

The **GALLERY TRUST**

A community of special schools



**Bloxham Grove**  
ACADEMY

**Pastoral Support Worker**  
**Candidate Information Pack**  
**February 2024**



**Bloxham Grove**  
ACADEMY

Thank you for your interest in the post of Pastoral Support Worker at Bloxham Grove Academy. I am delighted that you are considering joining us at this very exciting time in the opening stages of our new academy.

Bloxham Grove Academy is a brand-new special free school which opened to staff and students in January 2024. Our new building has first-class facilities in a rural location in Bloxham, North Oxfordshire. Both the building and the academy's outdoor space give us many opportunities to learn in state-of-the-art facilities and in the local countryside. This is a very special environment for our community to use and enjoy.

The academy provides exemplary education and care for students with Cognition and Learning needs, Autism Spectrum Condition, and Social, Emotional and Mental Health needs. At present, we have 55 students on roll. By year 4 of its opening, Bloxham Grove will have 100 students on roll between the ages of 7 to 18 and we will be delivering exceptional learning experiences to students across the Key Stages 2, 3, 4 and 5.

We hope to recruit three Pastoral Support Workers who will contribute to the growth and development of our new school, working alongside our experienced and skilled teaching and support staff.

This is a truly exciting opportunity for a Pastoral Support Worker to join the inaugural staff team at Bloxham Grove Academy. If you would like to help to shape the culture and ethos of the school and contribute to the development of a community dedicated to improving outcomes for students with SEND, then we would love to receive your application.

I look forward to hearing from you.



Charlotte Roberts  
Head Teacher

**Pastoral Support Workers  
Grade 9  
30 hours per week, 39 weeks per year (term time plus inset days)**

**Actual Salary £22,831 - £24,794 per annum  
(FTE Salary £32,067 - £34,834 per annum)**

**Start date: as soon as possible**

This is a truly exciting opportunity for Pastoral Support Workers to join the inaugural staff team at Bloxham Grove Academy, a special school within The Gallery Trust. Bloxham Grove Academy opened in January 2024 to meet the needs of students with Cognition and Learning needs, Autistic Spectrum Condition and Social, Emotional and Mental Health needs. The academy has 55 students on roll this year, and will grow gradually over 4 years to a full capacity of 100 students in Key Stages 2, 3, 4 and 5.

The successful candidate will demonstrate an ability to deliver pastoral and therapeutic support to students, and will work with students to ensure they are able to engage with teaching and learning. A key focus for all schools in The Gallery Trust is on working restoratively with students to create respectful and reflective communities. You will help students to overcome barriers to learning, providing support on an on-call basis, within classrooms and on a one-to-one basis. You will work with families and professionals, attend internal and external meetings, maintain records and prepare documentation, and will have a flexible and adaptable approach to your working day. You will demonstrate excellent knowledge of Safeguarding and, following training, be willing and able to support students with de-escalation techniques, behaviour management strategies, and physical interventions.

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.

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 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.

**Benefits of working at Bloxham Grove Academy, part of The Gallery Trust, include:**

**Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in the Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

**Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book

- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Perk Box - a discount and wellbeing platform membership

## Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies
- Cycle to Work Scheme
- Free car parking and cycle storage

## Application Process

The details of this post are contained in the candidate information pack, which is available at <https://bloxhamgroveacademy.co.uk/working-for-bloxham-grove-academy/> or at <https://thegallerytrust.co.uk/recruitment/current-vacancies/>. You will be able to download the Gallery Trust application form from either of these pages. To apply for this post, please email your completed Gallery Trust application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk)

Deadline for applications: Sunday 10 March 2024, 5pm

Provisional interview date (to be confirmed): Monday 18 March 2024

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.

Bloxham Grove Academy is an academy within The Gallery Trust. The Trust is dedicated to improving outcomes for SEND learners in Oxfordshire, striving to provide the best possible special education for all students. As the largest special school Trust in Oxfordshire, we value powerful collaboration and knowledge sharing but fully celebrate the distinct ethos and individuality of our family of schools, located throughout the county of Oxfordshire.

### **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 students 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.

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 seven special academies in the Trust, with 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.

