



Recruitment Pack



Pastoral Lead



Dear Applicant

Thank you for your interest in the part time Pastoral Lead vacancy at Birchfield Community Primary School. This is a fixed term post covering Maternity Leave until December 2019.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking to recruit a new member of the team to join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or office@birchfieldprimaryschool.co.uk.

Best Wishes

Richard Culham
HEADTEACHER



The Vacancy

We have an exciting opportunity for a part time Pastoral Lead fixed term covering Maternity Leave. The position is Monday, Tuesday and Thursday (8.00-4.00). The post is on a fixed term basis until December 2019. Grade 12. Salary - £11,506.67 - £13,031.14

The role of the Pastoral Leader is to assist in tackling underachievement and lack of participation by working in partnership with families, carers and students in a school context. Monitoring and working with families who are currently supported by Social Services. The pastoral leader will also play the lead role in ensuring that the schools Safeguarding Policy and practices are fully implemented so as to ensure that the most disadvantaged and vulnerable pupils have full access to the educational and extended school opportunities we have to offer and to help them overcome barriers to learning and participation.

In return we offer you a rapidly developing school with huge ambitions, wonderful children, a dedicated team of staff and supportive parents and Governors. Visits are welcomed and encouraged.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts subject relevant employment checks and criminal background check via the disclosure procedure.

Selection Procedure

- Advert placed in TES, Blue Sheet Bulletin, Somerset County Council jobsite, Dorset County Council website and school website
- Closing date for applications: Mid-day Monday 21st January 2019
- Shortlisting: 21st January 2019
- Letters sent out to successful candidates for interview (via email): 21st January 2019
- Interviews take place: 24th January 2019





Main Duties and Responsibilities

- To assist the Designated Safeguarding Lead with CP issues, including the management of confidential records and attendance at meetings.
- To work with the SLT to identify pupils and families who would benefit most from additional support.
- To play a lead role in ensuring that all staff Safeguarding training, including new staff induction, is up to date and records kept.
- To support SLT in ensuring that Safeguarding is given a high profile across the whole school and that Staff, Children and parents / Carers are aware that safeguarding our children is "Everyone's responsibility".
- To secure family support for targeted pupils where appropriate.
- To work with agencies to support any CLA in school.
- To maintain regular contact with parents/carers of pupils identified, to keep them informed of the child's needs and progress, and to promote positive family support and involvement.
- To signpost access to health, social and other associated services.
- To provide parenting support and information, including family learning.
- To ensure service users / Parents, Carers have access to wider community resources
- To be fully committed to safeguarding children at all levels.
- To assist the Finance & Office Manager in ensuring all visitors are recorded and are registered according to the schools procedures.
- To network with other Pastoral Support Managers within the LA to share ideas and best practice.
- To be a point of contact for accessing a range of community and business based programmes and specialist services, e.g. Early Help Services, Children's Social Care, education welfare, out of school study support etc.
- To ensure Parent / Carers have access to wider community resources, including adult learning and other Early Help Services.
- To carry out and complete the administrative duties alongside office staff as are relevant to the role.
- To provide reports for governors and attend meetings when necessary.



- To complete harassment and incident reporting as required.
- To maintain My Concern and provide reports for monitoring and evaluation purposes as required to ensure that all Safeguarding records are up to date.
- To provide information and advice to enable pupils to make choices about their own learning, behaviour and/or attendance.
- To liaise with Children's Social care and other external agencies.
- To develop a mentoring relationship with pupils needing support, with the aim of achieving goals identified in pupil action plans

General:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the line manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The post holder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.



Birchfield Community Primary School

Yeovil, Somerset

Safeguarding is everyone's responsibility and all employees are expected to adhere to safeguarding policies and procedures. You are therefore expected to have a clear understanding of your own role and responsibilities to ensure our children's safety.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.





The Person

	Essential	Desirable
Qualifications and Experience	<p>A good general level of education (GCSE) Grade C or equivalent in English and Maths.</p> <p>Safeguarding training– DSL Level 3 training</p>	
Experience	<p>Previous experience of working with children.</p> <p>Experience of working with multi agency colleagues</p> <p>Experience in meeting the needs of vulnerable children or disadvantaged children and families</p>	<p>Experience of working within an educational setting.</p>
Knowledge	<p>An understanding of issues related to under-achievement and the barriers to learning that some pupils face.</p> <p>An understanding of relevant legislation, policies and codes of practice, eg. Child protection, data protection and freedom of information.</p> <p>Knowledge of available support services and referral routes.</p> <p>Knowledge of the Early Help Assessment and the Effective Support for Children and families in Somerset Threshold document</p> <p>Knowledge of models of positive parenting.</p>	



Skills and Abilities	<p>Possesses effective verbal communication skills.</p> <p>Presents information and ideas clearly and uses communication appropriate to the audience.</p> <p>Able to positively influence the opinions of others through factual discussion.</p> <p>Able to adapt personal style of communication to reflect a situation and/or need.</p> <p>Able to create an environment of trust by delivering on agreed actions / targets.</p> <p>Utilizes report writing skills to accurately reflect a situation through positive communication techniques.</p>	<p>Able to communicate in an additional language.</p>
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	Essential	Desirable
Skills and Abilities Cont.	<p>Able to disseminate information and demonstrates a consultative approach to communication.</p> <p>Able to persuade and influence others effectively.</p> <p>Able to demonstrate tact and diplomacy in communication.</p> <p>Exercises flexibility so as to take on changes in work priorities and practices.</p> <p>Ability to prioritise work load particularly in times of high demand</p> <p>A good knowledge of ICT</p> <p>Ability to communicate with a wide range of audiences both verbally and in writing.</p> <p>Communicate effectively with parents and school based staff.</p> <p>Encourage and facilitate communication and recognise and respond to communication needs and barriers to communication.</p> <p>Ability to engage and motivate families who may be unwilling to engage with services.</p> <p>Develop and undertake multi agency working.</p>	



	<p>Ability to assess the needs of individual families.</p> <p>Ability to deliver group and individual parenting programmes.</p> <p>Ability to work from data to produce reports</p> <p>Maintains a professional and friendly outlook and approach to work during busy times.</p> <p>Able to deal with difficult situations in a calm and professional manner.</p> <p>Possesses good interpersonal skills and is able to communicate effectively verbally and in writing.</p> <p>Able to anticipate workload and plans ahead to manage workload peaks.</p> <p>Able to collaborate with colleagues and agencies to develop and implement support programmes such as Child protection Plans, Early Help Assessment Action Plans.</p>	
Accountability and Freedom to Act	<p>Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.</p> <p>Leads by example in standards of behaviour in the work environment.</p>	
Other	<p>Displays a commitment to the protection and safeguarding of children and young people.</p> <p>Willingness to partake in continuous professional development.</p>	



How to Apply

Please apply by application form (available from the school website or by email) with a covering letter (stating why you are interested in this post and what you feel you could offer the school) addressed to the Headteacher and email to recruitment@birchfieldprimaryschool.co.uk

Closing date: Mid-day 21st January 2019

Interview date: 24th January 2019



Recruitment and Selection Policy

1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
 - deter prospective applicants who are unsuitable for work with children or young people;
 - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
 - the school’s recruitment policy (this document);
 - the selection procedure for the post;
 - an application form.
 - the school’s child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.

5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.



5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a CRB disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

8 INDUCTION

8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).