



Pastoral Officer

Grade: 9 (Points 16-19)

Actual Salary: £25,844 – £28,105

Contract: Permanent, Term Time Only, 37 hours maximum

Start Date: September 2024

CANDIDATE INFORMATION PACK





What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher and Esteem Peak Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The engagement officer position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Peak Academy provides education for pupils aged 2-19 who experience a wide range of learning difficulties, from profound to moderate. Many of our pupils have additional medical and physical difficulties, and some have complex challenging behaviour.

We are looking to appoint an enthusiastic and experienced individual with excellent interpersonal and organisational skills to join our pastoral team. The successful applicant will have energy, optimism, initiative, flexibility and commitment to assist with ensuring that pupils attend school and are kept safe.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information and/or to arrange an academy visit please contact johowarth@peakschool.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julian Scholefield'.

Julian Scholefield
Chief Executive Officer



About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the role of pastoral officer at Peak school. I am very pleased that you are considering applying to work at our academy.

Peak school is an academy special school located in North Derbyshire. It is the only special school in this area and serves a large catchment area from Tameside and Glossop to the North, as far as Chesterfield to the East and Derbyshire Dales to the South of the county, while also catering for pupils from Cheshire. Due to our large catchment area, we cater for pupils who experience a wide range of needs.

Peak School is co-located with Peak Lodge a Social Care residential and respite provision for pupils with additional needs and Alderbrook is an adult care day centre for adults with additional needs. All pupils resident within the Peak Lodge provision attend Peak School and have entered care due to the impact of their behaviour and/or medical needs on their families. In many cases they have moved to us from other Derbyshire special schools, because of placement breakdown or because they have entered the care system.

In response to the wide profile of needs that our pupils experience, our curriculum starts in early years and continues on a developmental learning journey, following the pathway(s) that is suitable to their developmental, social and academic needs. For the majority of our pupils, the journey concludes when they are nineteen and make their transition to adulthood, and the next phase of their lives. The exception is pupils who reside at Peak Lodge and move out of area for their adult placement at eighteen.

Our vision at Peak School is for all pupils to be successful at each stage of their educational careers, ensuring that they acquire the necessary skills and knowledge which will enable them to prosper at the next stage, both at school and in the wider world and eventually beyond Peak school. We do this through our offer of an appropriate, accessible and engaging curriculum which enables pupils to explore a wide range of concepts. Our curriculum helps pupils to develop and build upon their knowledge and skills, allowing them to develop a positive identity as a learner. At Peak School, we aim to make learning meaningful, striving for mastery development across all subjects.

Please visit our website for more information about our wonderful school and fabulous pupils. If you would like to visit us, or would like a discussion about this post, please do not hesitate to contact us.

Yours faithfully

Jo Howarth
Headteacher



The advertisement

Job Title: Pastoral Officer

Location: Peak School, Chinley, SK23 6ES

Grade/Scale: 9 (Points 16-19) £25,844 – £28,105

Start date: 01 September 2024

Contract: 37 hours per week, Term Time Only. Permanent

We are seeking to appoint an outstanding practitioner to work collaboratively with, and in support of, the Senior Leadership Team, the Pastoral team and teaching and support staff. The successful candidate will provide comprehensive care, support and guidance for staff and pupils, to ensure that our pupils are safe, happy, regulated and attending education and that staff have the necessary skills and training to ensure that this happens.

You will support staff with the pastoral welfare of pupils in all key stages. You will receive training to become a Deputy Designated Safeguarding Leader and part of your role will involve ensuring that pupils receive swift support to keep them safe, identify risks and initiate rapid action. You will need to be aware of safeguarding thresholds, referrals systems for support and be able to communicate effectively with agencies, pupils and parents. Days will be varied in order to meet the needs of the pupils.

You will support staff with improving the behaviour of identified pupils. This will involve reviewing behaviour programmes, advising on strategies and working hands on to model empathic practice. The pastoral team will respond to behaviour requests for support around school. You will have a small 'in class' commitment each week. You will be required to deliver training to others as appropriate.

You will support good attendance and work with families to improve this when there is a concern. You will be required to support pupils with medical needs, providing interventions and administering medication in line with national, local and school policy. Training will be provided.

You will be a point of contact for families and support the induction of new pupils into school and those who are moving onto their next destination. You will also support the induction of new staff.

Benefits include: LGPS Pension Scheme, Westfield Health membership and laptop.

For further information, please contact jhowarth@peakschool.co.uk or visit our website <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 16 June 2024 (23:59)

Interviews: 24 June 2024

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Job description and person specification

Job Title: Pastoral Officer

Reports to: Assistant Headteacher and DSL

Grade: 09 £25,844 – £28,105

Contract: 37 hours per week / 39 weeks per year

Actual Salary:

Aims: We are seeking to appoint an outstanding practitioner to work collaboratively with the current Pastoral team in supporting pupils with safeguarding, behaviour and wellbeing, medical needs and attendance. The successful candidate will offer comprehensive care, support and guidance for pupils, to ensure they are safe, regulated and attending.

