

# Severn Bridges Multi-Academy Trust



## Radbrook Primary School Pastoral Support Assistant Recruitment Pack



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# Radbrook Primary School

## Pastoral Support Assistant

### Headteacher's Welcome

#### Our School:

Radbrook Primary School is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the south edge of Shrewsbury bordering on the beautiful Shropshire countryside.

The school originally opened in 1989 and is a larger than average sized primary school for Shropshire. Most of our pupils live within the surrounding village of Radbrook and the wider Shrewsbury area.

The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and EYFS Manager. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year. We had a very successful Ofsted inspection in January 2020, maintaining our 'Good' rating.

Here at Radbrook we want to foster a love of learning by inspiring every child to be their best; developing self-confidence and a positive mind-set, believing that they can be whatever and whoever they want to be. Our role is to equip our children for their next steps in life and enable them to thrive both academically and pastorally but also to make a difference as our citizens of the future.





# Radbrook Primary School

## Pastoral Support Assistant

### Our School cont'd

The Radbrook team are committed and passionate educators who strive to enable every child to achieve their best.

Supporting us within the community we have a busy Parents and Friends team, who work closely within the school and the local community, raising vital funds throughout the year.

It is a huge privilege being Head of Radbrook Primary School and we believe that this is a wonderful opportunity to make a significant contribution to our school and join a dedicated, successful and highly successful school team.

Emma Thelwell  
(Headteacher)



# Radbrook Primary School

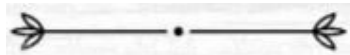
## Pastoral Support Assistant

### Our School Vision

We believe in encouraging a life-long love of learning about ourselves, each other, the local community and the world around us; we believe a true measure of someone is how well they succeed at being the very best version of who they are.



The Governors, staff, pupils and parents here at Radbrook encourage each other to be proactive in our own learning and problem solving, mindful of how we learn best, with a belief that it is the learning journey itself that is key. Our belief is that every one of us matters and makes a difference.



Doing something a little incredible every day adds up to a whole lot of amazing! We believe this and we believe in each other. We are a supportive learning community, always prepared to enable each other to improve.





# Radbrook Primary School

## Pastoral Support Assistant

### Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



**Severn Bridges**  
Multi-Academy Trust



**Greenfields**  
Primary School



**Mount Pleasant**  
Primary School & Nursery



**Radbrook**  
Primary School



**Sundorne**  
Infant School & Nursery



**Harlescott**  
Junior School

# Radbrook Primary School

## Pastoral Support Assistant

### About the Role

The Severn Bridges Multi-Academy Trust and Governors of Radbrook Primary School wish to appoint a dedicated and suitably experienced Pastoral Support Assistant to join our nurturing and supportive community.

This role will be an exciting one working closely with the SENCO and Deputy Head providing a safe, secure and welcoming environment for students where pupils' barriers to learning are overcome and emotional, mental health and welfare needs are met.

The successful candidate will have a good understanding of the needs of pupils with ASD, ADHD, ADD, PDA and working with external agencies.

They will be champions for positive relationships and promoting mental health and wellbeing.

They will have experience of working in partnership with staff and parents supporting positive behavior management.

We are looking for candidates who are positive, resilient, forward looking and enthusiastic about making a difference.

We can offer a positive and thriving school environment, a great team of staff, a commitment to continuing professional development and some pretty fantastic children too!





# Radbrook Primary School

## Pastoral Support Assistant Advert

**The Post:** Pastoral Support Assistant

**Contract Type:** Permanent, 32.5 hrs a week

**Work Base:** Radbrook Primary School

**Required from:** ASAP

**Closing Date:** Thursday 6th February

**Interviews:** Friday 14th February



### Salary

Grade 7, £20,348 - £22,076 per annum,  
Permanent contract,  
32.5 hours per week, term time,  
Monday - Friday - 8.30 - 4.00

### Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

### Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: [www.severnbridgesmat.co.uk/our-policies/](http://www.severnbridgesmat.co.uk/our-policies/)

### How to apply

For an application form, job description and person specification please download from the school website [www.radbrook.shropshire.sch.uk](http://www.radbrook.shropshire.sch.uk)

Sorry but CVs will not be accepted. All completed application forms should be emailed to [recruitment@severnbridgesmat.com](mailto:recruitment@severnbridgesmat.com)

### Visits

Visits to our school are strongly encouraged. If you would like to book a visit please contact us on 01743 232895 or email [admin@radbrooksbmat.com](mailto:admin@radbrooksbmat.com)

# Severn Bridges Multi-Academy Trust

*Radbrook Primary School*

*Pastoral Support Assistant Job Description*

## **Details of Post**

**Post title:** Pastoral Support Assistant

**Salary:** Grade 7, (scp 12-17 ) £20,348 - £22,076 per annum

**Hours:** 32.5 Hours per week, Term Time only

**Location:** Radbrook Primary School

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

## **Purpose of Post**

Our Pastoral Support Assistants assist the teaching and support staff team in providing a safe, secure and welcoming environment for students where pupils' barriers to learning are overcome and emotional, mental health and welfare needs are met.

