



Woodfield School
Together we will achieve

Pastoral Manager (Grade 6)

Woodfield Primary SEMH School
Required ASAP



Effort + Respect x Ambition = Success



Woodfield Primary is located at our Stoneleigh Road site and is the primary provision of Woodfield all through SEMH School. Woodfield School currently provides specialist SEMH education across Coventry.

The Primary School caters for students from Yr1-Yr6 currently. We operate in class sizes of up to eight students supported by their class teacher and learning support staff. Students are grouped based on a two-year rolling curriculum. Classes comprise of Yr1&2, Yr3-4, Yr5-6.

The site has undergone a curriculum review to ensure students' academic needs are met, we ensure pupils meet their potential and that they progress year upon year. The CornerStones curriculum is used across key stage 1&2 which provides clarity about what is being taught, accurate monitoring of student progress and a range of engaging cross-curricular projects for students to access.

Classroom development and Bespoke timetables and interventions have been a priority as we aim to create therapeutic and personalised environments which support student learning and regulation. Recent development of the site has helped create regulation spaces within each classroom which students can access during different points of the day, plus we have Forest School on site, alongside a number of other interventions such as Boxing, Sewing, War Hammer, Reading Dogs, Lego, Art, Messy Play, Coventry Football outreach, Lock Club, One to One support, Music and we are members of Coventry's Museum's Virtual Schools Membership Scheme, whilst offsite we have interventions such as Saints Foundation- Values of Sport, Horse Riding, Boxing, Swimming.

We have developed an 'Early Years' area in the school which allows for our younger students to experience learning through play and support social development. This provision reduces student interactions with older aged peers as we continue to take steps to improve the culture of the site and decrease negative learnt behaviour peer to peer.

We have a host of support options available for all pupils with some pupils being able to access their own individual timetables to help with their specific needs. We encourage staff with additional skill sets and the motivation to enhance our lunchtime activities where pupils are able to access and have fun with slime club, archery, football, film club, Long Grass play and hammer beads.

Key contacts: **Sarah Mills (Primary site lead)**

SENCO: **Kate Parker**

Pastoral lead: **Jennifer Davoudian, Ellie White (Monday & Friday)**



Pastoral Manager

We are a supportive, inclusive and caring school that welcomes all children.

We are looking to appoint a highly motivated, empathetic and resilient Pastoral Manager who has experience of working with children with special education needs, in particular SEMH. This person will have an understanding of SEMH and the challenges that this brings for children.

You will be a critical part of a developing therapeutic and pastoral team at Woodfield School, working closely with families, individual teachers and professionals to provide targeted personalised support. You will be expected to work as part of a close-knit pastoral team in order to ensure our children receive the best support possible for their development and emotional wellbeing. Knowledge of children's mental health, child cognitive development and the ability to deliver small group and one to one interventions will be integral.

The successful candidate needs to be flexible, versatile and nurturing and able to work effectively with external professionals and families in order to achieve the best outcomes for our students. You will be given an identified case load of students to have a positive impact with. Student EHCPs will guide your work as we endeavour to provide highly personalised provision to ensure we meet student needs.

All of the young people we serve have EHCPs with the majority of primary needs revolving around SEMH, a large percentage of our cohort have a diagnosis of ASD and ADHD. Many have also experienced difficult personal experiences in their lives, and need nurturing, supporting and an opportunity to shine. We are looking for somebody who could help our students do this.

An understanding of the 'Thrive' approach which underpins all of our work is required along with an empathetic nature and a desire to understand what drives and triggers certain behaviours.

You will need to have patience as well as strong behaviour management skills. You will also need a passion for working with young people and their families and supporting those with barriers to their learning.

In addition, there are benefits to being a colleague at Woodfield's School

- **Social committee with subsidised events**
- **Revision sessions paid for (Subject to minimum numbers)**
- **Occupational health and counselling support**
- **Cycle Scheme**
- **Free Flu jabs and other vaccinations**
- **Potential to work across more than one school/phase if appropriate**
- **Free onsite parking**
- **Free tea and coffee**

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Why work at Woodfield Primary School?

