

NAVIGATE ILLUMINATE SHELTER



PASTORAL SUPPORT OFFICER

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 to 7 are taught on our lower school site, and, unlike many primary schools, we have fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities that our students take advantage of to enhance their learning.

Years 8 to 13 are taught on the upper school site and take advantage of a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully

A handwritten signature in cursive script that reads 'Neil Rodgers'.

NEIL RODGERS
Executive Headteacher

Our vision and values

Our vision and values are simple: we navigate, we illuminate and we shelter.

HOW WE NAVIGATE

We trust and empower our staff to make the right decisions. We all know what we are accountable for, and we stick to the rules. We don't seek to blame, but to learn. We are fair and ethical, gaining the respect of others through acting with integrity. We work at pace, but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best results.

HOW WE ILLUMINATE

We exceed people's expectations with our can-do attitude. We encourage and listen to others' views, needs and suggestions. We are imaginative about better ways of delivering services and work together to achieve the best results. We exhibit and encourage a sense of pride in the achievement of our personal, team and organisational goals.

HOW WE SHELTER

We provide clarity of expectation of behaviours and how these behaviours create a positive, open and honest environment. We support the diversity of teams and trust others to fulfil their responsibilities. We build and maintain relationships with each other, students, parents and the wider community and encourage others to do the same.

AIMS

We firmly believe in the potential of every single student and that everyone is capable of achieving great things. We want our students to leave us well qualified, well rounded and confident. Students will be ready to go out into the world and make the most of every opportunity. This is reflected in our vision and values and is demonstrated in the way we work with our young people.

We aim to:

- Deliver excellence in teaching and learning
- Challenge and inspire students to achieve academic success
- Provide students with excellent facilities, experiences and an overall stimulating learning environment
- Commit to the all – round development of every student
- Help students to acquire the social skills, knowledge and understanding needed for future success
- Provide dedicated and supportive pastoral care
- Work in partnership with the local community.

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Pastoral Support Officer (PSO)

Permanent, 37 hours per week, term time plus 5 days

Band 4: £20,494 to £22,183 per annum (full-time equivalent)

We Navigate. We Illuminate. We Shelter.

We require a Pastoral Support Officers to join us in September at James Calvert Spence College, supporting teachers and pupils in our community.

As a Pastoral Support Officer at JCSC, you will provide a complementary service to teachers and other staff, addressing and supporting the needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum.

The successful candidate will work across our two sites with students aged 9 – 18 years old and be an integral player within our Pastoral Team. The role will be predominantly education based but also have a wider remit including working with families and the wider community to promote engagement and intervention at the earliest opportunity.

You will work with children whose behaviour and disaffection has significant impact upon their attainment and, in line with the school's ethos of illuminate, navigate and shelter, help to improve pupil progress and achievement by helping to minimise barriers to learning and maximise pupil participation. The duties and role for the successful candidate will utilise the qualities and experience they have.

You will be able to work independently with individuals, small groups or a whole class as required; have the ability to use initiative and apply effective problems solving skills; be able to work as a member of a team and sensitively understand the needs of children and their families.

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing nmccudden01@jcsc.co.uk, Assistant Headteacher – Ethos and Culture.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? Completed forms must be emailed to Amy Crawley, Business Manager at acrawley01@jcsc.co.uk. The closing date for applications is noon on Friday 17th September 2021. Interviews will take place during week commencing 20th September 2021.

Please note this job is pending job evaluation in the Autumn term.

JOB DESCRIPTION

Post Title: Pastoral Support Officer	Director/Service/Sector: Children's services		Office Use
Band: 4	Workplace: James Calvert Spence College		S1474
Responsible to: AHT Ethos & Culture	Date: June 2019	Manager Level:	
Responsible for: Working as a deputy safeguarding lead under the direct supervision of the Designated Safeguarding Lead.			
Job Purpose: To work under an agreed system of supervision and support the school to address the needs of pupils who need particular help with behaviour management to overcome barriers to learning.			
Resources	Staff	None	
	Finance	None	
	Physical	School, Centre and classroom resources	
	Clients	Internal (Teachers, groups of students) External (Parents/Carers, External Professionals)	
<u>Duties and key result areas:</u>			
Support for Pupils			
<ol style="list-style-type: none"> 1. Provide differentiated levels of individual support to pupils with behavioural issues, including those which special needs 2. Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable 3. Assist with the development and implementation of individual Education/Behavioural/Support/Mentoring plans and behaviour management strategies. 4. Support the AHT Ethos & Culture and the AHT Diversity in the assessment of pupils to determine those in need of particular help and support. 5. Support the development of one to one mentoring arrangements with pupils and provide support for distressed pupils 6. Establish productive relationships with pupils, responding to the needs of each individual child, acting as a role model and setting high expectations 7. Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance. 8. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children. 9. Encourage children to play and interact with one another in a positive manner. 10. Support pupils consistently whilst recognising and responding to their individual needs. 11. Support the challenge and motivation of pupils, promoting and reinforcing independence and self-esteem. 12. Provide feedback to pupils in relation to progress, achievement, behaviours and attendance. 13. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development. 14. To work with a small group of students within the school's internal unit (IU) 15. Supervise pre-school and after-school clubs 			
Support for the Teacher			
<ol style="list-style-type: none"> 1. Carry out on-call duty as required to assist in managing behaviour 2. Manage liaison with feeder schools and other relevant bodies to gather pupil information 			

