

CANDIDATE INFORMATION PACK – PASTORAL SUPPORT OFFICER FOR INTERNAL REFLECTION



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A message from the Headteacher

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Welcome to Ysgol
Treffynnon

Dear Applicant

Our vision is one that cares about every individual. We understand the impact that physical and emotional wellbeing has on our students' ability to learn effectively and to achieve their full potential as ethically informed citizens of their local and wider communities.

We are a truly inclusive school, committed to working with the community to give our students the best possible start to their lives. We welcome all young people, whatever their religion, ethnicity or academic ability, and will provide the environment where students will be nurtured and supported to succeed in their learning, whatever that means for them.

Our students will experience the excitement of learning and achievement; they will have their academic, sporting and creative skills nurtured and developed to their individual potential.

Students will develop the ambition, confidence and resilience to achieve their dreams and aspirations as we encourage them to reach out and grasp all the opportunities life has to offer.

We are a community that works together, treating each other with patience and understanding. We seek to celebrate our individuality, our cultural diversity and to support and nurture those additional needs that make us all unique.

We are looking for someone who:

- Can motivate and inspire pupils to build on their current achievements
- Can demonstrate excellent interpersonal skills and a commitment to collaborative working.
- Has the drive and energy to work to utilise your skills in innovative ways to benefit our school.
- Has resilience and a great sense of humour, as you never give up.

About us

- Educate boys and girls from the age of 11 to 16, in a modern, state of the art building that opened in 2016.
- Provides a welcoming, caring and stimulating environment with excellent teaching facilities
- Has a high quality teaching staff fully committed to supporting pupils academic and personal development.
- Knows that while qualifications open doors, they are only one part of the story
- Has an understanding of how to achieve excellent wellbeing for themselves and others is also crucial to their success.

Thank you for your interest in Ysgol Treffynnon. I look forward to receiving your application.

John Weir

Headteacher.



Our Vision

Excellence in Everything

- *Excellent Leadership and Management*
- *Excellent Teaching and Learning*
- *Excellent Care, Support and Guidance*
- *Excellent use of Resources*

A photograph of a row of students in a computer lab, all wearing school uniforms (black blazers, white shirts, and red ties). They are seated at desks with multiple computer monitors and keyboards, looking intently at their screens. The background shows a blue bulletin board with various papers pinned to it.

Our Values

Self-Belief

to have the confidence to be the best we can be

Perseverance

to develop our skills and resilience to achieve our dreams

Inspiration

to be a role model for others to follow

Respectful

to treat everyone with kindness and understanding

Inclusive

to be fair and always do what's right

Trustworthy

to be honest, reliable, consistent and dependable

Ysgol Treffynnon Job Description

JOB TITLE:	Pastoral Support Officer (PSO) – Internal reflection
RESPONSIBLE TO:	Lead Teacher for Care, Support and Guidance
GRADE/SALARY:	£18,558 - £19,600
HOURS:	37 hrs - Term time only + training days

1. The Role

Under guidance, the PSO will take a vital role within the school in addressing the needs of pupils who need help to overcome barriers to learning and will contribute to all aspects of students' wellbeing and academic achievement, working primarily in the internal reflection room.

2. The Purpose

The purpose of the Pastoral Support Officer is to work as a member of the school's pastoral support team, working alongside teaching staff, parents, and students to effectively manage student progress within the internal reflection area. The underpinning value of the work is to ensure that every student achieves their learning potential through the provision of targeted support and intervention, in collaboration with other pastoral support personnel (both internal and external).

3. Principle Accountabilities

- a) To work as an effective member of the Pastoral Support Team, under the leadership of the Pastoral Support Manager, in assisting the Lead Teacher for Care support and Guidance (CSG) in implementing interventions to improve students' progress by ensuring they are in a positive place to engage meaningfully in their learning.
- b) Assist the PSO Manager to oversee the day-to-day needs of students and support the effective progress of individual and groups of students to support them to manage and develop their emotional literacy.
- c) With support from the Pastoral Support Manager, to be responsible for the internal reflection room, organising students when they arrive and ensuring students are kept on task.
- d) To advise relevant staff of students attending reflection each day, and to collect resources to support student work.
- e) Feedback and liaison with parents and form tutors on behavioural, emotional, social, and academic progress.
- f) Day to day management of rewards and sanctions as part of the PSO Team.
- g) Contacting parents during the school day when necessary to address behavioural and attendance issues in terms of pastoral support.
- h) Promote positive student behaviour in line with school policies and keep students on task.
- i) Liaise with the Education Welfare Officer and the School Attendance Officer to address issues of poor student attendance.
- j) Working with identified individuals and groups of students on a range of pastoral issues.

- k) Take part in any relevant meetings to assist with student welfare e.g., IDP, IBP and PSP meetings/review meetings and to draft associated paperwork for the Lead Teacher for Care, Support and Guidance.
 - l) Assist in the daily organisation of logistical matters such as parents' evenings, individual meetings with parents and other agencies.
 - m) Managing and following up on detentions for lateness and uniform infringements.
 - n) Collection and management of the delivery of work for absent students.
 - o) Working with groups of students or mentoring individual students to improve progress and positive attitudes towards school.
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4. Personal Responsibilities

- a) To act, speak and engage with others in a manner that role-models and promotes mutual respect, tolerance, equality and understanding.
 - b) Carry out the duties and responsibilities of the post in keeping with relevant Safeguarding and Health and Safety guidance and legislation to a high standard.
 - c) Promote the safeguarding of children.
 - d) Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
 - e) Participate in performance management and undertake training and professional development as appropriate.
 - f) Undertake other duties, appropriate to the post that may be required by the senior management team of the Ysgol Treffynnon.
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5. Additional Duties & Responsibilities

The Pastoral Support Officer may be directed to perform other duties on or off site in line with their Pay and Conditions and within the expectations of staff within the school (i.e., short-term lesson cover for absent teachers, take the role of a permanent form tutor as directed).

This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein. This job description will form the basis for the assessment of the performance of the Pastoral Support Officer within the context of Flintshire's Appraisal Process.

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such it may be subject to amendment after consultation to meet the changing needs of the provision.

Person Specification

Experience	<ul style="list-style-type: none">• Experience working with children of relevant age in a learning environment
Qualifications / Training	<ul style="list-style-type: none">• Essential: 2+ A-levels (L3 or equivalent, i.e., NVQ 3)• Excellent numeracy / literacy / typing skills• Essential specialist skills: behaviour management, mental health, wellbeing.• Desired specialist skills: bi-lingual, sign language, second language
Knowledge / Skills	<ul style="list-style-type: none">• Can use ICT effectively to support learning• Working knowledge of behaviour support programmes• Understanding of principles of child development and learning processes and in particular, barriers to learning• Ability to be flexible and organised• Ability to complete required forms to secure student support services• Knowledge of a range of student support services / providers• Ability to self -evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these structures.