



The **GALLERY TRUST**



A community of special schools

**Trust Pastoral Support Worker
Internal Candidate Information
Pack**

May 2020



Trust Pastoral Support Worker

Grade 10: £30,507 to £32,878 pro rata per annum

Actual Salary £23,776 to £25,624 depending on experience

This salary will increase by 2.75% following the recently applied pay scales increment 2020/2021 (from September 2020).

33 hours a week, term time, plus 5 inset days (39 weeks a year)

The Gallery Trust is recruiting for a Pastoral Support Workers who will work across the academies in the Trust, meeting the pastoral and behavioural needs of students throughout our community of SEND schools in Oxfordshire. Secondment opportunities will also be considered.

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. Formerly known as The Iffley Academy Trust, the driving force of the Trust is simple: it is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust currently has six member Academies: Iffley Academy, Bardwell School, Orion Academy, Northern House Academy, Springfield Academy and Bloxham Grove Academy, a new free special Academy scheduled to open in 2022 in North Oxfordshire. We will also be joined by Mabel Pritchard School on 1st November 2020 and have recently announced a new Academy to open in Didcot. The Trust's vision is to build an organisation over the next ten years which includes converter academies, free schools and sponsored academies, and which will meet the needs of all cohorts of SEND students in the county. All constituent academies will have the opportunity to share expertise across the Trust and work with peers who are specialists in SEND, sharing common aims and goals.

The Trust is committed to investment in learning, developing leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Students in the Trust have a range of SEND, including Severe Cognition and Learning Needs, Severe Learning Difficulties, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs, and additional complex needs. Our learning communities are based on respectful relationships with students, created through understanding of their special educational needs and disabilities, commitment to restorative approaches, and by providing outstanding teaching and pastoral care.

The role of the PSW involves setting appropriate boundaries for students who have 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 behavior 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 of working in the different academies in the Trust. 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 SEND.

In the first instance, it is likely that you will receive your induction and be placed in Northern House Academy in Oxford. You may be asked to support in other academies in the Trust in other Oxfordshire locations on short term, long term or permanent placements, and must be able to travel, hold a valid driving licence and have access to a vehicle. Every effort will be made to ensure your placements match your geographical location, but this cannot be guaranteed.

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 Trust, and make a real difference to our students' lives. In return for your contribution to our team, you will work in an organisation which is innovative and well-resourced, in a role which is rewarding and fulfilling.

Application process

To apply for this post, please submit your application form to applications@northernhouseacademy.co.uk to confirm your expression of interest by 5pm Sunday 27th September 2020.

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.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

JOB DESCRIPTION

Trust Pastoral Support Worker

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 Gallery Academy Trust's vision and ethos.

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.

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 and be a champion of restorative practice
- Address the needs of students who need particular help to overcome barriers to learning
- Manage the supervision and support of pupils 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
- Provide support for students within class
- Provide behavioural support for pupils on an on-call basis
- Attend and contribute to internal and external meetings, representing the Trust in a professional manner and taking minutes
- To 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 Trust
- 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 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 and 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
- 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.

Standards and quality assurance:

- Support the aims and ethos of the Trust
- 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 pupils in school vehicles
- Supporting pupils on a range of offsite educational visits
- Undertake tasks and duties as requested by the CEO / Head Teacher

General Responsibilities:

- Taking appropriate responsibility for one's 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 CEO / Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Trust's policies and procedures

**Selection Criteria
Trust Pastoral Support Worker**

Essential	Desirable
Knowledge and qualifications	
<ul style="list-style-type: none"> • Level 2 qualifications or equivalent • Knowledge of relevant policies and legislation • Knowledge of a range of IT packages including Microsoft word and excel • Driving Licence 	<ul style="list-style-type: none"> • Basic First Aid • Level 3 / 4 qualifications • Qualifications linked to SEN • Team Teach trained
Experience	
<ul style="list-style-type: none"> • 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 professionals and agencies • Preparing and delivering learning activities to children and young people 	<ul style="list-style-type: none"> • 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
Skills and Competences	
<ul style="list-style-type: none"> • Ability to work flexibly and adapt practice to different environments • Ability to work restoratively • 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 use Team Teach methods following training (restrictive physical interventions) • Ability to comprehend and observe the Trust policies and procedures 	
Other	
<ul style="list-style-type: none"> • A resilient personality with the ability to work with children and young people who demonstrate challenging behaviour • Dedication to improving the lives of children and young people • Willingness to undertake CPD and training e.g. Team-Teach, Restorative Approaches, First Aid • Willingness to undertake personal and medical care tasks • Commitment to safeguarding, and the welfare of children and young people • A respectful approach to children and young people with SEND • Use own strengths and expertise to advise and support others • Excellent interpersonal and communication skills 	

The **GALLERY TRUST**



A community of special schools

