

Pastoral Support Worker

Required 1st January 2023 or as soon as possible thereafter



Penwortham Girls'
High School

SUMMARY

Job Title	Pastoral Support Worker
Reporting to	Core SLT
Start Date	1 st January 2023 or ASAP
Salary Grade	Grade 6 (£24,054 - £27,852 pro rata)
Closing Date	12 noon on Monday 5 th December 2022
Interview Date	TBC
Type of School	Secondary (Community)
Age Range	11 - 16
Location	Penwortham, Preston
Denomination	Non - selective
Number of pupils	793
Co-educational	No



Our Mission is:

To prepare articulate, questioning, tolerant and independent women for the future.

pghSuccess
Since 1954



Articulate

Questioning

Tolerant

Independent

Information Pack

General Information

Working as a member of the school pastoral team you will be responsible for the effective support of students and their families who need additional support. You will be expected to liaise with pastoral staff across school. This is a new post and as such, the position will evolve in accordance with the needs of our students.

Applicants should be flexible, determined, resilient, have experience of working with young people, be well organised and efficient with excellent ICT and communication skills and experience of working in a school.

This is a part time, term time plus 5 days which may be worked either during INSET days or school holiday periods.

Penwortham Girls' High School is a popular, oversubscribed school, graded as outstanding in every category in its 2014/15 Ofsted inspection. Ofsted recognised the "culture geared towards success and excellence in achievement throughout the school."

The inspectors commented on the "consistently high quality of teaching" whilst noting that "staff are as concerned for students' personal well-being as they are about their academic success."

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

The closing date is 12 noon on Monday 5th December

Interviews will be held before the end of term



PASTORAL SUPPORT WORKER

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Reference (R) or Interview (I)
Qualifications:		
Professional and/or academic level 3 qualification or equivalent or substantial experience in a relevant field	E	A
Experience:		
Experience of, or the ability to demonstrate the competence to, work directly with individual children, young people and families to identify and assess their needs and make appropriate planned responses which seek to improve outcomes	E	A, I
Experience of implementing administrative systems and procedures to facilitate accurate record keeping	E	A, I
Experience of working with a wide range of other professionals to develop and deliver shared initiatives for children, young people and families	D	A, I
Knowledge and Skills:		
Working knowledge and understanding of the work practices, processes and procedures relevant to the role in early help	D	A, I
Empathy and sensitivity to the needs arising from a wide range of family dynamics	E	A, I
Good understanding of the developmental milestones of children and young people and the issues that affect them	E	A, I
Good analytical, assessment and critical reflection skills	E	A, I
Good written and verbal communication skills	E	A, I
Resilience and the ability to deal calmly and effectively with challenging situations		
Ability to influence others practice based on technical or professional expertise	E	A, I
Ability to build and maintain effective networks and relationships	E	A, I
Ability to work as member of a team	E	A, I
Ability to work without close supervision	E	A, I
Ability to interpret management information systems to ensure ongoing review of performance of teams and progress towards targets and objectives within the service	E	A, I
Other (including special requirements)		
1. Commitment to equality and diversity	E	A, I
2. Commitment to health and safety	E	A, I
3. Ability to work outside normal working hours when required	E	A, I
4. Satisfactory attendance record/commitment to regular attendance at work	E	R



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward thinking school that has invested considerably in new technology, ensuring that when they leave us, our pupils are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future.

We aim to foster a love of learning and we strive to unlock the potential in every child. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.

Fulfilling every girl's potential is our common purpose, uniting staff and students in a shared endeavour, informed by an enduring vision. Equally unchanging is our commitment to long-held values still relevant today: all students have the right to an excellent education and they also have certain duties: Our girls are treated with courtesy and respect, and this is expected in return. Most importantly we instil a strong sense of personal responsibility for girls' own learning and that of their peers. We want our students to take pride in their own achievements and those of others. These core values have underpinned our successes for sixty years and we are confident that they will guide us ever higher in the future.

