Severn Bridges
Multi-Academy Trust

Harlescott Junior School

Pastoral Assistant

Recruitment Pack



Severn Bridges Multi-Academy Trust

Harlescott Junior School Pastoral Assistant Recruitment Pack



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Harlescott Junior School Pastoral Assistant Recruitment Pack

Headteacher's Welcome

"Grow Together, Achieve Together!"

Our School: Harlescott Junior School

Harlescott Junior School is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the north side of Shrewsbury not far from Haughmond Hill. The school originally opened in 1931 and is a larger than average sized junior school for Shropshire. Most of our pupils live within the surrounding area and some from the wider Shrewsbury area. The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and two Key Stage Managers. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year. We had a very successful Ofsted inspection in May 2023, maintaining our 'Good' rating overall and gaining outstanding for behaviour and personal development.

At Harlescott Junior School we continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals. When children leave us, they will have the solid foundation that will allow them to build a successful, exciting and fulfilling life.



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Our School Vision

"Grow Together, Achieve Together!"

Our dedicated team wish to offer the finest primary school experience.
With our endless pursuit for excellence in education, adaptability is our strength. Our children will not only be educated to a high academic standard but they will leave our setting having grown into emotionally resilient individuals.

Developing a love for learning will be our aim.
They will benefit from a broad and balanced curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. An appreciation of the outdoors and a strong focus on physical and mental well-being will naturally develop alongside their learning journey.

Our children will leave this school with the knowledge and skill set to make positive choices that will drive their future forward. Their friendships will be rooted in mutual respect and tolerance because of our consistent teaching of our school values, promoting inclusivity and diversity. Our pupils will have the solid foundations that will allow them to build a successful, exciting and fulfilling life.



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Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.
We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our bespoke curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Severn Bridges Multi-Academy Trust
Greenfields Primary School
Harlescott Junior School
Mount Pleasant Primary School & Nursery
Radbrook Primary School
Short Wood Primary School
Sundorne Infant School & Nursery

Harlescott Junior School Pastoral Assistant Recruitment Pack

About the Role

Harlescott Junior School wish to appoint a dedicated and suitably experienced Pastoral Support Assistant to join our nurturing and supportive community.

This role will be an exciting one working closely with the SENCO and Deputy Head providing a safe, secure and welcoming environment for students where pupils' barriers to learning are overcome and emotional, mental health and welfare needs are met.

The successful candidate will have a good understanding of the needs of pupils with ASD, ADHD, ADD, PDA and applying recommendations from external agencies. They will be champions for positive relationships and promoting mental health and wellbeing. They will have experience of working in partnership with staff and parents supporting positive behaviour management.

We are looking for candidates who are positive, resilient, forward looking and enthusiastic about making a difference. We can offer a positive and thriving school environment, a great team of staff, a commitment to continuing professional development and some pretty fantastic children too!



Severn Bridges Multi-Academy Trust

School: Harlescott Junior School

The Post: Pastoral Assistant

Contract Type: Permanent

Required from: ASAP

Closing Date:

Friday 20th November at 9am

Interviews:

Friday 27th November



Grade / Working Days Details

Grade 6, SCP 7 (£14.14)
Actual Salary - £18,492
30 hours a week, term time.
8:40am- 3:10pm (30 minute lunch)

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: www.severnbridgesmat.co.uk/our-policies/

How to apply

All applications should be made online through MYNEWTERM. Please refer to the vacancy page on the our website - https://www.haughmondfed.net/our-schools/vacancies and click onto the vacancy where you will be able to apply directly.

Visits

Visits to our school are strongly encouraged. Please email **recruitment@haughmondfed.net** if you would like to book a visit.

Harlescott Junior School

Pastoral Assistant
Job Description

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.
All posts are subject to the Asylum and Immigration requirements.

Purpose of the post

Work under the guidance of the teaching staff and nominated Teaching Assistants and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Assistance will be provided to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision. Staff may also occasionally supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

Duties and Responsibilities

Support for Pupils

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills/training/experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangements with pupils, and provide support for distressed pupils.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.

Harlescott Junior School

Pastoral Assistant
Job Description

Support for the Teacher

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical/admin. support eg. producing worksheets for agreed activities, photocopying, typing, filing etc.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- On occasion cover class teaching (under supervision) as and when appropriate.
- On occasion when covering class direct the work, where relevant of other adults in supporting learning.

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Pastoral Assistant
Job Description

Support for the Curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies eg. Literacy, numeracy, early years etc. as directed by the teachers.
- Support pupils in using ICT, and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment/resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Other Duties

Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Harlescott Junior School
Pastoral Assistant
Person Specification

Severn Bridges MAT
Person Specification – Pastoral Assistant

Criteria	Essential	Desirable
Qualifications	5 GCSE's or equivalent, including Maths and English Level 3 Certificate in supporting Teaching and Learning or to have completed training of a similar standard	First Aid qualification (or willing to undertake training) ELSA qualification Completed 'no worries' training
Work or relevant experience	At least 2 years relevant experience working in an educational setting Ability to work with small groups or an individual pupil. Experience of planning and leading teaching and learning activities (under supervision) Previous experience of working with young people in a related area.	Worked with children with SEND
Knowledge and understanding	Full working knowledge of relevant policies/codes of practice/legislation including safeguarding Ability to relate well to children and adults Understanding of the needs of pupils with ASD, ADHD, ADD, PDA A good knowledge of school based education including child development	National learning strategies including Literacy and Numeracy Knowledge of non-school based support agencies
	A good knowledge of school based education including child development	
Skills and Abilities (relevant to post)	Good communication skills and ability to relate well to children, staff and parents Administrative and organisational skills Evidence of working well as part of a team Good ICT skills or the willingness to update skills and undertake further training. Active listening skills Understanding of effective teaching methods Knowledge of how to successfully lead learning activities for a group or class of children Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	Specialist skills, training or experience e.g. Art ,Music, ICT etc
Personal Qualities	Enjoyment of working with children. A calm, caring and friendly nature. Ability to bring to the role, initiative, enthusiasm and commitment Capability to inspire, motivate and challenge children Sensitivity, empathy and patience Assertiveness and ability to elicit respect Ability to take an emotion coaching positive approach when working fairly with young people A solution focussed approach A flexible approach towards working practices. Willingness to develop skills with further training	
Special Conditions	Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check. Have the right to work in the UK.	