On behalf of our entire school community I extend a warm welcome to Woodfield School and hope you take the opportunity to also explore our website. Please take time to learn about our wonderful students and staff and gain a full understanding of how we work together to support student development and progress at every stage of our students' education journey.

Woodfield is a Social Emotional and Mental Health (SEMH) school with the aspiration to be the very best in the country! Woodfield is at a very exciting point in its improvement journey with the impending co location of all our provisions on one site at the former Woodlands school for boys on Broad Lane. This exciting project will allow us to create bespoke specialised environments to support meeting the needs of our students alongside designing and implementing a truly aspirational curriculum for our young people. Our aim is be functioning on one site during the end of academic year 2024/25.

Our Woodfield vision is for all students to make exceptional progress. That progress encompasses both rigorous academic progresses, gaining qualifications to unlock further education and employability routes and the knowledge and skills to understand and manage the social, emotional and mental health barriers faced by every individual.

We are very proud of our staff, students and wider school community. Our staff are highly skilled, and dedicated and provide a personalised approach to all students, who are supported by a team around each child approach. We foster a culture of warmth, care and empathy which is underpinned by our three school principles. Effort, Respect and Ambition (ERA) these are the non-negotiable trademark behaviours that are the expected norm in the classrooms of Woodfield for every single member of the Woodfield community.

We work in partnership with all parents, carers and external agencies and welcome regular two-way communication and feedback.

We are a rapidly improving SEMH specialist setting on an exciting journey. Our goal is to be the very best provision in the country and we will continue to strive for 'excellence in SEMH education' for all our stakeholders.

Nico De Groot - Interim Principal



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JOB DESCRIPTION – SEMH Learning Support Assistant

Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

GRADE: 6
HOURS: 37 hours per week – Term time only plus 5 days
(Teacher Training days)
Monday to Friday 8.30am to 4.30pm

JOB PURPOSE:

To provide a complementary service to that provided by teachers and support staff in order to address the needs of children who need help and support to overcome barriers to learning both inside and outside school in order to achieve their full potential. To lead pastoral care across the primary school site to ensure there is high quality pastoral provision in place, with a responsibility for safeguarding, attendance and supporting medical needs. By so doing to contribute to the work of the school in raising standards of attainment and maintaining good standards of behaviour.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Description of Duties and Responsibilities:

- To lead and manage the pastoral offering at the primary site, working in collaboration with the wider woodfield pastoral team and Assistant Headteacher for Inclusion, SEND and Safeguarding.
- To work with teachers, support staff, education welfare officers and other agencies to identify pupils at risk of disaffection in order to ensure that these receive support.
- To co-ordinate, devise, implement and evaluate support for identified children working with teachers, SENCo and SLT as appropriate.
- To coordinate and deliver group or individual PSED programmes
- To establish and maintain contact with the families/carers of pupils receiving support in order to keep them informed about pupils, needs and progress and to secure positive family/career involvement and support.
- To establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil so that the needs of the pupil concerned are met in a focused and integrated way.
- To develop and cascade as full a knowledge as possible of the range of agencies and activities which can be drawn upon to support vulnerable pupils.
- Lead and coordinate provision of lunchtime activities for vulnerable children.
- To network with other professionals in other Schools to ensure identification and dissemination of best practice.
- Support the Pastoral Lead and Assistant Headteacher with all safeguarding issues
- To prepare reports and attend strategy meetings and professional meetings.
- To prepare reports and attend child in need reviews.
- To lead Early help assessments
- To meet regularly with the EHAC from the family hub
- Refer all level 4 concerns to Social Care and complete a multi-agency referral form.