PASTORAL SUPPORT WORKER

You will work as part of a dedicated pastoral and administrative team and will be responsible for supporting our students and their families in a variety of different ways. School is incredibly busy and there will be many demands on your time so resilience, flexibility and the ability to work under pressure are essential skills for this post, although you will benefit from working with very supportive colleagues in a well-established team. As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

The hours of work will be approx **8.30am to 3.30pm** with an hour unpaid break to be taken outside of the student lunch break (12.30 to 1.20pm).

More detailed information about the role is included in the job description.

This is **permanent part time post** which is **30 hours** per week, **term time plus 5 days (39 working weeks per year)**. These additional days may be required on the designated INSET days, or may be required during the holiday periods. This will be subject to agreement with the line manager of this post.

The actual salary once adjusted for working weeks will be £16,850 to £19,510. There may occasionally be the need to work evenings for school events, for which overtime is paid. Please note that all support staff posts are subject to a six month probationary period.

For an informal discussion about the role please contact John Ramsdale on 01772 743399 or email j.ramsdale@penworthamgirls.lancs.sch.uk.

All applications should be on the Lancashire County Council application form. **Completed forms should be accompanied by a letter of application which should be no more than two sides of A4.** Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

The closing date for applications is by **12 noon on Monday 5th December 2022.**

All applications should be returned addressed to:

**Pastoral Support Worker
c/o Business Manager
Penwortham Girls' High School
Cop Lane, Penwortham
Preston, PR1 0SR**

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.



Post Title:	Pastoral Support Worker
Grade:	Grade 6
Working Hours	30 hours per week, term time plus 5 days (39 working weeks)
Responsible to:	Core Senior Leadership Team/Family & Student Support Manager
Staff responsible for:	n/a
Essential Car User	YES

As a member of staff at Penwortham Girls' High School you will also be expected to:

- Work within school policies and procedures including Safeguarding and Code of Conduct.
- Be aware of their own responsibilities relating to the safeguarding and promoting of the welfare of the children and young people.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care of their own and others Health & Safety.
- Be aware of the confidential nature of issues.

Please note that Penwortham Girls' High School is a **NO SMOKING** site.

Job Purpose

Post holders will work in partnership with school colleagues to respond to and meet the needs of identified children, young people and families.

Postholders will have a dual responsibility: supporting the pastoral team to uphold the schools high expectations for behaviour and attitudes, whilst providing help for students with identified pastoral needs.

Accountabilities/Responsibilities

1. Undertake pastoral support work, under the direction pastoral team. This will include implementing the school Behaviour Policy as well as providing support to students who are struggling to manage their behaviour and/or have emotional health and wellbeing needs.
2. Be responsible for the oversight and supervision of the Latecomers Form Room.
3. Coordinate and record the various interventions across school, in liaison with the Senior Leadership Team.
4. Attend regular meetings with members of the pastoral team to discuss and agree areas of responsibility for individual students.
5. Establish and develop effective and positive relationships with families of identified students.
6. Conduct home visits as required to ensure the safety, wellbeing and regular attendance of identified students.
7. In liaison with the Family & Student Support Manager, escort identified students to lessons and appointments during the school day.
8. Demonstrate consistently high standards of practice that put the needs of children at the forefront of all activity.
9. Work independently in response to the needs of students, and seeking guidance and support when unsure, and/or to improve the quality of their interventions.
10. Identify opportunities for improving day to day procedures and processes, and discuss these with the pastoral team.
11. Maintain accurate records, presenting and accounting for their work with children, young people and families as required, in term of quality assurance, audit and inspection processes.
12. Operating in accordance with school policy, procedures and relevant standards.
13. Respect the confidentiality of children, young people and their families and ensure parents/carers understand when there is need to share information with others.
14. Support the development of partnerships and regularly communicate with other agencies and service providers to share information, build working relationship and to ensure joined up service provision for students and ensure that children and families receive the best possible service at the right time.
15. Monitor, review and evaluate their own performance, taking appropriate corrective action as necessary

Other

16. Flexible application of working hours to respond to periodic service needs to work outside of the school day in response to the needs of families

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.