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Pastoral Support Worker &
Extended Services Lead

Recruitment Pack

March 2021

Benton Park Primary School



Dear Applicant

Thank you for your interest in our Pastoral Support Worker & Extended Services Lead role.

If you are a dynamic, positive and well-organised individual with a passion for providing the very best for children, we would be delighted to receive an application from you!

The successful candidate will divide their time between two responsibilities: pastoral support throughout the school day and management of our wrap around care provision – Benton Buttons after school. The working day will begin at 10.30am and conclude at 5.30pm (35 hours per week).

As a Pastoral Support Worker, you will work within our Pastoral Team to provide emotional and behavioural support for pupils across the school – sometimes reactive, sometimes in response to referrals from team discussions. The successful candidate will have the skills and experience to promote pupil well-being and mental health, as well as help those who need support through structured intervention in small groups or 1:1. Applicants are welcome from those with School Pastoral Support, Counselling or Social Work backgrounds.

In addition to this pastoral work, the successful candidate will manage our wrap around care provision, Benton Buttons. For working parents, our wrap around care is an essential part of school provision. Since September, we have re-established our wrap around care provision to provide pre and after school provision for up to 45 children (three bubbles of 15 children, each with their own key worker). The ability to plan, structure and direct high quality provision for our children, often through play, is essential to the role, as is a patient and encouraging disposition. School based, play scheme, or children's social care and nursery experience is desirable – but additional training can be provided. The successful candidate will oversee and manage, with support from our EYFS lead, a small but dedicated and hard working team of people, committed to providing the very best for our children both before and after school; a vital service for our school community.

Benton Park is a larger than average primary school, located on the edge of Heaton, Newcastle upon Tyne; one of seven schools brought together as a foundation trust: the Ouseburn Learning Trust. With over 450 pupils on role, from a diverse range of backgrounds, with a wide range of needs – including specialist provision for deaf children within our HIARP – our school is a vibrant and dynamic place to work. We pride ourselves on our inclusive ethos, ambitious curriculum and high expectations for all pupils.

Like all my colleagues, I am very proud to work at Benton Park Primary School; we are a highly dedicated and supportive staff team, that prides itself in offering the very best to our local community. We look forward to receiving your application.



hello & welcome

Dominic Martin
Headteacher



school ethos & values

try hard, achieve well; attain high.

feel happy; be safe; include everyone.

show respect; be kind; have good manners.

celebrate success; share achievements; strive to improve.

You can read more about our school, including our most recent Ofsted and school performance data, as well as our famous blogs and videos via our school website:

www.bentonparkprimary.co.uk



pastoral support worker & extended services lead: the role

Required from April 2021 Part time 35 hours per week – N7 salary (actual) £23,426 – 26,066, term time only with one training day.

Judged as Outstanding by Ofsted in 2015, we continue to work hard together as a staff team to improve results and ensure our pupils are well prepared for the next stage of their lives.

Post Title: Pastoral Support Worker & Extended Services Lead

Responsible to: Headteacher & Assistant Headteacher (Pastoral)

Responsible for: Pastoral Care, Support & Intervention; After School Club & Breakfast Club Provision & Management

Grade: N7

Job Purpose:

To plan, deliver, evaluate and develop extended services (emotional well-being intervention / support; behaviour intervention / support; pre and post school wrap around provision) at Benton Park Primary to the highest possible standard.

We are looking to recruit someone who:

Pastoral Support Worker:

- Will work with other members of the Pastoral Team to process and prioritise referrals; identifying appropriate support.
- Will work with identified children, showing signs of emotional distress and behavioural difficulties, to help them fully participate in school life.
- Will monitor progress and impact of interventions, reporting back on outcomes to the Pastoral Team.
- Will attend and contribute, where relevant, to review meetings linked to intervention and support provided.
- Contribute to policy review and updates.
- Will work as part of the Pastoral Team to help maintain a healthy, safe, secure environment in accordance with school's policies and procedures.
- Will work in partnership with school staff and parents to enable consistency of approach to well-being, both at home and at school.
- Will work as part of the Pastoral Leadership Team e.g. referrals, strategies & implementation.
- Will liaise with wider professional bodies and services as and where necessary
- Will undertake & disseminate training that will further the aims of the school in relation to nurture & wellbeing.

Extended Services Lead (After School Club & Breakfast Club Duties):

- Develop an effective programme of activities ensuring appropriate equipment, facilities and services are available.
- Supervise the work of Breakfast & After School Club staff (3pm – 5.30pm Monday – Friday).
- Manage the undertaking of activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
- Respond to the practical needs of the children where there is an identified special need.
- Provide general care and welfare by responding appropriately to the social, emotional & physical needs of the pupils.
- Assist in the control of income and expenditure for the Breakfast/ After School Club ensuring relevant records are maintained.
- To monitor and review the professional development & training for all Breakfast/ After School Club staff.
- Act as a 'Designated Person' for extended services.
- Oversee ordering of food provisions and resources as required.

In return we can offer you:

- The chance to work in an inclusive school with happy, well behaved children who enjoy learning.
- Opportunities for high quality ongoing professional learning and development.
- The support of our dedicated staff team and governors.
- Established positive relationships with parents and the local community.



Pupil support worker: person specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage & explored further at the assessment stage:

Criteria	Essential
1	Work with and lead others to provide the best opportunities for children
2	An understanding of the developmental, emotional, social and educational needs of primary aged children; an awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds
3	Knowledge of local mental health and CYPS services; knowledge of the Children's Act and legislation pertaining to children, including Keeping Children Safe in Education September 2020
4	Experience of working collaboratively with multi-agency professionals (e.g. health, social care) to improve outcomes for children
5	Understanding of therapeutic interventions and creative ways of responding to pupils' social and emotional needs
6	Able to respond positively and effectively to unexpected and challenging problems and situations; lead others to resolve or escalate issues as appropriate
7	Able to lead a team of people delivering wrap around care provision: timetable, supervise, appraise and provide professional development opportunities
8	Excellent interpersonal skills to communicate effectively at all levels; good written and verbal communication skills
9	Work well both individually and as part of a team; forms positive and productive relationships with staff and children
10	A mature and non-judgemental outlook; patient, tolerant and sensitive to the needs of others
11	Able to empathise with the needs of children and in particular able to establish positive relationships with pupils
12	Evidence of a commitment to own continuous personal development and improvement
13	Experience of school based environments
14	Knowledge of childcare provision and curricula
15	Able to work within and apply work based policies and practice

Criteria	Desirable
16	BACP Accreditation, UKCP registration, entry level counselling qualification
17	Diploma in Social Work; practical social work experience
18	Qualified Teacher Status QTS; Education / Childhood Studies degree
19	Therapeutic training or qualification in working with children e.g. Drawing & Talking
20	Experience of delivering interventions that support positive pupil behaviour e.g. Thrive
21	Experience of supporting young children (3-11) in a play scheme or learning environment
22	Experience of managing staff & resources



application timeline

Interested in applying?

A completed application form and safe recruitment form must be submitted by e-mail to office@bentonparkprimary.co.uk no later than 3pm on Monday 19th April 2021

Shortlisting: Tuesday 20th April 2021

Selection process: Thursday 29th April 2021

We are committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.

