



Application Pack

Pastoral Support Assistant Childwall Sports & Science Academy

Closing Date: 8:00am, Monday 19 October 2020

Start Date: As soon as possible

Salary: Scale 22-25 (£26,317 - £28,785)

Pro-rata Salary £23,156 to £25,328

Contract Term: Term-time only plus 5 INSET Days/Fixed-term to 31.08.2021



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

We Offer

- A Trust with a strong vision and ethos;
- An opportunity to develop your career within the supportive environment of Lydiate Learning Trust;
- Fantastic students and staff who are keen to do well, hardworking, enthusiastic and supportive;
- A supportive and aspirational community;
- A bespoke CPD programme;
- An opportunity to work with the other Lydiate Learning Trust Schools;
- The opportunity to contribute to teacher training via our AMP SCITT.

Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you return an equal opportunity monitoring form and return it with any application you make to LLT.

Welcome



CHILDWALL
SPORTS &
SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

Thank you for your interest in the position of Pastoral Support Assistant. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply. In return, we can offer the right candidate the chance to be creative and innovative and offer excellent progression and professional development opportunities. We will support you all the way.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J E Vincent'.

Ms J E Vincent
Head teacher
Childwall Sports & Science Academy

A handwritten signature in black ink, appearing to read 'A Stahler'.

Mrs A Stahler
Chief Executive Officer
Lydiate Learning Trust

How to Apply

Start Date:	As soon as possible
Closing Date:	8:00am, Monday 19 October 2020
Shortlisting:	Monday 19 October 2020
Proposed Interview Date:	Friday 23 October 2020

Please submit a full application form and a letter supporting your application (Max 2 sides of A4) to recruitment@lydiatelearningtrust.co.uk quoting 'Pastoral Support Assistant CSSA' in the subject line.

To fulfil our safeguarding requirements, please complete an application form and equal opportunities monitoring in recruitment form, both are available to download from the Vacancies page of the Childwall Sports & Science Academy website.



Job Description

Pastoral Support Assistant

Purpose	To work within the pastoral team to ensure the best support and care is available for our children and their families. This is a non-teaching role to allow for quick and immediate responses to parents and students where possible.
Reporting to	Assistant Headteacher responsible for Personal Development, Behaviour & Attitudes
Salary	NJC Scale 22-25

Core Duties	<ul style="list-style-type: none">• To support positive attitudes to learning.• To support as part of the Inclusion Team.• To manage everyday behaviour throughout the day, having a presence to pick up issues as they arise.• To be directly involved in the promotion, reward and celebration of student achievement• To assist in the collation and analysis of progress assessment data to generate progress reports on a group and individual basis.• To liaise closely with the SENDCO to ensure that all students are engaged in their learning and make expected progress.• To ensure that the system of recording relevant information pertaining to each student is efficiently and accurately carried out and disseminated, and when necessary to complete appropriate confidential reports.• To liaise with the Senior Line Manager to co-ordinate the admission of new students.• To complete the necessary administration for those who may be leaving the school throughout the year.• To establish positive contact with parent/carers of students in order to encourage the highest standards of work and behaviour, or to discuss welfare and general issues as they arise.• To identify, generate and action progress plans for targeted individuals and ensure implementation.• Support Key Stage Leaders with the implementation of social inclusion systems and processes throughout the academic year• To work with subject leaders and pastoral leaders, to plan targeted provision and intervention programmes.• To identify key strategies best suited to individual students and communicate these to stakeholders.• To liaise with the Senior Team to ensure that student support needs are fully met using both internal staff and external agencies where necessary.• To work with the school Attendance Officer to monitor attendance and punctuality across all year groups and provide reports as appropriate.• To assist with the organisation of the Parent Review Evenings (PRE) and other promotional or celebratory events.• To oversee the application of the school uniform policy.
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- To assist with arrangements for reporting to parents.
- To recognise and celebrate progress appropriately.
- To have some experience in Child Protection.
- To support CABLE (on call).
- To secure positive partnerships with parents to raise student and family aspirations.
- To support pastoral leaders with the smooth running of assemblies and assist in the development of ethos and spirit.
- To organise enrichment opportunities for target groups of students and encourage students to participate in out-of-hours school activities and clubs.
- To promote the core values of the Lydiate Learning Trust.
- Ensure excellent standards of behaviour and promote the good name of the Trust in the local community.

The above requirements are specific to the role and complement the current duties of a Pastoral Support Assistant. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

Pastoral Support Assistant

Education & Experience	
Educated to a high standard.	E
Evidence of further professional development pertinent to the role.	E
Experience of de-escalation and managing behaviour	E
Experience of working with and promoting good relationships with parents/carers and outside agencies.	E
Experience of supporting young people on a one to one and group work basis.	E
Experience of collating and analysing data.	E
Experience of report writing for a variety of audiences	E
Excellent communication skills	E
Experience of using work-based databases	E
Experience of working with young people to help build resilience and address mental health concerns.	E
Experience of supporting students in an educational setting to enthuse and motivate them to achieve positive outcomes and promote their development.	D
Experience of working in a school or with young people.	D
Personal Qualities	
A genuine passion for supporting young people.	E
Proven skills in mentoring, advising, supporting or guidance work, in a formal setting.	E
The ability to form strong working relationships with students and adults.	E
The ability to manage and motivate others.	E
The ability to interact with people at all levels	E
Skills, Knowledge & Aptitudes	
A good working knowledge of child protection procedures	E
A working knowledge of Restorative Justice approaches.	D
A working knowledge of school attendance policies and procedures.	D
Good administrative skills including record keeping	E
Excellent written and verbal communication skills.	E
Basic awareness of inclusion, especially within a school setting.	D
Excellent listening skills.	E
A positive attitude and the ability to act as a role model.	E
Enthusiasm and knowledge for teaching and learning.	E

The ability to provide guidance and constructive feedback.	E
Excellent organisational, administrative, planning and time management skills.	E
Professional Development	
Willingness to participate in relevant training and development opportunities.	E
Confidential References	
Positive recommendation from all referees, including current employer.	E