

# Information Pack

## Pastoral Support Assistant Grade 2

Term time only plus 5 days  
Required January 2023





Radford Primary Academy is a single form entry primary school with a strong community in the heart of Radford. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer Academy. The two primary schools are very closely linked.



Radford is a small one form entry Primary School with a very positive family ethos. Radford is a rapidly improving school at the heart of the community. The ambition of the trust is for Radford Primary to become an outstanding provider. We work extremely hard to ensure the children are inspired by high quality creative teaching. We have established an excellent reputation within the community and have good relationships with our parents. We work extremely closely with our sister school Sidney Stringer Primary Academy and benefit from shared teaching staff. There are also many opportunities to work collaboratively across other MAT schools.

We have excellent facilities and a new building with high quality new resources and state of the art technology, which we use to ensure that all our children make outstanding progress.

We have a strong and effective team of teachers and Learning Support Assistants. You will be part of this team helping to ensure that the children make excellent progress. We go above and beyond to help our children achieve well. We pride ourselves on our pastoral care and committed to ensuring sure all children are treated as individuals.



# What are we looking for?

We are seeking to appoint an enthusiastic and committed Pastoral Assistant. You will work across all key stages supporting their personal, social and emotional development. You will work with the Pastoral manager supporting attendance and safeguarding. You will work closely with the class teachers as well as being expected to work independently with individuals and small groups, plan, and prepare for this. You will need to have good behaviour management skills or the ability to develop them. You will support parents and families via the Early help process and in deliver parenting training.



You will work closely with our team of learning support assistants and be managed by the Pastoral Manager.

The role also involves communication and collaboration with outside agencies as appropriate.



## Fantastic opportunity

This is a really exciting time to work within a newly team which will work closely with the other primary school within the MAT.



# Why work at Sidney Stringer Multi Academy Trust?

There are many benefits to staff  
working at Sidney Stringer

- 100% attendance - 1 day off following year
- Staff Development- High quality programme and subsidies for Master's degree courses
- iPads for teaching staff and class sets for lessons
- Free tea and coffee



- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards



- Social committee with subsidised events
- Occupational health and counselling support



## **JOB DESCRIPTION – Pastoral Support Assistant**

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**Grade:** 2  
**Hours:** 37 hrs  
Monday to Thursday 8.30-4.30 and Friday 8.30-4.00  
Term time only plus 5 days

**Responsible to:** Primary Pastoral Manager

### **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 to their full potential.

By so doing to contribute to the work of the Academy in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

- To develop positive one to one mentoring relationships with pupils identified as needing support.
- To deliver PSED programmes and support Speech and language groups.
- To work with teachers, support staff, education welfare officer and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- 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/carer involvement and support.
- To deliver provision of lunchtime activities for vulnerable children.
- To network with pastoral assistants in other Schools to ensure dissemination of best practice.
- To work within the classroom under the direction of the teacher to support individuals or groups of children as appropriate.
- Under the direction and supervision of the Pastoral manager refer concerns to Social Care and complete multi agency referral form.
- Support the safeguarding leads with all safeguarding issues
- To support the Pastoral manager to understand the reasons for pupil's unauthorised absence from school and under direction and supervision take appropriate action to secure their regular attendance.
- To visit families where pupils are absent as directed by the pastoral manager.
- To call families to discuss absence.
- To keep records of all the action taken to improve the attendance of the pupil.
- Other duties as may from time to time be determined by the Principal

**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 Academy community and its individuals:***

- Work to published timescales for reports, publications and events
- Carry out procedures to satisfy Academy policy and practice
- Carry out weekly duties.

### **Safeguarding**

Employees 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 Academy'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 Academy'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 Academy'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 Academy'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 Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy 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**

Sidney Stringer Primary Academy 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. Reviewed by E. McCann (February 2017)*

## Person Specification

Area	Essential	Desirable to various extents
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ GCSE English and Maths grade C or above</li> </ul>	CAF Training Right help Right time training
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with children within an educational setting and of working with families and social agencies.</li> </ul>	Some experience of counselling.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ An understanding of the challenges facing young people from a disadvantaged community.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Good inter-personal skills</li> <li>▪ Good communicator – both oral and written.</li> <li>▪ Provide advice and information in accurate spoken English is essential for the post</li> <li>▪ Able to deal with sensitive issues appropriately, responding to a range of perspectives and experiences without being judgemental.</li> </ul>	ICT skills including use of Excel The ability to work towards specific targets for individual pupils. The ability to implement individual action plans for pupils.
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Willingness to work effectively with teachers and senior managers in school</li> <li>▪ Willingness to work effectively and network with a wide range of support services</li> <li>▪ A commitment to improving the lives and learning opportunities of young people</li> <li>▪ A willingness to participate in in-service training and professional development</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ An attractive personality to whom pupils respond.</li> <li>▪ Energy and enthusiasm</li> <li>▪ Self-motivated and hard working</li> <li>▪ Able to work independently but also a good team member</li> <li>▪ A sense of humour</li> <li>▪ A sense of balance and perspective</li> </ul>	



Emma McCann – Executive Headteacher  
Laurence Saunders Road  
Coventry  
CV6 1HD

**Pastoral Support Assistant**  
**Grade 2 (£17,659 - £18,306 pa pro rata)**  
Monday to Thursday 8.30-4.30 and Friday 8.30-4.00  
Term time only plus 5 days

We are looking for an enthusiastic and caring Learning Support assistant with real passion for working with children.

We are looking for someone who:

- Has a passion for learning
- Has high expectations of pupils' achievement and behaviour
- Is flexible and open to new ideas
- Is a team player
- Will fully support the ethos and aims of our schools
- Goes the extra mile for children.

We can offer you:

- Well behaved and motivated children
- High quality and exciting professional development opportunities
- A team of dedicated and hardworking staff
- A happy and friendly ethos.

### **How to apply**

If you are ambitious for yourself and want to be part of our school at this really exciting time then we would like to meet you. Please complete the application form on the MAT website and a letter of application and send it electronically to: [recruitment@sidneystrikeracademy.org.uk](mailto:recruitment@sidneystrikeracademy.org.uk)

[no hard copies to be sent in the post].

**The closing date for this post : Monday 5<sup>th</sup> Dec 2022 at 12pm**

Interview date: to be confirmed

If you would like further information or have any questions then please email.

[Emccann.staff@sidneystrikerprimary.org.uk](mailto:Emccann.staff@sidneystrikerprimary.org.uk)

We look forward to receiving your completed application form.

