

Pastoral Officer, KS3/KS4

The Governors are seeking an exceptional candidate to join our Pastoral team at Chichester Free School. We require a Pastoral Officer who enjoys working with and for children, is very well organised and is able to support the learning and pastoral needs of our Secondary students.

Terms of Employment

Salary will be commensurate with experience and in the range of £16,000 - £19,500 pro rata depending on experience. The post is for 37.5 hours a week, term time plus INSET days and one week.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check and a satisfactory medical report.

For further information and informal discussion about this post, please do not hesitate to contact Jeannie Taylor at recruitment@chichesterfreeschool.org.uk or on 01243 792690

Candidates should complete an Application Form and covering letter addressing the criteria presented in the role description and person specification. Completed applications should be sent to recruitment@chichesterfreeschool.org.uk. No CV's thank you.

Introduction

Chichester Free School is a non-profit making, independent, state-funded school set up in the Chichester area, established in response to real demand within the local area for a greater variety of schools. It was established by a group of parents and teachers who are all absolutely committed to providing young people with the best possible chance to succeed.

Chichester Free School is the project development and trading name of Sussex Education Trust Limited. The Trust is incorporated with the charitable objective to establish, maintain, manage and develop a school offering a broad and balanced curriculum.

Chichester Free School opened in September 2013 with classes in Years 7 and 8 as well as in the Primary phase. We now have over 1,000 pupils from Reception through to Year 12, with over 550 in the secondary phase. At the heart of our vision is a school which nurtures children to achieve great things, challenges them to apply their learning in our extended day activities and inspires them to engage in a rigorous, academic curriculum creatively.

Chichester Free School is open to pupils of all abilities. We do not have a catchment area, thus ensuring that Chichester Free School is fair and inclusive and available to anyone who wants to apply. We take part in the West Sussex County Council (WSCC) admissions process, so parents will apply for places for their child in the same way as any other local school.

Free School Status

Chichester Free School benefits from the same freedoms and flexibilities as academies, including:

- the ability to set our own pay and conditions for staff.
- freedom from following the National Curriculum.
- greater control of our budget.
- freedom to change the length of terms and school days.
- freedom from local authority control.
- appointing teachers who will not necessarily need to have Qualified Teacher Status.

We are subject to the same Ofsted inspections as all state schools and are expected to maintain the same rigorous standards.

Governance and Management

Sussex Educational Trust Limited is a charitable company limited by guarantee and registered in England and Wales under registration number 7874411. The Trust company is a qualifying Academy Trust as defined by the Academies Act 2010 and an exempt charity under schedule 3 of the Charities Act. The Trust is directly regulated by the Department of Education.

The Governing body of the Trust is accountable to the trust members and currently consists of 10 Governors all of whom are also the statutory directors for Companies Act purposes. In due course the Board will expand to include a minimum of two parent Governors. The Governing Body is chaired by Mr Stephen King. The Board includes experts in education, finance, legal, HR, marketing and property and delegates who function with responsibility to a number of committees and report back to the full Board as required under their terms of reference.

There will be approximately 76 teaching staff and 45 support staff when the School is fully open.

Our Vision

We believe that local children will benefit from an all-through school

Unlike any other state school in the county, we provide a seamless education from age 4 to 19. Experience shows us that there is disparity between primary and secondary teaching approaches and there are negative effects around transition from Year 6 to Year 7. The school will be two-form entry throughout Reception and KS1 and KS2 and four-form entry throughout KS3 and KS4. We will also accommodate 240 students into our 6th Form.

We believe that the quality of our teachers is fundamental to the success of our school

Our faith in children's learning stems from our faith in the quality of teaching that occurs in our school. We will recruit proven individuals who we regard as being absolutely the best person to teach. Through a robust process of performance management our staff will receive guidance and support to ensure they continue to do their very best. We hope all our staff will feel honoured to be part of Chichester Free School.

We believe that a good education is not just about qualifications

We have talked to many local businesses who are not satisfied with the standards of school pupils either on work experience or applying for jobs. We know that personal skills such as appearance,

