



# The **GALLERY** TRUST



A community of special schools



**Orion**  
Academy

**Pastoral Support Worker  
Candidate Information Pack  
September 2021**

Orion Academy provides education for students with a range of Special Educational Needs and Disabilities, including Autistic Spectrum Disorder, Social, Emotional and Mental Health Needs and Cognition and Learning Needs, on its site in the outskirts of Oxford. In September 2021, The Academy moved to new state of the art buildings on the same site.

All students have an Education, Health and Care Plan, which drives their educational provision.

Orion Academy currently offers places to 68 students but the roll of the school will rise steadily over the next three years to cater for 109 students, aged from 5 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, and a number of mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence skills. The curriculum delivers a thematic, cyclical approach to provide a meaningful and interesting context for the development of basic skills, knowledge and understanding while providing the relevant National Curriculum requirements. Classes are grouped into stage, not age, allowing innovative and creative approaches to teaching and learning, and are taught predominantly by one class teacher, supported by additional class adults. The Academy provides support for the social and emotional needs of students through a qualified and skilled therapeutic team, underpinned by a Trust pastoral support term. The offer to students is enhanced by additional specialist therapies and interventions, which includes Digby, our lovable therapy dog!

Orion Academy 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.

Thank you for your interest in Orion Academy. This is a really exciting time to join our school and I look forward to reading your application.

*Lynne Smith*  
*Head Teacher*

## **Aims and Values**

At Orion Academy we are committed to guiding and encouraging our children and young people towards reaching their full potential. We believe that each and every one of our unique learners has their own contribution to make to the life of the Academy, their family and their community, through:

- Engaging with a stimulating and challenging education of the highest quality within which they know that their achievements are valued
- Developing the ability to be independent and successful in adult life and the wider community
- Developing the ability to embrace change and the challenges this can bring
- Developing positive relationships and respect for one another
- Developing tolerance and understanding of individual needs
- Embarking on a journey of self-discovery
- Engaging with the Academy's high expectations, positive attitudes and staff that have a passion for working with young people
- Supporting the Academy's safe and secure structure
- Embracing the exciting and innovative challenges and opportunities on offer

**Pastoral Support Worker**  
**Grade 9**  
**Actual Annual Salary: £20,430 to £22,426**  
**(FT £27,741 to £30,451)**  
**32 hours per week, 38 weeks per year, term time only**

**To start as soon as possible**

If you are committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, if you would like to join a team which delivers an exciting and diverse curriculum which is not driven by the National Curriculum or exam outcomes, and if you want to work in a vibrant Special Academy – we want to hear from you.

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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. Pastoral Support Workers work across the whole school, including supporting pupils with complex health and medical needs as well as those who may demonstrate physically challenging behaviour. You will have a good understanding of complex barriers to learning and will demonstrate a resilient and instinctive approach in meeting our pupils' needs. 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.

Our unique features include:

- A curriculum model which is designed around our children
- Individual learning pathways which teach the way our students learn and moves away from the “one size fits all” approach.
- An ethos of Restorative Approaches, mutual respect, and social responsibility which creates an inclusive and nurturing community
- A flexible, innovative and student-centred approach, which supports not only excellent teaching and learning, but also the emotional and mental wellbeing of students and their individual 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 rewarding, and fulfilling role. 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.

Previous special school experience is not necessary, but it is essential you fully share our values, which can be found on the Orion Academy website.

## Application Process

To apply for this post, please email an application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk). The application form and candidate information pack can be downloaded from our website or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk). If you are unable to download the application form, please call 07944 901169 to request one.

Please submit your application form by **5pm Sunday 26th September 2021** to [application@thegallerytrust.co.uk](mailto:application@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. 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



A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust 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 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.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove, Banbury (satellite provision of Orion Academy)
- The Gallery, Banbury (resource base for mainstream students)

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. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

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

## **Pastoral Support Worker Job Description**

### **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 the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, 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.

The 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. Other relevant policies may be the Stress at work policy and Dignity at work policy.

### **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 Trust's vision and ethos.

### **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
- 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
- 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
- Attend and contribute to internal and external meetings, representing the school in a professional manner and taking minutes
- Prepare specific documentation relating to students (for example, Positive Response Plans, Positive Handling Plans, Risk Assessments)
- 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
- Use creative, innovative and imaginative ideas to engage students during free association
- Provide support to parents, carers and families, including making home visits

- 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.
- 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.
- Attend meeting and reviews
- Manage record keeping systems and processes

### **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, Orion Academy**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	Level 2 qualifications or equivalent	Level 3/ 4 qualifications  Qualifications linked to SEN  Team Teach Trained
Experience	<p>Experience of working with children and young people in an educational or therapeutic context</p> <p>Experience of working with children and young people in 1:1 and group situations</p> <p>Experience of liaising with external professionals and agencies</p> <p>Experience in preparing and delivering learning activities to children and young people</p>	<p>Previous experience working with children and young people with special needs</p> <p>Previous experience working in a therapeutic role</p> <p>Previous experience of restorative practice</p> <p>Delivering specific interventions to children and young people</p> <p>Delivering training on specific areas</p> <p>Mentoring children and young people</p> <p>Experience of preparing Risk Assessments</p>
Professional Knowledge & Skills	<p>Ability to work restoratively</p> <p>Ability to respond flexibly to situations and to demonstrate good judgement</p> <p>Knowledge of, or willingness and ability to be trained in, Team Teach (restrictive physical interventions)</p> <p>Resilient personality with the ability to work with children and young people who demonstrate challenging behaviour</p> <p>Ability to comprehend and observe the Academy's policies and procedures as well as relevant legislation</p> <p>Ability to engage with academic research and communicate findings at a professional level</p>	<p>General understanding of the National Curriculum</p> <p>First Aid Trained</p>

	<p>Understanding of child development and learning</p> <p>Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils.</p> <p>Willingness to undertake personal care</p> <p>Knowledge of a range of IT packages including Microsoft word and excel</p> <p>Willingness to attend professional meetings and take minutes where necessary</p>	
Personal Skills and Qualities	<p>Ability to establish and maintain positive relationships with key stakeholders, including pupils, colleagues, parents, carers and external agencies</p> <p>Ability to work collaboratively and constructively in a team</p> <p>Commitment to safeguarding and the welfare of children and young people</p> <p>Good organisational skills</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Strong commitment to raising standards</p>	Full driving license

Your application should clearly demonstrate how well you meet the above key criteria.

September 2021