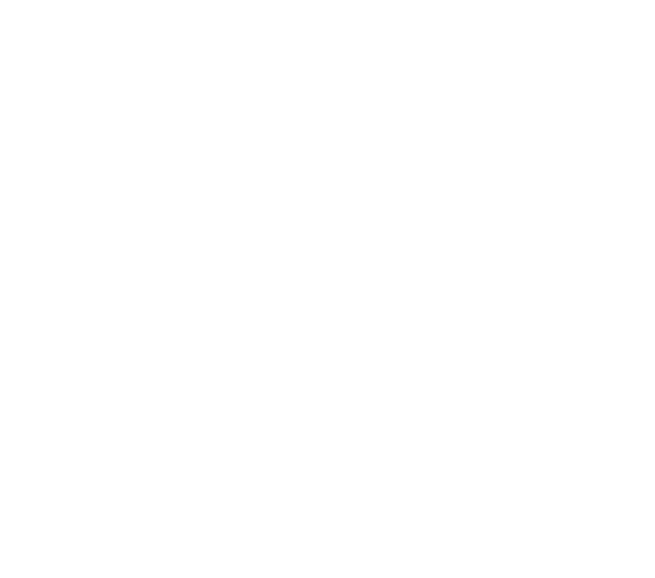
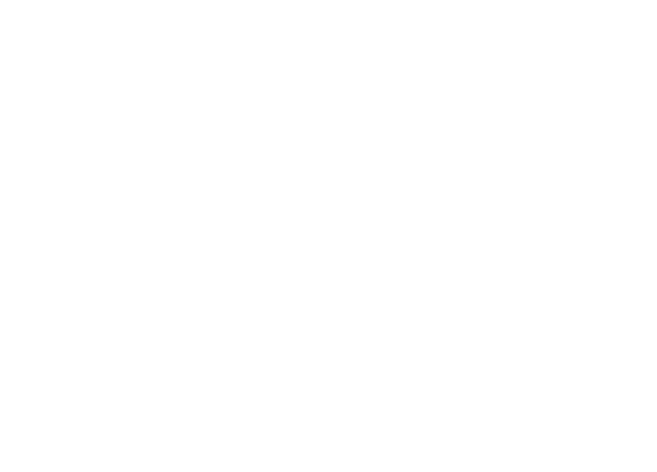
LET Logo Thumb



Pastoral Lead

Application Pack



Growing Children

Building Communities

**Pastoral Lead**

**Pay Scale:** Band 9 Pay scale 24 – 27 (£33,024 - £35,745)

**Contract:** Full Time, Permanent

**Required** from 1st September 2024

Are you looking for a once in a career opportunity? Do you have a genuine desire to create something extraordinary for the children in your care? If so, Corporation Road Primary School may just be looking for you…

Corporation Road Primary School is an inclusive and welcoming place to work. Our community serves families from all over the world and we are proud that we can be a safe haven for those who may have travelled many miles before joining our school. Our children are amazing and our families work alongside us to ensure our children get the very best.

Our expectations are high, but we can offer the successful candidate plenty of support. Wellbeing for pupils, families and staff is not just written on paper, but is embedded in our culture and lived daily.

The successful candidate will be working with pupils and families to provide support to improve their life chances. This role will involve leading on Early Help, leading our support staff and covering classes. We would also like the successful candidate to play a key role in supporting with behaviour across school.

As such, it is key that:

* You have experience of working across the primary age range or in areas such as social care.
* You love working with children of all abilities; being able to forge positive relationship quickly.
* You are kind. You lead by example and will embody our school motto: ‘Work hard, be kind’
* You are committed to a team approach
* You have and demonstrate high aspirations for every child

If this sounds like you, and a role that you would relish, please look carefully at the following materials and complete the application form. Please include with our application form a covering letter, detailing why you are the right person for this unique position (maximum 750 words).

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

For further details, please contact Mrs Janet Sowerby at Corporation Road School. Whilst contacting Janet, please feel free to book in a look around our school.