## **Job Description Pastoral Support Worker**

**Responsible to:** Headteacher

### **Introduction**

This job description describes in general terms the normal duties which the postholder 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.

The job description involves:

### **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
- Work restoratively, engage in restorative training, reflective supervision and be a champion of restorative practice
- Address the needs of students who need particular help to overcome barriers to learning
- Provide support for students within class
- Provide behavioural support for students on an on-call basis
- Attend and contribute to internal and external meetings, representing the school in a professional manner and taking minutes
- Have a flexible and creative attitude including the ability and confidence to lead whole class teaching if required
- Manage and provide accurate and detailed feedback, reports and data linked to student achievement, progress, behaviour and other matters using a range of ICT packages
- Manage record keeping systems and processes
- Observe the Gallery Trust'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.
- Prepare specific documentation relating to students (for example, Positive Response Plans, Positive Handling Plans, Risk Assessments)
- To use Team Teach and model this to colleagues across the school with the support of lead practitioners in this area at the academy
- Deliver, review, evaluate and record student interventions, assessing student response and progress
- Manage the supervision and support of students who are unable to work in class, who are not working to the usual timetable and to work with colleagues to reintegrate them back into class
- To use creative, innovative and imaginative ideas to engage students during free association
- Attend meetings and reviews
- Provide support to parents, carers and families, including making home visits
- Attend to students' 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 with specific children, supporting their education, liaising with parents/carers and being a point of contact for external professionals.

### **Standards and quality assurance:**

- Support the aims and ethos of the academy
- 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 a share of supervisory duties as part of the weekly routine and as necessary
- Take part in support staff appraisal

### **Specific responsibilities**

- In addition to the duties outlined, you may be responsible for the following:
- Driving and supporting students in school vehicles
- Supporting students on a range of offsite educational visits
- Undertake tasks and duties as requested by the Head Teacher

### **General Responsibilities:**

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of students, 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 Academy's policies and procedures

**Selection Criteria**  
**Pastoral Support Worker, Bloxham Grove Academy**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	<ul style="list-style-type: none"> <li>Level 2 qualifications or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Basic First Aid</li> <li>Level 3 / 4 qualifications</li> <li>Qualifications linked to SEND</li> <li>Team Teach trained</li> </ul>
Experience, Professional Knowledge & Skills	<ul style="list-style-type: none"> <li>Working with children and young people in an educational or therapeutic context</li> <li>Working with children and young people in 1:1 and group situations</li> <li>Liaison with professionals and agencies</li> <li>Preparing and delivering learning activities to children and young people</li> <li>Ability to work restoratively</li> <li>Ability to work collaboratively and constructively in a team</li> <li>Ability to respond flexibly to situations and to demonstrate good judgement</li> <li>Ability to build links with key stakeholders</li> <li>Ability to undertake Team Teach (restrictive physical interventions)</li> <li>Ability to comprehend and observe the Academy's policies and procedures</li> <li>Ability to engage with academic research and communicate findings at a professional level</li> <li>Ability to work flexibly and creatively to meet changing needs of the school on a day-to-day basis</li> <li>Knowledge of relevant policies and legislation</li> <li>Knowledge of a range of IT packages including Microsoft word and excel</li> </ul>	<ul style="list-style-type: none"> <li>Working with children and young people with special needs</li> <li>Working in a therapeutic role</li> <li>Working in a restorative manner</li> <li>Attending professional meetings and producing minutes</li> <li>Delivering specific interventions to children and young people</li> <li>Delivering training on specific areas</li> <li>Mentoring children and young people</li> <li>Preparation of risk assessments</li> </ul>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>A resilient personality with the ability to work with children and young people who demonstrate challenging behaviour</li> <li>Dedication to improving the lives of children and young people</li> <li>Willingness to undertake CPD and training e.g. Team Teach, Restorative Approaches, First Aid</li> <li>Willingness to undertake personal care</li> <li>Commitment to safeguarding, and the welfare of children and young people</li> <li>A respectful approach to children and young people with SEN</li> <li>Use own strengths and expertise to advise and support others</li> <li>Excellent interpersonal and communication skills</li> <li>Driving license</li> </ul>	