

The **GALLERY TRUST**

A community of special schools



Northern House  
Academy

**Pastoral Support Workers  
Grade 9**

**Northern House Academy**

**Candidate Information Pack  
January 2021**

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Northern House  
Academy

## About Northern House Academy

Northern House Academy is a special school for primary age children who have been identified as having Social, Emotional and Mental Health difficulties. We currently have 89 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

We are passionate about children at Northern House having their abilities recognised and celebrated, whilst receiving an excellent education. The whole staff team is committed to very high standards both professionally and in relation to every aspect of our pupils' education.

The school is seeking inspirational and dynamic Pastoral Support Workers: gifted practitioners who can meet the needs of this vibrant and diverse community.

Northern House Academy is a member of The Gallery Trust, an expanding Special Needs 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.

Please visit our website to find out more about the school, during this current time we are unable to accommodate site visits, however if you would like to talk to someone to inform your application you would be most welcome.

On behalf of the school, thank you again for your interest and we look forward to hearing from you.

*Bex Holmes*  
*Head of School*



**Northern House  
Academy**

**Pastoral Support Workers, Northern House Academy**

Grade 9: Actual Annual Salary: £20,430 to £22,426

(FT £27,741 to £30,451)

32 hours a week, 38 weeks a year, term time only

At the school, we are striving towards excellent practice and are on a continuous journey of school improvement. We make respectful relationships with our students through our understanding of their special educational needs, via assessment of their skills and abilities and carefully planning next steps for them. We are a warm and caring community, dedicated to equipping pupils with the understanding, skills and knowledge they need to succeed.

The role of the Pastoral Support Worker involves setting appropriate boundaries for children, supporting with their education and care and liaising with families to get the best possible outcomes. You will have the attributes to work across the whole school, including supporting children with complex health and medical needs and students who may demonstrate physically challenging behaviour. You will have, or be willing to quickly develop, a good understanding of our school curriculum, how to create a climate for success and how to support pupils with special educational needs and disabilities to learn and develop. You will also demonstrate a resilient and instinctive approach in meeting our pupils' needs.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment, which is innovative and in a role which is rewarding and fulfilling. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK.

## Application process

To apply for this post, please email [recruitment@thegallerytrust.co.uk](mailto:recruitment@thegallerytrust.co.uk) or telephone 07944 901169 to request further information, an application form and a job pack.

You can also download an application form and job pack from our website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk)

Please submit your application form by **5pm on Sunday 7<sup>th</sup> February 2021** to [recruitment@thegallerytrust.co.uk](mailto:recruitment@thegallerytrust.co.uk) 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. 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.

## About The Gallery Trust

The Gallery Trust is a successful Multi Academy Trust based in Oxfordshire, and is an exempt charity and a limited company. The Trust's charitable objectives are focused on providing outstanding education and support for young people with special needs and disabilities. The Trust has a strong vision and values and is dedicated to:

- 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 largest SEND Trust in the county, there are 430 staff working for the MAT within 8 establishments:

- Iffley Academy, Oxford
- Bardwell School, Bicester
- Orion Academy, Oxford
- Northern House Academy, Oxford
- Springfield School, Witney
- Mabel Prichard School, Oxford
- Bloxham Grove Academy, Bloxham (in pre-opening phase, to open 2022)
- Didcot School (in pre-opening phase, to open 2023/2024)
- The Gallery@Longford Park
- The Grove@Longford Park

Further expansion is anticipated over the next 3 years.

The Trust is an established voice of SEND in Oxfordshire, and works strategically with Oxfordshire County Council, the Department for Education and the Regional Schools Commissioner to meet the demand for special school places in Oxfordshire. The Trust is funded by the Department for Education, with additional SEND funding provided by Oxfordshire County Council.

The Board of Trustees believes that by providing the support of a highly experienced Chief Executive Officer and a complementary offer of shared services, school leaders across the Trust will be empowered to focus on the standards of teaching and learning within their schools and in meeting the operational and strategic demands of running a complex organisation. The Trust is committed to investment in learning, developing leadership, working in partnership and with a shared vision, enabling all students to reach their full potential.



Northern House  
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## **JOB DESCRIPTION**

### **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 pupils 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 pupils who need particular help to overcome barriers to learning
- Provide support for pupils within the class
- Provide behavioural support for pupils on an on-call basis
- Attend and contribute to internal and external meetings, representing the school in a professional manner and taking minutes
- 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.
- 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 school with the support of lead practitioners in this area at the academy
- Deliver, review, evaluate and record pupil interventions, assessing pupil response and progress
- 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
- To use creative, innovative and imaginative ideas to engage students during free association
- Attend meeting and reviews
- Provide support to parents, carers and families, including making home visits
- To contribute to the overall Raising Achievement Plan
- 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.

### **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 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 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 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**

Essential	Desirable
<b>Knowledge and qualifications</b>	
<ul style="list-style-type: none"> <li>• Level 2 qualifications or equivalent</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>• Basic First Aid</li> <li>• Level 3 / 4 qualifications</li> <li>• Qualifications linked to SEN</li> <li>• Team Teach trained</li> <li>• Driving licence</li> </ul>
<b>Experience</b>	
<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> </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>
<b>Skills and Competences</b>	
<ul style="list-style-type: none"> <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> </ul>	
<b>Other</b>	
<p>A resilient personality with the ability to work with children and young people who demonstrate challenging behaviour</p> <ul style="list-style-type: none"> <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> </ul>	