

Pastoral Support Assistant

Acklam Grange School

Lodore Grove

Middlesbrough

TS5 8PB

01642 277700

www.agsrecruit.com

www.acklamgrange.org.uk

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February 2019

Explanatory Notes - please read carefully before completing the application form.

Thank you for your enquiry regarding the post of **Pastoral Support Assistant** at Acklam Grange School. We hope that you find this pack informative. It includes a job description and person specification plus general details about our school.

Application Process

Should you wish to apply for this position, please send the following:

- A completed application form, and equal opportunities monitoring form (templates attached).
- In support of your application you may include a curriculum vitae and covering letter as well as, but not in place of, the application form.
- Applications should be made electronically in Word or PDF format to:

humanresources@acklamgrange.org.uk

- Enquiries may be made to Miss Rebecca McGurrell, Human Resources Manager

Closing date: Wednesday 13 February 2019, 12 noon

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

Acklam Grange School is a large and over-subscribed 11-16 Secondary School in West Middlesbrough (NO 1470). Under Building Schools for the Future (BSF) programme our state of the art building opened in September 2010. Our quality facilities offer an exceptional environment where learning is fun, accessible and relevant, preparing students for further and higher education and the world of work.

At Acklam Grange School we ensure that all students receive an inclusive education through a broad and balanced curriculum and are well prepared for life in modern Britain through:

- High aspirations for all
- Excellent teaching
- Excellent student behaviour
- Outstanding personal development and welfare
- Rigorous safeguarding
- AGS Pride
- ARC Services
- Excellent community cohesion and local community groups
- Ensuring 'no child' ever gets left behind

I have high expectations of students and staff alike and I am confident that Acklam Garage School will continue to be a successful, high performing school across both Teesside and the country, through keeping our traditional family values at the centre of everything we do.

Michael Laidler, Headteacher

We will provide:

- A nationally recognised, highly personalised professional development programme – AGS Inspire – www.agsinspire.com which supports and develops staff at any stage in their career.
- A personalised staff well-being programme led by a NHS practitioner including:
    - flu jabs, health checks
    - workshops on nutrition, sleep, resilient thinking, time management, mindfulness
    - fitness classes
    - free breakfasts and breaktime refreshments
    - excellent facilities with suited faculties, interactive whiteboards in every classroom, iPads, lap tops and PCs plus subject specific technology to support learning
    - well motivated students with a strong commitment to leadership, community and charity and supportive parents.

Strengths at Acklam Grange School

- Community Cohesion including Meserani Projects and links with Kashmir Education Foundation
- Student Leadership
- Pastoral Care
- SMSC experiences

A visit to our school is always welcomed and visitors never fail to be impressed with the enthusiasm, passion and positive ethos shared by staff and students alike.

Equal opportunities

It is the policy of The Legacy Learning Trust to provide equal employment opportunities and consideration will be given to all suitably experienced and qualified applicants irrespective of disability, gender, race, religion and belief, age, sexual orientation, marital or civil partnership status.

At Acklam Grange School we afford equal opportunities in all aspects of employment in support of the Equality Act 2010. In order to help us monitor equal opportunities please complete the enclosed equal opportunities recruitment monitoring form and return with your completed application.

Applicants with disabilities

Under the Equality Act 2010, a person with a disability, who meets all the essential criteria in the person specification, is guaranteed an interview. Please ensure that you complete the relevant section of the application form if you wish to claim this guaranteed interview.

Acklam Grange School encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact Rebecca McGurrell, Human Resources Manager.

Travel expenses

Acklam Grange School will reimburse travel expenses within the United Kingdom, with prior agreement and authorisation between the applicant and Ms Crawshaw, Headteacher. Please contact Rebecca McGurrell, Human Resources Manager for further clarification.

Response

Please note that we are only able to inform short listed candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you that every application we receive is considered in detail, and a shortlist only drawn up after careful reference to a detailed person specification.

Therefore, if your application is not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at Acklam Grange School, as and when they are advertised.

Thank you for your interest in Acklam Grange School.