## **Principal Duties and Responsibilities**

### **Support for Pupils**

Under the direction of the SENCO and Deputy Head and working alongside our teaching and learning team, you will:

- Demonstrate a commitment to safeguarding and promoting the welfare of pupils, ensuring that pupil wellbeing is the focus of all actions undertaken in the role.
- Provide pastoral support to all pupils.
- Be the 'champion' for positive relationships and promoting positive mental health and wellbeing. Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.
- Promote independence, recognising and rewarding self-reliance.
- Greet pupils and families in the morning and be the first port of call for pupils in distress or feeling anxious about attending school.
- Develop 1:1 mentoring arrangements with pupils.
- To plan and deliver interventions and support.



# Severn Bridges Multi-Academy Trust

*Radbrook Primary School*

*Pastoral Support Assistant Job Description cont'd*

- Support pupils on an individual basis including ELSA provision.
- Support group intervention including nurture and other specific identified programmes.
- Work in partnership with staff and parents, to support positive behaviour management.
- Identify pupils' barriers to learning and attendance and ways to remove or reduce these.
- Receive and supervise pupils who are working on an amended timetable or have been excluded to support reintegration to school.
- Support transition between classes and phases of school including pupils moving to secondary school.
- Challenge and motivate pupils to promote and reinforce self-esteem.
- Participate in assessment of pupils needs and referrals for external support or intervention.

## **Support for the Teacher**

- Advise on strategies to promote pupils' access to learning.
- Work with staff in planning, evaluating and adjusting learning activities or approaches as approaches to meet pupils' needs.
- Keep and maintain accurate and up to date records of support, interventions and concerns.
- Communicate with external agencies and liaise with teachers and SENCO.
- Assist in the development, implementation and evaluation of the relationships and behaviour policy.

## **Support for the school**

- Assist in the development; implementation and monitoring of the PSHE programme, ensuring that age-appropriate topics are discussed and relevant issues are addressed.
- Liaise with the deputy head and SENCO in the delivery of Early Help to families.
- In conjunction with the SENCO, attend and support the delivery of parent events such as coffee mornings and information sessions.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support attainment and progress of pupils.
- Supervise pupils at break and lunch times.

# Severn Bridges Multi-Academy Trust

*Radbrook Primary School*

*Pastoral Support Assistant Job Description cont'd*

## **Other Responsibilities**

- Be aware of and support difference and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos and aims of the school.
- Be aware of and comply with all school policies and procedures.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Be aware of and comply with the Trust's Staff Code of Conduct and related policies and procedures.

## **Safeguarding**

- Be aware of and comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

## **Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



# Severn Bridges Multi-Academy Trust

Radbrook Primary School

Pastoral Support Assistant Person Specification

## Person Specification

### Pastoral Support Assistant (HLTA) Grade 7 SCP 12 - 17

	Essential	Desirable
<b>Qualifications</b>	5 GCSE's or equivalent, including at least grade 4 (previously grade C) in Maths and English Level 3 Certificate in supporting Teaching and Learning	First Aid qualification (or willing to undertake training) ELSA qualification Completed 'No worries' training HLTA Qualification
<b>Work or relevant experience</b>	At least 2 years relevant experience working in an educational setting Ability to work with small groups or individual pupils. Experience of planning and leading teaching and learning activities (under supervision) Previous experience of working with young people in a related area (e.g. youth work, social services, police, caring services, special educational needs, health service, etc)	
<b>Knowledge and understanding</b>	Full working knowledge of relevant policies / codes of practice / legislation including safeguarding Ability to relate well to children and adults. Understanding of the needs of pupils with ASD, ADHD, ADD, PDA A good knowledge of school based education including child development	National learning strategies including Literacy and Numeracy Knowledge of non-school based support agencies Ability to self-evaluate learning needs and actively seeks learning opportunities.
<b>Skills and Abilities (relevant to post)</b>	Sufficiently fluent in spoken and written English to ensure effective performance in the role Administrative and organisational skills Accuracy, efficiency and ability to organise and to meet deadlines Good communication and interpersonal skills and ability to relate well to children, staff and parents Active listening skills	

# Severn Bridges Multi-Academy Trust

*Radbrook Primary School*

*Pastoral Support Assistant Person Specification –contin*



	<p>Evidence of working well as part of a team</p> <p>Good ICT skills or the willingness to update skills and undertake further training</p> <p>Understanding of effective teaching methods</p> <p>Knowledge of how to successfully lead learning activities for a group or class of children</p> <p>Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</p> <p>Willingness to participate in training and development opportunities</p>	
<b>Personal Qualities</b>	<p>Ability to bring to the role, initiative, enthusiasm and commitment</p> <p>The ability to remain calm in stressful situations</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge children and young people</p> <p>Sensitivity, empathy and patience</p> <p>Assertiveness and ability to elicit respect</p> <p>Ability to take an emotion coaching positive approach when working fairly with young people</p> <p>Accuracy and efficiency</p> <p>Ability to work calmly under pressure</p> <p>Flexibility and the ability to quickly learn new systems</p> <p>A positive and keen attitude with a commitment to high standards</p> <p>A sense of humour</p> <p>A solution focussed approach</p>	
<b>Special Conditions</b>	<p>Willingness to undertake an enhanced children's barred Disclosure and Barring Service (DBS) check</p>	

