

The Axholme Academy

Pastoral Support Worker

Grade 6 - Scp 9

(Full time equivalent salary - £20,344)

32.5 hours per week

(Term time only - £14762 pa. actual salary)

Principal – Mr Damien Keogh

An 11-16 academy

NOR: 545

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Website - www.theaxholmeacademy.com

The Axholme Academy is a small and friendly secondary school where we know our students well and effective pastoral support is a real strength. The school is very successful demonstrated by the outstanding progress that our students make.

The successful candidate will provide pastoral support to mainly key stage 3 students (11-14 year olds) working closely with and supported by a very experienced student support manager who works mainly with key stage 4 students. The team also includes our inclusion officer and 2 heads of year, overseen by the Head of Pastoral Care. Provision of effective professional development is always high on our agenda and we will expect to provide relevant, high quality training to the successful candidate. There may be opportunity for the successful candidate to take on additional responsibility for KS3 safeguarding, depending upon relevant skills and experience.

In order to make an application please visit the vacancies section of our website www.theaxholmeacademy.com where you will also find further information about the academy. Completed applications should be returned to sleggott@theaxholmeacademy.com or by post for the attention of the School Business Manager. Visits to the academy are actively encouraged. Please call to arrange.

The Axholme Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. The full version of our Recruitment of ex offenders and Disclosure and Barring procedure can be accessed at www.northlincs.gov.uk/northlincs/jobsandcareers

Closing date: 3pm on 11th December 2019

Potential Interview date: Friday 13th December 2019

Pastoral Support Worker KS3

Grade 6 – Scp 9

Purpose of the post

To provide effective pastoral care and behaviour support to students within Key Stage 3.

Responsibilities of the post.

All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:

- Ensure that they are aware of the Academy policy and procedures for child protection and safeguarding
- To become aware, by attendance at relevant training, of the signs and symptoms of abuse
- To attend annual refresher training as required and to have completed Level 3 Safeguarding and Prevent training
- To report all causes for concern to the Designated Safeguarding Lead (DSL) or Deputy DSL
- To ensure the safety of all students in the school learning environment both indoor and outdoor
- To carry out or contribute to risk assessments as required
- All staff are required to adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.
- All staff are required to maintain an up-to-date knowledge and understanding of all Health and Safety policies and/or legislation relevant to their role, and to notify their line manager in writing if they require additional training or support

The Pastoral Support Worker KS3 will work with the Head of Pastoral Care and the pastoral team to:

- Monitor and evaluate strategies for pastoral care of students
- Plan and implement strategies where improvement needs are identified
- Be the initial source of contact with parents/carers and external agencies with regard to pastoral issues
- Attend and contribute to Pastoral Team briefings/meeting as required
- Attend/undertake relevant whole school and personalised training
- Deliver individual and group counselling sessions/training to identified students referred to them
- Maintain effective records of interventions and measurable impact made to feed into school self-evaluation processes
- Work with Pastoral colleagues to maintain and further develop the work of the student peer mentoring team
- Work with senior leaders in providing general supervision throughout the school day, including lunch times, to promote excellent behaviour
- Work with Pastoral colleagues to provide First Aid and support to students feeling unwell

- Liaise with the SENDCO in monitoring, evaluating and improving the achievement of students with identified specific learning needs
- Promote best practice in behaviour management and support other staff in order to provide highly effective learning and teaching
- Support the attendance of students through phone calls and other interventions
- Apply restorative solutions to the engagement of students in lessons
- To supervise the reflection room and be on call
- Be active in the shared responsibility of safeguarding children

All staff are required to undertake any reasonable duties or roles at the request of the Principal

Employee Specification

Post title – Pastoral Support Worker – KS3

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE		Experience of working with young people especially in the 11-16 age range	Application form Interview
EDUCATION, TRAINING AND QUALIFICATIONS	Good literacy and numeracy skills	Evidence of qualifications gained relevant to this post e.g. counselling, coaching, behaviour management, safeguarding First Aid qualification	Application form Interview
SKILLS AND KNOWLEDGE	Good communication skills both verbal and written Basic counselling/mediation skills Time management and organisational skills	Knowledge and understanding of issues working with students Sound ICT capability Knowledge of strategies which help promote good behaviour and discipline Knowledge of students' development Child protection and safeguarding guidance and legislation	Interview Application form Interview Application form Interview Interview Application form

	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Tact and persuasive skills Ability to empathise Smart appearance Ability to implement academy Code of Conduct and behaviour management strategies Ability to confidently liaise with students, staff, parents and outside agencies		Interview

November 2019

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

BASIC DISCLOSURE – convictions not spent	-
STANDARD DISCLOSURE – for posts with children, young people, elderly, sick or disabled, administration of the law	-
ENHANCED DISCLOSURE – standard disclosure plus regular care, training, supervising young people	YES

THE POST IS NOT POLITICALLY RESTRICTED.

Completed by _____ Signature _____ Date _____