to recruit enthusiastic and motivated staff to join our thriving and vibrant Special Needs academy, which was judged to be “Outstanding” by Ofsted in January 2015.

We are offering the opportunity for suitably experienced and skilled individuals to join a student wellbeing and therapeutic support team which is dedicated to education and support for students with complex special educational needs. You will be committed to helping every pupil to achieve the very best they can.

You will have experience of working with pupils with special educational needs, and will demonstrate a resilient, resourceful and instinctive approach. You will support colleagues within the class environment as well as contributing to specific interventions designed to encourage engagement with learning and development of social and independence skills.

Our students have a range of SEN, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Needs. The relationships within our school community are built on respect, an understanding of individual needs, a strong commitment to the use of restorative approaches, and by providing outstanding teaching and pastoral care. We are a warm and caring community, dedicated to equipping pupils with the skills and knowledge they need to live independent lives. We offer individual learning pathways, vocational opportunities, and specialist therapies and interventions.

This is an exciting time to join our team as we embark on the planning of our fantastic new school rebuild on our site in Iffley.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment which is innovative and well-resourced, and in a role which is rewarding and fulfilling. We offer the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK.

Full details of the post including a job description and selection criteria are provided in the candidate information pack which you can obtain from the Academy.

The Iffley Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidates



will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Iffley Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

### **Application process**

To apply for this post, please email [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) or telephone 01865 747606 to request an application form and a candidate information pack. You can also download these documents from our website <http://www.iffleyacademy.co.uk/index.php/a-home/vacancies/current-vacancies.html>.

Please return your completed application form by 4pm on Sunday 26 February 2017 to [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) or by post. Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the candidate information pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs.

If you would like to know more about us, and the role of Pastoral Support Worker, before you submit an application, please get in touch by emailing [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) to arrange a tour of the school.

If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.



## **Head Teacher's welcome**

Thank you for your interest in the role of Pastoral Support Worker at our academy.

As a successful and thriving Multi Academy Trust, we can offer you an exciting opportunity to join us at a time of growth and development.

The Iffley Academy is a special place to work. We are a successful community Special Academy for children and young people up to the age of 18. We employ approximately 58 staff, and have 138 pupils on roll. All pupils have Statements of Special Educational Needs or Education Health and Care Plans.

The Iffley Academy supports the social, emotional and academic growth of students through the delivery of an appropriate curriculum by experienced and skilled staff. We meet the needs of this diverse community of learners with specific and individual learning, and bespoke learning pathways with developmental achievement benchmarks for each and every child. All students have full access to an age-appropriate curriculum, which is enhanced by additional specialist therapies and interventions that focus on the specific needs of students. The majority of students leave with some form of accreditation. A strong emphasis is placed on the attainment of independence skills, and pupils are encouraged to develop abilities which will stand them in good stead throughout their lives within their chosen communities. Please visit our website – [www.iffleyacademy.co.uk](http://www.iffleyacademy.co.uk) - to gain further information.

I do hope you are interested in this vacancy: please do come and visit our community so you can see for yourself the opportunities we offer to both staff and pupils.

Thank you for your interest in our academy, and I look forward to receiving your application.

Mrs Kay Willett  
Head Teacher

## **JOB DESCRIPTION**

### **Pastoral Support Worker**

#### **Job Purpose:**

To assist and support the Head Teacher and teaching staff in providing high standards of teaching and learning across the curriculum and to promote the academy's vision and ethos.

#### **Introduction:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description.

The job description involves:

#### **Key Tasks:**

- Manage and deliver pastoral support to pupils and prepare pupils to engage with teaching and learning
- Provide behavioural support to pupils on an on-call basis
- Provide support for pupils within class
- Support pupils who are unable to work in class and to liaise with colleagues to reintegrate them back into class
- Support pupils in the development of social and independence skills
- Work collaboratively and constructively with professionals and stakeholders to gain best outcomes for pupils, liaising with outside agencies to access support
- Work restoratively, and model restorative approaches
- Manage and provide accurate and detailed feedback, reports and data linked to pupil achievement, progress, behaviour and other matters using a range of ICT packages
- Take a role in the preparation of specific documentation relating to pupils (for example, Positive Response Plans, Positive Handling Plans, Risk Assessments)

- Assist teachers in the implementation of PRPs and PHPs, monitoring progress in meeting targets
- Administrative support, eg completing paperwork, correspondence, filing and communicating with stakeholders through email, telephone, etc
- Manage record keeping systems and processes
- Observe the Iffley Academy's Safeguarding Policy and other policies to ensure compliance with school and statutory procedures
- To use Team Teach and model this to colleagues across the school with the support of lead practitioners
- To use creative, innovative and imaginative ideas to engage students during free association
- Support allocated students in mainstream and other specialist provision, as required
- Attend meetings and reviews
- Provide support to parents, carers and families, including making home visits
- To contribute to the overall development of the academy, in particular through activities related to the Raising Achievement Plan
- Attend to pupils' personal needs and care, and provide advice to assist in their social, health and hygiene development
- To be responsible for first aid and medical treatment of students, including risk assessments and liaison with medical professionals, and ensuring that emergency first aid is carried out

### **Standards and quality assurance:**

- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in support staff appraisal

### **Specific responsibilities**

In addition to the duties outlined, you may be responsible for the following:

- Driving and supporting pupils in school vehicles
- Supporting pupils on a range of offsite educational visits
- Undertake tasks and duties as requested by the Head Teacher

**General Responsibilities:**

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Academy's policies and procedures

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## SELECTION CRITERIA

### Pastoral Support Worker

Essential	Desirable
Knowledge and qualifications	
<ul style="list-style-type: none"> <li>Level 2 qualifications or equivalent</li> <li>Knowledge of relevant policies and legislation</li> <li>Knowledge of a range of ICT packages including Microsoft Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Basic First Aid</li> <li>Level 3 / 4 qualifications</li> <li>Qualifications linked to SEN</li> <li>Team Teach trained</li> </ul>
Experience	
<ul style="list-style-type: none"> <li>Working with children and young people in an educational context</li> <li>Liaison with professionals and agencies</li> <li>Preparing and delivering learning activities to children and young people</li> </ul>	<ul style="list-style-type: none"> <li>Working with children and young people with special needs</li> <li>Working in a restorative manner</li> <li>Delivering specific interventions to children and young people</li> <li>Delivering training on specific areas</li> <li>Mentoring children and young people</li> <li>Preparation of Risk Assessments</li> </ul>
Skills and Competences	
<ul style="list-style-type: none"> <li>Ability to work restoratively</li> <li>Ability to work collaboratively and constructively in a team</li> <li>Ability to respond flexibly to situations and to demonstrate good judgement</li> <li>Ability to build links with key stakeholders</li> <li>Ability to undertake Team Teach (restrictive physical interventions)</li> <li>Ability to comprehend and observe the Academy's policies and procedures</li> </ul>	
Other	
<ul style="list-style-type: none"> <li>A resilient personality with the ability to work with children and young people who demonstrate challenging behaviour</li> <li>Dedication to improving the lives of children and young people</li> <li>Willingness to undertake CPD and training eg Team-Teach, Restorative Approaches, First Aid</li> <li>Willingness to undertake personal and medical care</li> <li>Commitment to safeguarding, and the welfare of children and young people</li> <li>A respectful approach to children and young people with SEN</li> <li>Use own strengths and expertise to advise and support others</li> <li>Excellent interpersonal and communication skills</li> </ul>	