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- To support with Attendance in conjunction with the Assistant Headteacher - Curriculum, Data and Standards, promoting high standards of attendance and punctuality.
- Ensure that effective systems are in place.
- To work with the pastoral team and SLT to identify pupils who are not achieving full attendance, and having discerned the probable cause of the absence, suggest and assist in the implementation of plans of action that may resolve the need, working in close harmony with staff in schools, the child and the family.
- To coordinate and carry out home visits for absent pupils.
- Refer all missing children and non-attendance fines to the Assistant Headteacher - Curriculum, Data and Standards.
- To lead on the production of KPIs and using the data to support the school improvement agenda.
- To make a major contribution to the strategic priorities of Woodfield through the maintenance and development of effective home school liaison and positive parental engagement.
- To be an exemplary leader in dealing with staff, pupils, parents and outside agencies.

Other Duties

- As may from time to time be determined by the Head teacher AND such other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.
- To support the wider life of the school community and its individuals
- Work to published timescales for reports, publications and events
- Carry out procedures to satisfy school policy and practice
- Carry out weekly duties.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the

jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City

Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible to: Director/Principal/ Site Lead

Date Reviewed: June 2024

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
QUALIFICATION	<ul style="list-style-type: none"> ● Early Help and right help right time Training. ● GCSE English and Maths grade C or above
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> ● An awareness and understanding of the difficulties students with special educational needs are likely to face ● Understanding of the issues around safeguarding children and young people ● Understanding of the importance and benefit of establishing positive relationships ● Understanding of the need to focus on students as individuals ● Knowledge of the EHCP process and what an EHC Plan means for a young person ● Awareness of behaviours and triggers that affect individual learning and progress ● Awareness that all behaviour is an indicator of need, and how these can be interpreted ● Knowledge of how the curriculum relates to the age and ability ranges of all students ● Knowledge of how to support students in accessing the curriculum in accordance with their Special Educational Needs ● Knowledge and understanding of students' academic levels and the level at which they function socially, with a commitment to helping them fulfil their potential ● Working knowledge of relevant policies and codes of practice and awareness of relevant legislation
SKILLS & ABILITIES	<ul style="list-style-type: none"> ● The ability to identify and set targets for development for individual pupils ● The ability to devise, implement and monitor individual action plans for pupils ● Good interpersonal skills ● Good communicator – both oral and written ● The ability to converse at ease with members of the public (including colleagues, pupils and parents) and provide advice and information in accurate spoken English is essential for the post ● Able to deal with sensitive issues appropriately, responding to a range of perspectives and experiences without being judgemental. ● ICT skills including use of Excel
ATTITUDES & VALUES	<ul style="list-style-type: none"> ● Willingness to engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families/carers ● Willingness to work effectively with teachers and senior managers in school ● Willingness to work effectively and network with a wide range of support services ● A commitment to improving the lives and learning opportunities of young people

	<ul style="list-style-type: none"> ● A willingness to participate in in-service training and professional development
EXPERIENCE	<ul style="list-style-type: none"> ● Experience of working with children within an educational setting and of working with families and social agencies. ● Experience of managing and leading people.
PERSONAL QUALITIES	<ul style="list-style-type: none"> ● An attractive personality to whom pupils respond. ● Energy and enthusiasm ● Self-motivated and hard working ● Able to work independently but also a good team member ● A sense of humour ● A sense of balance and perspective ● Excellent attendance
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ● This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS Disclosure will be required prior to appointment

Last reviewed October 2024



SEMH Learning Support Assistant

Required as soon as possible

Grade	6 - (£27,836 - £33,136 pa actual salary)
Working hours	37 hours per week Monday to Friday - 8.30am – 4.30pm
Term time	Plus 5 days (Teacher training days)

An opportunity to join the Woodfield team has arisen for dedicated and motivated individuals with a passion for supporting young people with special educational needs. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School site in the academic year 24/25. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

If you would like further information, would like to organise a tour of the school or to discuss the post in more detail then please contact:

Sarah Mills – Primary Site Lead at smills@woodfieldschool.net

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our Website:

www.woodfieldschool.net

Please return completed application forms to Stuart Hands - shands@woodfieldschool.net [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **Sunday 3rd November 2024**

Interview date: **TBC**

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.

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