



# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



**SEPTEMBER 15 2023**

**Gildredge House**

**Position: Pastoral Co-Ordinator (Support Staff)**

**35 hours per week**

**Deadline: Please see the website for closing date**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Key Stage Pastoral Co-ordinator** (Support Staff). We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

**CLOSING DATE:** Please see the closing date on the website  
**START DATE:** As soon as possible  
**INTERVIEWS:** In the week following the closing date  
**HOURS OF WORK:** **35 hours per week**, (Monday to Friday **8am until 4pm** during term-time, including 1-hour unpaid break) 37.4 weeks, 5.6 weeks paid holidays (inclusive of bank holidays). Total of 43 paid weeks per year.

**Starting salary: Grade 7 Point 18 on the Gildredge House Support Staff Scale 2022-23: £24,614 FTE** (to a maximum of £25,271 FTE Grade 7 Point 19). Actual salary, pro-rata: £19,204 - £19,712

- Do you enjoy working in a busy and varied environment?
- Are you highly organised, effective and looking for your next challenge?
- Are you flexible, forward thinking, resilient and able to work under pressure?
- Do you possess high emotional intelligence?
- Can you work under pressure whilst remaining calm and approachable?
- Do you understand the importance of safeguarding young people?

If the answer is 'yes' to these questions then Gildredge House wants to hear from you.

We are looking to appoint an exceptional candidate to fill the post of Key Stage Pastoral Co-ordinator (Support Staff).

The Key Stage Pastoral Co-ordinators work with Heads of Year, and/or Phase Leaders to provide professional and comprehensive pastoral provision for the students at Gildredge House. The main aspects of the role will be to provide effective support within the pastoral team with a focus on the behaviour, welfare, safeguarding and attendance of the students. The ideal candidates will be flexible in their approach and have the ability to think quickly on their feet.

**Our school motto: 'Aspire'**

If you wish to discuss the post further or would like a tour of the school, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration of Disqualification under the Childcare Act 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

## Key Stage Pastoral Co-ordinator (Support Staff): Job Description

**Grade: GH Support Staff Scale Grade 7 Points 18 - 19**

**Reports to: Head of Year**

### **Purpose of the Job**

The job description below gives an insight into the tasks and responsibilities for the post of Key Stage Pastoral Co-ordinator, and while this is not an exhaustive list, it should allow candidates to understand what this role entails. We are interested in candidates with the potential to make a substantial contribution to the development of positive behaviour and culture at Gildredge House.

### **General Responsibilities:**

The post holder will also ensure that students within their Key Stage continue to be able to access a personalised curriculum, while taking responsibility for the consequences of their behaviour choices. The Key Stage Pastoral Co-ordinator will have responsibility to oversee students that require alternative provision and/or need external agencies to support their wellbeing or pastoral need. The post holder will also oversee the organisation of targeted group work and reflection room for their respective year groups. The aim is to get students back into class with new coping strategies and ensure they have reflected upon their negative or challenging behaviour(s).

### **KEY TASKS:**

- Under the direction of Senior Leadership Team/Heads of Year, to lead and co-ordinate the completion of alternative provision applications and referrals to external agencies within the Key Stage
- To support Heads of Year in the monitoring of weekly/termly behaviour including monitoring behaviour logs, with the intention of being proactive and managing behaviour.
- To support Heads of Year in the monitoring of weekly/termly behaviour including monitoring behaviour logs, with the intention of being proactive and managing attendance alongside the EWO and Attendance Officer.
- To track and monitor attendance/behaviour for students at alternative provision
- To support and have regular contact with wider Pastoral, Child Protection, Attendance and SEN teams.
- To lead intervention for small groups that require support for certain trends or behaviour patterns that are displayed
- Alongside the Head of Year, lead and manage student additional needs plans by ensuring that information and interventions are logged and carried out.
- Alongside fellow pastoral co-ordinator, oversee the timetable for the reflection room including ensuring that all work is in place.
- Alongside fellow pastoral co-ordinators, facilitate a controlled, purposeful and supportive learning environment within the behaviour support rooms, where students can complete work throughout their day in reflection
- To request and organise appropriate work for students in the reflective behaviour room for key stage students.
- To support readiness to learn routines ensuring students are prompt to lessons and corridors are calm during changeover of periods
- To lead and manage the additional needs plans by ensuring that information and interventions are logged and carried out by relevant members of staff and information is shared.
- To manage any instance of challenging and extreme behaviour of individual students
- To perform 'On Call' assistance to transfer or remove students that are disrupting the learning environment