Duties and responsibilities: To carry out duties and responsibilities in accordance with the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Academies, through:

1. Providing Support for Pupils

- To support all staff in taking responsibility for the pastoral welfare of the pupils, supporting the positive mental health and wellbeing of all
- To provide behaviour management support to pupils and guidance to staff to ensure that school policies and procedures are followed
- To liaise and seek involvement from parents / carers, teachers, support staff and external agencies including the FASST Team in relation to the welfare of individual pupils
- To ensure that all pupils are identified for early help support and acting on this
- To make referrals to agencies to get support for pupils and complete early help assessments where required
- To act as a link person between home and the academy, liaising with parents/carers
- To be a Designated Safeguarding Lead for safeguarding and work as part of the Child Protection Team which includes leading CP, CiN, TAC and TAF meetings on behalf of the academy. To attend professionals meetings and prepare reports in advance of meetings.
- To ensure good attendance of pupils
- To carry out home safe and well visits for pupils who are not currently attending school
- To contribute to the attendance intervention system to ensure pupils improve their attendance
- Contribute as required to parents' evenings and staff meetings and other activities as associated with all key stages
- To administer medication after relevant training and in line with school policy
- Carry out restorative meetings to help pupils move on from any conflict they may have had

2. Support for the curriculum

- Monitor pupil attendance and punctuality in line with our Attendance policy and ensure that appropriate action is taken when required so that pupils can attend and engage in learning
- To communicate with SLT, teaching staff and tutors about safeguarding issues with specific pupils and ensure the curriculum content provides the necessary education for pupils to make appropriate choices



- To support with assemblies if content is related to keeping pupils safe and is appropriate

3. Support for the academy

- Promote the aims of the academy and support the academy ethos
- Lead by example, setting high expectations for all
- Create a positive climate where pupils aspire to be the best that they can be and believe in themselves
- Work alongside members of the leadership team, teaching and support staff team to ensure the delivery and on-going development of the pastoral system
- To contribute to the academies CPD offer where required
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
- To ensure the duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
- To ensure equality of opportunity is afforded to all persons both internal and external to the academy, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour
- To understand and comply with procedures for the emergency evacuation of the academy
- To work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Centre to enable pupils to achieve.
- To carry out other duties and responsibilities requested by the Headteacher.

The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.



Person Specification: Pastoral Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> GCSE English and maths (or equivalent). 	<ul style="list-style-type: none"> Educated to degree level DSL trained Mental health trained
Experience	<ul style="list-style-type: none"> Previous experience with dealing with welfare support for pupils Successful experience of working with young people with behavioural and medical needs Successful experience of supporting good attendance Experience of working with pupils aged from 2-19 Experience of working with a wide range of young people and families/carers from different social and ethnic backgrounds Experience of attending safeguarding meetings for pupils such as core groups and strategy meetings 	<ul style="list-style-type: none"> Experience of working in a similar role Of delivering CPD to staff
Skills, Knowledge and competences	<ul style="list-style-type: none"> Ability to produce high quality and accurate professional reports Knowledge of school attendance requirements by law Knowledge of a range of possible attendance interventions and strategies Excellent interpersonal and liaison skills Good verbal and written communication skills Good organisational skills and able to set own diary and work independently Knowledge and use of Microsoft software and email Ability to process and maintain accurate records A commitment to teamwork Able to form positive relationships Ability to remain calm Ability to work on own initiative Ability to engage constructively with and relate to a wide range of children/young people and families/carers Able to set targets for pupils learning Flexible and able to respond quickly to new situations Knowledge of causes and interventions for mental health issues 	<ul style="list-style-type: none"> Ability to assess pupils against targets
Personal qualities	<ul style="list-style-type: none"> Energy, optimism, initiative, flexibility and commitment Hard working Reliable Approachable Enjoy working with others Resilient Quick thinking to problem solve 	
Equal Opportunities	<ul style="list-style-type: none"> Knowledge and awareness of equal opportunities policy and commitment to its implementation 	



Other	<ul style="list-style-type: none">• Suitable to work with children• Committed to safeguarding and promoting the welfare of children and young people on a daily basis.• Commitment to raising standards of academic and personal achievement• Patient, tactful and approachable• Flexible approach to tasks and workload• Own car and business use insurance	
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Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the pupils as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.



Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

Your skills and experience will be matched against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to interview and assessment must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 16 June 2024 (23:59)

Interview date: 24 June 2024

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

For further information please contact the Headteacher's admin team support@nedsc.derbyshire.sch.uk or visit the Esteem website at <https://www.esteemmat.co.uk/vacancies>. Please contact the Headteacher's admin to discuss your experience before arranging any site visits. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.