

**Pastoral Administration Assistant
From September 2021, based at
Brandles School, Baldock**



**Fixed Term for 1 Year (Leading to a permanent contract for the right person). Grade H4 -
pro rata, based on 32 hours per week, Term Time Only + 5 Inset days**

**Our mission is simple. To provide life-changing experiences for our pupils that equate to
outstanding educational provision.**

Can you become part of our team?

Larwood Academy Trust-Vision and Ambition.

Following its inception in Nov 2016, Larwood Academy Trust has set out to create an outstanding educational pathway for pupils with social, emotional, and mental health related issues. Any pupil who joins the Trust (at any time) will experience teaching, support, care, and experiences that allow them to flourish, and achieve way beyond what previous expectations may have been for them. They can take pride in their membership of such a journey. The Trust recognises the very challenging circumstances that many pupils are in when they arrive and via quality teaching, care, and support, we are able to proudly say that we change lives.

Our structure is such that we can offer a pathway for special educational needs that can incorporate primary and secondary ages, a range of needs including autism, and a broad spectrum of provision that enables change, and re-engagement with education and success that has never been experienced before. We can succeed, where due to a range of issues, other placements have failed.

Overall, we aim to be the best type of this provision in the country.

Brandles School is a dynamic, exciting, and progressive secondary special school with an innovative and constantly evolving curriculum for boys with social, emotional, and mental health related difficulties.

Due to our continued and planned growth of the Trust, applications are invited for the position of Pastoral Administration Assistant to start in September 2021.

Working well with staff and young people is a key part of the role. Whilst training is available, experience of working with children in some capacity is advantageous. The ability to remain positive with pupils who may exhibit challenging and demanding behaviour, the ability to work with pupils to develop their social skills, follow school policies and maintain a sense of humour are all essential.

JOB OUTLINE

The Role:

The Pastoral Support Coordinator works with the Deputy Head and SENCO to ensure efficient and effective deployment of support staff and coordinate their movements throughout the day. The role will also involve the first response calls and record keeping of absentees and notifying the SENCO of any consequent student concerns.

Reporting:

The jobholder is managed by the SENCO. The frequency of meetings is determined by the school's performance management policies and practice.

AS PASTORAL ADMINISTRATION SUPPORT

You will be expected to:

- Monitor attendance and follow up on persistent non-attenders.
- Coordinate deployment and movements of LSA and pastoral support to help with pro-active interventions and positive learning behaviours.
- Provide some safeguarding administration support.
- Support students as and when needed.

EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection; and report all concerns to an appropriate person.

CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

CONTACTS

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies (such as the Education Welfare Service)

KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with children of the relevant age.
- ◆ Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
- ◆ Understanding of the curricular requirements of the school, these to include statutory requirements.
- ◆ Competence in the use of ICT to support teaching and learning.
- ◆ Ability to work with a minimum of supervision and within a team.

Larwood Academy Trust recognises the importance of excellent and well-trained staff. We have a range of well-being initiatives and numerous opportunities for growth and development. This includes:

- Financial benefits such as access to a range of discounts with various stores and activities via Medicash
- Direct access to a doctor at a time/place that suits you using Medicash
- Free staff fitness session (on site) each week
- Dedicated staff attendance reward scheme
- Access to counselling and physiotherapy should you need it (subject to conditions)
- Dedicated training program
- Opportunities for increased hours and responsibility where appropriate

All appointments are subject to the satisfactory completion of the necessary pre-employment checks, including two references, enhanced DBS certificate and occupational health checks as part of our safeguarding and induction procedures.

Please note also that prospective applicants with certain criminal records are barred from employment in regulated activity or from working in certain roles in a school setting.

We encourage visiting our school prior to applying. Visit appointments will be by arrangement with the school office-Please call Kathy Jenkin 01462 896351