



HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

Pastoral Support Officer

ACHIEVEMENT & EXCELLENCE



**HEDINGHAM SCHOOL
AND SIXTH FORM**
ACHIEVEMENT & EXCELLENCE

February 2022

OFFICIAL SENSITIVE

Dear Candidate

Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort it takes to prepare and make an application and I thank you in advance. When writing your Letter of Application, please address the job description and person specification enclosed and explain why you are now equipped to move into this role, specifically at Hedingham School.

The closing date for applications is Wednesday 13 July. Should you wish to discuss the role prior to making an application please contact Mr Nash on 01787 460470 or email hed.nashd@hedingham.essex.sch.uk.

I look forward to receiving your application.

Yours sincerely

Andrew Harvison
Headteacher

Headteacher • Andrew Harvison BSc (Hons) PGCE NPQH

Yeldham Road • Sible Hedingham • Essex • CO9 3QH • Telephone 01787 460470

e-mail: enquiries@hedingham.essex.sch.uk • Website: www.hedingham.essex.sch.uk • Registered Company No. 8330173



Approved
Centre



Hedingham School and Sixth Form

Mission Statement

Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21st century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community.'

Our School Motto is:

'Ready', 'Respect', 'Safe'

Vision

This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:

- To provide the **knowledge and skills** required to be successful learners
- To create **resilient and independent** learners who are able to meet the challenges of the 21st century
- To **prepare** learners for the next step in their education
- To **broaden their horizons** through a rich and varied **enrichment** programme
- To encourage learners to be **active citizens** who contribute positively to the **community**

JOB DESCRIPTION

Pastoral Support Assistant

RESPONSIBLE TO:

Assistant Headteacher – Student Support

- Attend meetings as required to support families in need.

The duties may be varied to meet changing circumstances in a manner compatible with the post held.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

STUDENTS

- Have an active role with student intervention including wellbeing, behaviour and safeguarding.
- Provide support and reassurance for students.
- Assess and initiate action (triage) where appropriate with individual students.
- Supervise the reception area of the SSC during break and lunchtimes.
- Assist with in-school events as required.

ADMINISTRATION

- To support the Year Leaders with record keeping, learning, attendance and behaviour interventions.
- Administration of Student Records (filing, photocopying and collecting resources).

PARENTS AND EXTERNAL ORGANISATIONS

- Take phone calls as a first point of contact
- Phone parents on behalf of House Leaders
- Liaise with outside agencies

PERSON SPECIFICATION

1. Skills

- To be able to work effectively with young adults
- Broad understanding of education.
- Highly organised in approach and able to effectively prioritise tasks.
- Ability to work in teams and on own initiative.
- Excellent communicator.
- Working knowledge of computer systems.

Desirable

- Educated to HE Diploma/Degree level.

2. Qualities

- The ability to build positive and professional relationships with young people.
- Willingness to be flexible depending on requirements of department.

3. Experience

- Previous work using administrative skills and/or as a personal assistant would be desirable.
- Previous work with young people and/or in a school setting would be desirable.

4. Qualifications

Essential:

- Good basic education to include Maths and English.
- Post-16 qualification preferably at a Level 3 or higher.