3. Manage the maintenance of pupils' records and accurately record achievement in relation to improvements in behaviour and successful interventions.
4. Support the AHT Ethos & Culture in the management of pupil behaviour.
5. Prepare and use specialist equipment, plans and resources to support pupils improvement in behaviour.
6. Establish constructive relationships with parents and carers, arranging home visits to support where necessary and participating in feedback sessions as directed.
7. Take a lead role in the development, implementation and monitoring of systems relating to pupil behaviour and reintegration.
8. Provide administrative support to the AHT Ethos & Culture in the preparation of reports on pupils including:
 - Dealing with correspondence
 - Analysis of behaviour and attendance data
 - Compilation of data
 - Making telephone calls

Support for the Curriculum

1. Implement learning activities for pupils within an agreed framework of supervision, adjusting activities to meet pupil needs.
2. Help pupils access learning activities through specialist support.
3. Advise on appropriate deployment and use of specialist equipment or resources.

Support for the School

1. Comply with all school policies and contribute to the development of policy relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection and Safeguarding
 - Confidentiality and data protection
 - Behaviour for learning
2. Work in such a way as to promote the ethos and vision of the school.
3. To work with families by visiting homes to engage with parents to promote early intervention and identify need.
4. Participate in training and development, and activities that contribute to the management of performance.
5. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school as directed by the class teacher and members of the school's management.
6. Attend, participate and, if appropriate, chair regular meetings including readmission meetings, in liaison with the AHT Ethos and Culture
7. Take the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children.
8. Communicate effectively with other agencies/professionals, in liaison with the AHT Ethos & Culture, to support achievements and progress of pupils.
9. Act as a deputy safeguarding lead under the direction of the Designated Safeguarding Lead with identified students.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

Full driving licence and car

Post Title: Pastoral Support Officer	Director/Service/Sector: Children's Services	Ref: SG21
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Excellent numeracy and literacy skills (at least NVQ 2 Qualification); • Knowledge of the range and type of pastoral interventions available and be able to apply these appropriately in the context of the School's resources and the individual child. • Understanding of codes of practice and recent relevant education • Good understanding of the principles of child development and the learning process • Knowledge of support available from outside agencies • HSAW First Aid Certificate or equivalent or willingness to learn 	<ul style="list-style-type: none"> • NNEB, NVQ or CACHE Level 3 or BTEC Level 3 or equivalent in a relevant discipline • Counselling/coaching qualification • Understanding of child development and learning • Safeguarding Level 2 • 	(a), (i) (t)
Experience		
<ul style="list-style-type: none"> • Experience of working with children of the relevant age • Basic clerical skills • Experience of involvement in planning and evaluating effective actions for pupils at risk of underachieving • Working with children with additional needs and behavioural issues • Experience of following care plans and supporting children with behavioural issues and/or Special Needs. 	<ul style="list-style-type: none"> • Supervising small groups of children • Counselling • Delivering pastoral training • Experience of inter-agency work. 	(a), (i)
Skills and competencies		
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, able to relate well to children, parents/carers, colleagues and other professionals • Able to work independently with individuals, small groups or a whole class as required • Ability to use initiative and apply effective problems solving skills 	<ul style="list-style-type: none"> • NVQ 2 ICT Qualification 	(a), (r) (i)

<ul style="list-style-type: none"> • Effective ICT skills and experience of using ICT in a learning environment • Can work as a member of a team, understanding their role in the classroom and associated responsibilities. • Ability to prioritise • Flexibility to adapt to current situations • Ability to manage conflict and confrontational situations • Calm and positive approach 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Able to meet the physical demands of dealing with children with behavioural issues • Able to demonstrate resilience in dealing with challenging physical, mental and emotional situations, which can sometime be significant. • Exposure to disagreeable, unpleasant and hazardous conditions • Sensitive to the needs of children and their parents/carers 		
Other		
<ul style="list-style-type: none"> • Willingness to participate in training and personal development • To have high expectations 	Evidence of participating in learning outside of work	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation,

(o) others e.g. case studies/visits