- To liaise with parents and relevant staff within school to provide updates on the success of the student's placement day in reflection, and communicate any next steps/ further actions to be followed.
- To keep records, analyse data and prepare reports relating to the key stage and ensure that key information is provided ahead of any parent/external meeting.
- To promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school, including during break and lunchtimes.
- To attend internal and external meetings relating students in the key stage and support with relevant interventions and pastoral
- To attend relevant meetings and training in order to remain at the forefront of educational thinking on behaviour management and pastoral support.
- To undertake other activities, such as suspensions/exclusions, in accordance with the vision and values of Gildredge House and the Behaviour and Exclusion Policy.
- To provide, for other staff, additional support in behaviour management through observation, shared planning and working alongside where appropriate.
- To feedback to key staff in school on a regular basis regarding all aspects of reflection and behaviour.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post. Any changes of a permanent nature will be incorporated into the job description in specific terms, following consultation with the post holder and Senior Leadership Team.

#### **General:**

1. The post holder will be asked to carry out a number of tasks each day and will need to prioritise these tasks to ensure daily routines are consistently followed, and all deadlines are met.
2. The post holder will work predominately within an allocated Key Stage.
3. Working practices will include regular use of a computer including the use of Excel, Word, Outlook and a Management Information System.
4. Equal Opportunities - The post holder is required to carry out the duties in accordance with the school's Equal Opportunities policies.
5. Health and Safety - The post holder is required to carry out the duties in accordance with the school's Health and Safety policies and procedures.
6. All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

#### **General Expectations**

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher.

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

#### **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

## Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the post.

## Key Stage Pastoral Co-ordinator (Support Staff): Person Specification

Attributes	Essential	Desirable
Qualifications and training:	<ul style="list-style-type: none"> <li>• Good standard of education particularly in English</li> <li>• Willing to undertake necessary safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in liaising and negotiation and working with other agencies</li> <li>• Evidence of further learning such as courses completed</li> </ul>
Knowledge, Understanding & Experience:	<ul style="list-style-type: none"> <li>• Experience of previous administrative post</li> <li>• Experience of producing documents to a high standard using Microsoft Word and Excel</li> <li>• Experience of undertaking a range of clerical and administrative duties including data input</li> </ul>	<ul style="list-style-type: none"> <li>• Any relevant experience of working within a primary/secondary school environment</li> <li>• Knowledge and experience of SIMS or other management software</li> <li>• Knowledge of school policies</li> <li>• Experience of working with teaching staff and support staff</li> </ul>
Skills and Abilities:	<ul style="list-style-type: none"> <li>• Understands the need to be flexible and creative when working with vulnerable students.</li> <li>• Ability to be organised and methodical with high attention to detail</li> <li>• Ability and commitment to work with students in a calm, compassionate and consistent manner</li> <li>• Ability to maintain regular contact with all stakeholders</li> <li>• Able to communicate well, both in writing and orally</li> <li>• Ability to develop efficient record keeping systems and to produce accurate and up to date records and reports</li> <li>• Ability to work on own initiative, dealing with any unexpected problems that arise</li> <li>• Ability to show sensitivity and objectivity in dealing with confidential issues</li> <li>• Ability to present a professional school image</li> <li>• Ability to work effectively and supportively as a member of the school support team.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the educational environment and key national and local policies associated with inclusion</li> <li>• Ability to co-ordinate the work of other members of the team</li> </ul>

Personal Qualities:	<ul style="list-style-type: none"> <li>• Is self-motivated and hard working</li> <li>• Can work effectively and professionally even when under pressure</li> <li>• Appreciation of the significance of maintaining complete confidentiality relating to students</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to positively promote the School's aims and ethos.</li> <li>• Willingness to participate in further training and developmental opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop effective working relationships with team members and lead others by example.</li> </ul>
Other:	<ul style="list-style-type: none"> <li>• Able to work flexible hours subject to the requirements of the post and student needs</li> </ul>	

***“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”***

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is shown on the website. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on the closing date on the website.

**We look forward to hearing from you.**