



Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



JUNE 2023

Gildredge House

Position: Primary Pastoral Coordinator

35 hours per week. Term-time only.

Deadline: Monday 3rd July 2023

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Primary Pastoral Coordinator. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

PRIMARY PASTORAL COORDINATOR

CLOSING DATE: Monday 3rd July 2023 at 09.00am

START DATE: Friday 1st September 2023 - Subject to all regulatory checks in place

INTERVIEWS: Week commencing 10th July 2023

HOURS OF WORK: 35 hours per week, term-time only. 43 weeks per year including paid holidays.

We are looking to appoint an exceptional candidate to the post of Primary Pastoral Coordinator in our Primary phase for our 4-19 free school. You will be working within a team of highly dedicated and flexible staff members who understand the need to be flexible in approach, so that all children can be successful.

We received a 'Good' Ofsted judgement (November 2018). The challenge is to sustain and embed this judgement and then to work on achieving an 'Outstanding' judgement at our next Ofsted.

At Gildredge House each individual is known and valued. Students are inspired to discover their passions and realise their academic potential. You will join a strong team of inspirational Teachers and Teaching Assistants in an exciting environment where learning is fun. If you are an imaginative and dynamic practitioner - with the capability of engaging and enthusing all students and the belief that everyone can succeed - we want to hear from you.

As the Primary Pastoral Coordinator at Gildredge House you will be expected to have the flexibility and skills to work within the department, providing appropriate support to the children and staff team in delivering the curriculum.

Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

Our school motto: 'Aspire'

- Do you want to be part of a school where your contribution is valued and celebrated?
- Would you like to support children with high aspirations who are keen to learn?
- Do you want to join a staff team that is diverse, collegiate and respected?

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

Starting Salary: £19,201 p.a. pro rata (£24,614 FTE) which equates to Grade 7 point 18 on the Support Staff Pay Scale for 2022-2023. You would be required to work 43 weeks per year (includes 36.4 weeks of term-time plus 1 week of INSET plus 5.6 weeks' paid holiday).

If you are interested in the position please download the Application Pack on our website.

Please complete the Application Form and return to careers@gildredgehouse.org.uk by Monday 3rd July 2023 at 9.00am

If you wish to discuss the post further, please contact the Head of Primary, Mrs Catherine Geldard on the following email address: c.geldard@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 that you are not a disqualified person under the Childcare (Disqualification) Regulations 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/>

Primary Pastoral Co-ordinator: Job Description

Main Responsibilities, Tasks and Duties:

The post holder will work closely with a large number of children, both 1:1 and in small groups. They will also work collaboratively with the Nurture Lead, SENCO and class teachers. The main goal will be to support the Social, Emotional and Mental Health (SEMH) needs of the children and help them to create their own toolkit of strategies. Alongside this, the post holder will have an oversight of behaviour and attendance difficulties; reporting regularly on these and working with external agencies.

KEY TASKS

- To support the pastoral team, tutor or class teacher in providing and organising appropriate care and support for students' pastoral needs. This would range across many student matters, including behaviour, attendance, welfare and achievement as well as safeguarding issues
- Plan and lead (small groups) appropriate activities to support the Social, Emotional and Mental Health needs of children. This will include leading activities using the outside spaces around school.
- To support Primary Head/Primary SENDCo in the monitoring of weekly/termly behaviour and attendance analysis. Be proactive with managing attendance alongside the EWO and attendance officer. This includes making phone calls and/or meeting with student families to support and/or improve welfare, attendance and behaviour.
- To support and have regular contact with wider Pastoral, Child Protection, Attendance and SEN teams.
- To make referrals to external agencies and chair relevant meetings on behalf of the SLT and pastoral team. This will include writing and coordinating reports and/or plans to external agencies.
- To support in the supervision of the student areas at break and lunch times, as well as at the beginning and end of the school day, as required.
- To consistently support the behaviour philosophy of Gildredge House, that is delivered by all members of the primary/secondary team. This includes undertaking other activities, such as internal exclusions, in accordance with the vision and values of Gildredge House and the Behaviour and Exclusion Policy. Alongside the Primary Head and Assistant Head, lead and manage student additional needs plans by ensuring that information and interventions are carried out.
- To support readiness to learn routines, ensuring students are prompt to lessons and corridors are calm.
- To manage any instance of challenging and extreme behaviour of individual students.
- To perform 'On Call' assistance to transfer students that are disrupting the learning environment.
- To keep records, analyse data and prepare reports relating to the Primary Department and ensure that key information is provided ahead of parent/external meetings.
- To promote positive behaviour management by modelling suggestive effective strategies with students in class and around school.
- To attend relevant meetings and training in order to remain at the forefront of educational thinking on behaviour management and pastoral support.
- To provide, for other staff, additional support in behaviour management through observation, shared planning and working alongside, where appropriate.

- To accompany staff on school education visits and work under the direction of the trip organiser, if required.
- To support assemblies.
- To support pre-admission visitors and/or meetings. This may lead onto supporting a student into a designated year group or class.
- To abide by the work towards all the policies within the school
- To carry out the above duties in accordance with the school's Equal Opportunities Policy.
- To carry out any reasonable task at the request of the Head Teacher.

Additional Duties and Involvement

The following duties and areas of Involvement are specific to this role within Gildredge House and are in addition to those listed above. It is accepted that these items are appropriate to the salary scale for this post.

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 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 grade.

Primary Pastoral Co-ordinator: Person Specification

Attributes	Essential	Desirable
Qualifications and training:	Good standard of education, particularly in English.	Experience in liaising and working with other agencies.

	Willing to undertake training linked to the job role (e.g. safeguarding)	Evidence of further learning such as courses completed (e.g. ELSA and/or Forest School).
Knowledge, Understanding and Experience:	<p>Experience with working with a range of children, particularly those who have additional Social, Emotional, Mental Health needs.</p> <p>Experience in planning and leading activities for small groups of children.</p> <p>Experience of undertaking a range of administrative duties including data input.</p> <p>Experience of producing documents to a high standard using Microsoft Word and Excel.</p>	<p>Experience of working within a school environment.</p> <p>Knowledge and experience of SIMS or other management software.</p> <p>Knowledge of school policies.</p> <p>Experience of working with teaching and support staff.</p>
Skills and Abilities:	<p>Understands the need to be flexible and creative when working with vulnerable students.</p> <p>Ability to be organised and methodical with high attention to detail.</p> <p>Ability and commitment to work with students in a calm, compassionate manner.</p> <p>Ability to maintain regular contact with all stakeholders (including parents).</p> <p>Able to communicate well, both in writing and orally.</p> <p>Ability to develop efficient record keeping systems and produce accurate and up to date records/reports.</p> <p>Ability to work on own initiative, dealing with unexpected problems as they arise.</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues.</p>	<p>Understanding of the educational environment and key national and local policies associated with inclusion.</p>

	<p>Ability to present a professional school image.</p> <p>Ability to work effectively and supportively as a member of the school team.</p>	
Personal Qualities:	<p>Is self-motivated and hard working.</p> <p>Can work effectively and professionally even when under pressure.</p> <p>Appreciation of the significance of maintaining complete confidentiality relating to students.</p> <p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Willingness to positively promote the School's aims and ethos.</p> <p>Willingness to participate in further training and developmental opportunities.</p>	
Other:	<p>Able to work flexible hours subject to the requirements of the post and student needs.</p>	

“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 Monday 3rd July 2023. 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 by 9.00am on Monday 3rd July 2023.

We look forward to hearing from you.