The GALLERY TRUST

A community of special schools

Pastoral Support Worker
Candidate Information Pack
2024

Thank you for your interest in the post of pastoral support worker at Mabel Prichard School.

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive, and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you.

Thank you again for your interest and we look forward to hearing from you.

Lucy Wawrzyniak
Executive Headteacher

Pastoral Support Worker
Grade 9
Actual Salary £24559.15 - £26670.82
(FTE £32076- £34834 per annum)
33 hours per week, 38 weeks + 5 inset days Permanent
To start as soon as possible

Mabel Prichard School is recruiting a pastoral support worker who will work supporting the specific needs of children with high levels of anxiety, cognition and learning and autistic spectrum conditions.

The role of the PSW involves setting appropriate boundaries for students who have additional behavioural needs and may exhibit complex barriers to learning. You will take a resilient and instinctive approach in meeting our students' needs and will be prepared to undertake restrictive physical interventions following training. You will have the ability to use behaviour management strategies effectively and be able to work using your own initiative while following policies and procedures to deliver positive outcomes. You will support colleagues within the class environment as well as contributing to specific interventions designed to encourage engagement with learning and development of social and independence skills.

You will demonstrate a high level of flexibility and will welcome the opportunity to work in different settings with different approaches to engage learners. You will be capable of establishing a rapid rapport with colleagues and students and will relish the opportunity to extend your skills and experience in the SEND arena.

If you share our passion for making a real difference to the lives of children and young people with special needs, this is an opportunity to work in a successful and thriving SEND school where you could make a real difference to our students' lives. In return for your contribution to our team, you will work in an organisation which will support your career development, in a role which is rewarding and fulfilling. For further information please contact Lucy Wawrzyniak, Headteacher on 01865 777878 or email recruitment@mabelprichard.org

Application Process
To apply for this post please download an application form and job pack from our website https://mabelprichard.org/ or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **Monday 5th February 2024 at 12 noon** to recruitment@mabelprichard.org or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.

- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.

- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.

- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

At Mabel Prichard School students learn in one of our three pathway groups of either pre-formal, informal or semi-formal learners, although some class groups are a mixture of two as this makes the best dynamic for the students.

The school uses the Equals curriculum as a base for learning and adapts aspects of this as necessary for each cohort of learners we have. Details of this can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.

Pastoral Support Worker
Job Description

INTRODUCTION

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description.

JOB PURPOSE

To assist and support the Head Teacher and teaching staff in providing high standards of pastoral care and teaching and learning across the curriculum and to promote the Mabel Prichard's vision and ethos.

Key Tasks:

- Manage and deliver pastoral and therapeutic support to students and be responsible for preparing children emotionally and physically to engage with teaching and learning
- Address the needs of students who need particular help to overcome barriers to learning, which will involve key working a particular student on a personalised pathway.
- Manage the supervision and support of pupils whose pathway requires work outside the class, who are not working to the usual timetable and to work with the teacher to ensure the personalised pathway is planned, delivered and assessed.
- Provide behavioural support for pupils on an on-call basis
- To prepare specific documentation relating to students (for example Positive Handling Plans and Risk Assessments)
- To use Team-Teach appropriately and model this to colleagues.
- Deliver learning activities and teaching programmes, adjusting activities according to pupil responses/needs
- Arrange and develop mentoring arrangements with pupils and provide appropriate support
- Establish constructive relationships with parents and carers, exchanging information, facilitating their support for their child's attendance, access to learning and supporting home/school links, including home visits.
- Deliver, review, evaluate and record pupil interventions, assessing pupil response and progress
- To use creative, innovative and imaginative ideas to engage students during free association
- Attend meeting and reviews
- Attend to pupils' personal needs and care, and provide advice to assist in their social, health and hygiene development

- To be responsible for first aid and medical treatment of students, including risk assessments and liaison with medical professionals, disseminating medical protocols and ensuring that emergency first aid is carried out
- To be responsible for key working specific children, supporting with their education, liaising with parents/carers and being a point of contact for external professionals.
- Manage and provide accurate and detailed feedback, reports and data linked to pupil achievement, progress, behaviour and other matters using a range of ICT packages in association with the teacher.
- Manage record keeping systems and processes in line with Mabel Prichard's safeguarding policy.
- Observe Mabel Prichard's Safeguarding Policy and other policies to ensure compliance with school and statutory procedures
- Administrative support, e.g. completing paperwork, correspondence, filing and communicating with stakeholders through email, telephone, etc.

Standards and quality assurance:

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking part in reflection and supervision.
- Take part in support staff appraisal

Specific responsibilities

In addition to the duties outlined, you may be responsible for the following:

- Driving and supporting pupils in school vehicles
- Supporting pupils on a range of offsite educational visits
- Undertake tasks and duties as requested by the Head Teacher

General Responsibilities:

Taking appropriate responsibility for your own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately

- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the school's policies and procedures.

Selection Criteria
Pastoral Support Worker

	Essential	Desirable
Professional Qualifications	• Maths and English GCSE (or equivalent) at grade C or above	
Experience	• Working with children and young people in an educational or therapeutic context • Working with children and young people in 1:1 and group situations • Liaison with parents, carers, professionals and agencies • Preparing, delivering and assessing learning activities for children and young people	• Working with children and young people with special educational needs and disabilities • Working in a therapeutic role • Working in a restorative manner • Attending professional meetings and producing minutes • Delivering specific interventions to children and young people • Delivering training on specific areas • Mentoring children and young people • Preparation of Risk Assessments
Professional Knowledge & Skills	• Level 2 qualifications or equivalent • Knowledge of relevant policies and legislation Knowledge and ability to use a range of IT packages. • Driving Licence	• Basic First Aid • Level 3 / 4 qualifications • Qualifications linked to SEN • Team Teach trained
Personal Skills and Qualities	• Ability to work flexibly and adapt practice to different environments • Ability to use alternative communication methods and an understanding of why these are important. • Ability to work collaboratively and constructively in a team • Ability to respond flexibly to situations and to demonstrate good judgement • Ability to build links with key stakeholders • Ability to undertake Team Teach (restrictive physical interventions) • Ability to comprehend and observe the school policies and procedures	