



Claverham Community College

Pastoral Support Assistant

Information for Applicants

Principal: Mr P Swatton

North Trade Road,
Battle,
East Sussex
TN33 0HT
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Dear Applicant.

Re: Post of Pastoral Support Assistant

Thank you for your enquiry regarding the vacancy for the above named post. The post is 37 hours per week 8.30am – 4.30pm Monday – Thursday and 8.30am – 4.00pm Friday and will be paid on Single Status Grade 5 point 12-13 £19,698 – £20,092 per annum. As the position is term time only the salary will be a pro rata amount.

We wish to appoint a Pastoral Support Assistant to join our Pastoral Support Team.

You will have excellent interpersonal skills and have experience of providing support to children. You will need the ability to remain calm under pressure and be able to work both independently and as part of a team.

You will possess outstanding pastoral skills that enable you to deal with young people in a consistent manner whilst seeking to remove barriers to learning.

The role contains administrative elements, therefore the successful candidate will need to be organised and methodical whilst maintaining confidentiality at all times.

In return we offer access to Battle Sports Centre and a competitive employee pension scheme.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.org by the closing date of Friday 21st January 2022. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton
Principal

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very

well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

EAST SUSSEX COUNTY COUNCIL

EDUCATION DEPARTMENT

JOB DESCRIPTION

SCHOOL: Claverham Community College

POST: Pastoral Support Assistant

GRADE: Single Status Grade 5

Responsible to: Deputy & Assistant Principals responsible for behaviour

Main Purpose of the Job

To provide support for Senior Management with regards to pupil welfare and ensuring that pupil's abide by the schools behaviour and uniform policies.

To provide administrative support to the Designated Child Protection Officer.

Main Functions

1. Support senior management in dealing with issues of behaviour in accordance with the College Behaviour Policy and operating procedures.
2. Ensure pupils follow the college uniform rules and default system including the removal of makeup and acting as the first point of contact for pupils requiring uniform items such as ties.
3. Be the first point of contact for missing pupils.
4. Assist with 'On-Call' duties as appropriate.
5. To be responsible for the administration and coordination of pupil detentions, ensuring that pupils attend detentions and if required liaise with parents to re-arrange.
6. Investigate student 'incidents' as directed by Senior Management, completing incident report forms and recording information.
7. Monitor referrals daily, and create weekly and termly reports for Heads of House and SMT pertaining to the Key Stage you are allocated to.
8. To provide admin and clerical support pertaining to the Key Stage you are allocated to.
9. Attend after school pastoral/inclusion meetings and meetings with outside agencies as directed by senior staff.

10. Be available for student services at break and lunch.
11. Log bullying incidents and provide reports detailing these.
12. Log student welfare issues and liaise with Heads of House.
13. Work 1:1 with students who have been isolated by Senior Management due to behavioural issues. Ensure work set is completed and liaise with teachers as required.
14. Arrange for work to be set and collected for excluded pupils.
15. Input data relating to isolated pupils.
16. Arrange alternative provision for pupils as directed by senior management, liaising with parents, pupils and outside agencies and monitor pupil attendance.
17. Meet with parents to discuss pastoral issues as directed by Senior Managers and Heads of House.
18. To provide administrative support to the Designated Child Protection Officer at the College including maintaining the confidential filing system
19. Assist with the administration of the college behaviour system including inputting data into SIMS as required.
20. Any other reasonable tasks as requested by the Principal.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is common occurrence and would not justify a reconsideration of the grading of the post.

CLAVERHAM COMMUNITY COLLEGE

PERSON SPECIFICATION

POST: Pastoral Support Assistant

GRADE: Single Status Grade 5

Knowledge/Education

- 1.1 Good knowledge of the working of a school
- 1.2 Good working knowledge of a range of computer applications including Microsoft Word and Excel
- 1.3 GCSE (or equivalent) Grade C or above in English and Maths

Experience

- 2.1 Experience of working with teenagers
- 2.2 Experience of dealing with difficult situations/behaviour involving young people
- 2.3 Experience in dealing with confidential information

Skills & Abilities

- 3.1 Ability to establish positive relationships with pupils and empathise with their needs
- 3.2 Ability to be consistent and professional with students at all times
- 3.3 Excellent communication skills with the ability to communicate to a wide range of audiences
including pupils, parents/carers, other employees and senior staff
- 3.4 Ability to work within school policies, procedures and expectations
- 3.5 Ability to multi-task, identify work priorities and manage own workload
- 3.6 Ability to deal with difficult and challenging situations in a calm and consistent manner
- 3.7 Ability to work under the direction of more than one line manager
- 3.8 Ability to work in an organised and methodical manner
- 3.9 Ability to input data ensuring that this is accurate and up to date
- 3.10 Ability to keep and produce accurate and up to date records and reports
- 3.11 Ability to show sensitivity and objectivity in dealing with confidential issues

Personal Qualities

- 4.1 Excellent interpersonal skills
- 4.2 Ability to work effectively as part of a team
- 4.3 Willingness to cover for absent colleagues, sometimes at short notice
- 4.4 Ability to demonstrate commitment to Equal Opportunities
- 4.5 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 4.6 Committed to the principle of inclusion

Desirable Criteria

- 5.1 Good working knowledge and experience in using SIMS
- 5.2 Experience of working with teenagers in a school environment

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No

The Selection Process

The interview process will involve:

- A tour of the school;
- Meeting with the and Pastoral Team;
- Q&A with students;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 21st January 2022.