Application forms are available to download from [www.corporationroadschool.co.uk](http://www.corporationroadschool.co.uk) Please return completed applications directly to: Corporation Road Primary School, Darlington, DL3 6AR or email to [admin@corporationroad.darlington.sch.uk](mailto:admin@corporationroad.darlington.sch.uk)

**Closing Date: 2nd June 2024**

**Shortlisting: 3rd June 2024** (if you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time.)

**Interviews: Thursday 6th June 2024**



**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| POST: | | Pastoral Lead |
| GRADE: | | Band 9 SCP 24 – 27 (£33,024 - £35,745) |
| RESPONSIBLE TO: | | Head Teacher |
| STAFF MANAGED: | | None |
| JOB PURPOSE: | To lead on Early Help across school as well as provided classroom cover, when needed, and lead our support staff team and take a pro-active role on supporting behaviour across school. | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | |
| **Supporting Learning & Development** | * Communicate pupil work as planned by the classroom teacher and manage pupil behaviour. * Interact with pupils in ways that support the development of their ability to think and learn and work independently. * Support families who need additional support through Early Help. * Lead our support staff team. * Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence. * Support pupils in their social and emotional wellbeing and develop and implement related social, health and physical programmes. * Encourage and motivate pupils to promote independence and resilience and increase self-esteem. * Participate in the development, implementation and monitoring of systems relating to attendance and behaviour. * Accompany educational visits, with the class teacher, and other activities outside of the classroom, supervising the pupils. * Provide supervision during breaks and lunchtimes. * Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. | |
| **Communication** | * Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child’s attendance, access to learning and support home to school and community links. * Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils. | |
| **Sharing Information** | * Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters. * Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. * Share information about pupils with teachers and other professionals as required. | |
| **Safeguarding and Promoting the Welfare of Children/Young People** | * Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. * Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate. | |
| **Administration/Other** | * Organise and manage an appropriate learning environment and resources. * Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements. * Support the use of ICT to advance pupils’ learning and use common ICT tools for own and pupils’ learning. * Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls. * Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply DFE requirements. * Under the guidance and supervision of a class teacher be responsible for marking the register when covering classes. * Participate in training and appraisal. | |
| Data Protection | * To comply with Lingfield Education Trust’s policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality | |
| **Health & Safety** | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * Work with colleagues and others to maintain health, safety and welfare within the working environment. | |
| **Equalities** | * Promote inclusion and acceptance of all pupils. * Ensure services are delivered in accordance with the aims of the Equality Policy Statement. * Develop own and team members understanding of equality issues. | |
| Lingfield Education Trust | * To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.   *These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.*  **PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**  The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.  The post will be based in Corporation Road Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression. | |
| Date of Issue: | April 2024 | |

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

 **PERSON SPECIFICATION | Pastoral Lead**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
| --- | --- |
| **Knowledge** |  |
| * Good understanding of child/young people’s development and learning processes – (AF, I, R) * An understanding that children/Young people have differing needs and knowledge of inclusive practice (AF, I, R) | * Knowledge of Behaviour Management techniques (AF, R, I) * Knowledge of Child Protection and Health & Safety legislations and procedures (AF, R, I) * An understanding of the Early Help process |
| **Experience** |  |
| * Experience of working with children in an education setting. (AF, I, R) | * Experience of delivering evidence based interventions that accelerate learning (AF, R, I) * Experience in a relevant specialism e.g. Art/Music/Sport (AF, R, I) |
| **Occupational Skills** |  |
| * Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe (AF, R) * Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers (AF, I, R, T) |  |
| **Qualifications** |  |
| * Level 4 TA qualification or equivalent | * Paediatric First Aid Training (AF, C) |
| **Personal Qualities** |  |
| * Demonstrable interpersonal skills (I, R) * Ability to work successfully in a team (AF, I, R) * Able to exercise discretion and judgement (AF, I, R) * Confidentiality (AF, I. R) * Flexibility (AF, I, R) | * Creativity (AF, T, I) |
| **Other Requirements** |  |
| * To be committed to the school’s policies and ethos (AF, I, T) * To be committed to Continuing Professional Development (AF, I, R) * Motivation to work with children and young people (AF, R, I) * Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) * Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) * Ability to use authority and maintaining discipline (AF, R, I) * Enhanced DBS (D) * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I) |  |

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| --- | --- |
| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| O | Observation |
| I | Interview |
| T | Task |
| R | References |
| D | DBS Disclosure |

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory reference