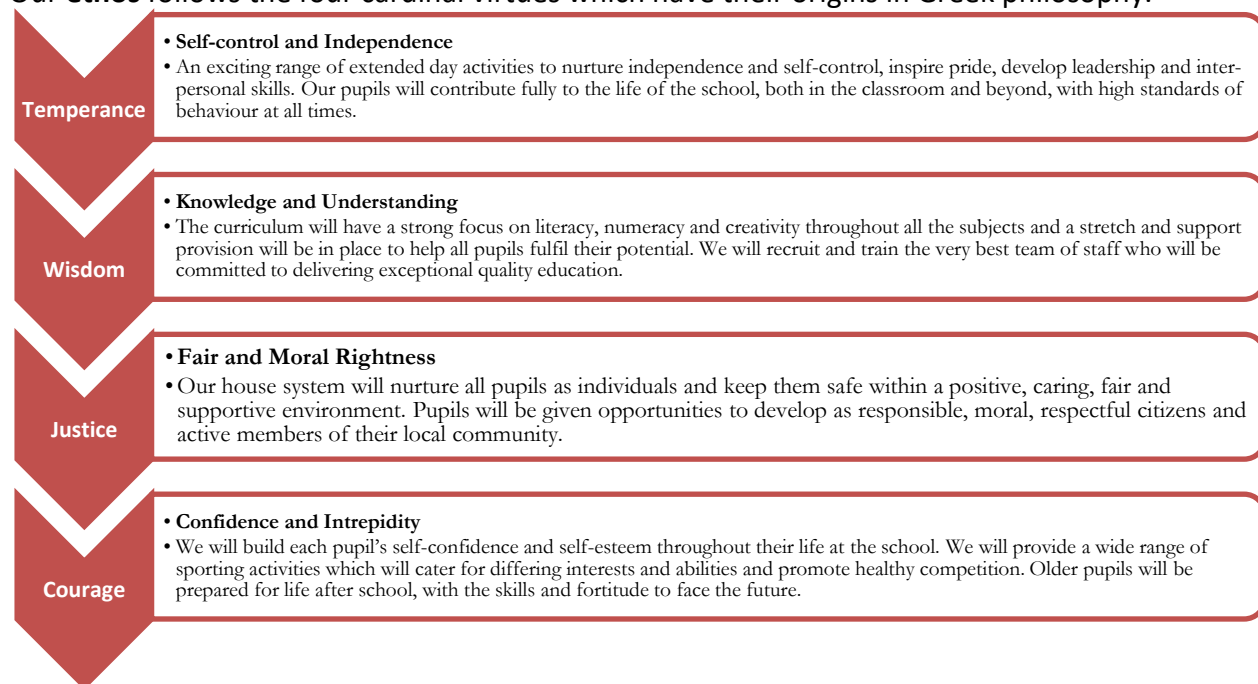
good speaking and listening skills, common sense, a resilient and hardworking attitude and ambition are often lacking. Our innovative Community and Skills Curriculum will focus on these qualities and ensure that every child is ready and equipped for their future after school.

We believe that local children will benefit from our open admissions policy

We follow the new schools admission code however we do not include a catchment area as we believe families should have freedom of choice. Unlike all the other schools in our local area, we absolutely do not want a family's background, location or faith to be a barrier to their child's success. A lottery approach will take place instead.

Our Ethos

Our **ethos** follows the four cardinal virtues which have their origins in Greek philosophy.



Chichester Free School will also provide all pupils with the foundations for life by teaching essential personal skills alongside a broad education. We believe that understanding and following these virtues will help our pupils go on to lead rich and fulfilling lives

Our Curriculum

Our curriculum has two distinct features, which combine to underpin, support and shape our education plan:

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| <p>A rigorous programme of <u>traditional academic</u> subjects, establishing depth before breadth, which will be supported and complemented by our <u>creative curriculum</u>,</p> | <p>A far-reaching <u>Community & Skills Curriculum</u> to teach pupils essential skills and strategies for life, study and work.</p> |
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These two curriculum features are complementary. They are designed, in principle, to provide balance and equality, so that the curriculum is accessible to each and every pupil, regardless of

their background and ability. As a result of our curriculum our pupils will become life-long learners, be independent, confident and hard-working and know what it is to enjoy a commitment to their chosen future path.

Role description

The person appointed to this post will be expected to provide support in the following ways:

a) Principal Responsibilities:

- work directly in conjunction with the Pastoral Manager on matters relating to behaviour, praise and wellbeing of the students to be allocated to the post holder
- providing administrative pastoral support and manage pastoral processes and procedures
- liaising with parents/carers/professionals with regards to pupil behaviour, wellbeing and Child Protection matters
- supporting Tutors, Heads of House and the Head of Secondary in dealing with the pastoral needs of pupils
- administering the school's behaviour policy and related documents
- Liaise with local and county-based support networks about students and their families when required
- monitoring personalised support plans (PSPs) and early helps plans (EHPs) for students with behavioural or pastoral concerns
- contributing to raising standards of achievement for all pupils

b) Supporting pupils' personal and social development

- demonstrating empathy with those experiencing challenges within the school community
- reinforcing positive behaviour

c) Supporting the Tutor, Heads of House and Head of Secondary

- supporting staff in dealing with behavioural issues that might require Restorative Justice
- contributing to pastoral reviews (both statutory and non-statutory) of the pupils' progress
- providing regular feedback to Pastoral staff
- other administrative and clerical tasks for the Pastoral staff and Head of Secondary which may include work surrounding Holistix,
- administering Early Help and MASH (Multi Agency Safeguarding Hub) referrals

d) Supporting the School by:

- working collaboratively with the Pastoral Manager and all pastoral staff
- maintaining positive professional relationships with all colleagues
- awareness of and following relevant school procedures and policies, especially surrounding behaviour, sanctions, praise and SEN
- take appropriate action to support child protection and the safeguarding of children
- promoting positive links between home and school and the wider community
- respecting the sensitivity and confidentiality of information about pupils' and the school
- being a positive role model for the pupils' and parent/carers
- supporting school events, trips and visits

- attend relevant in-service training
- undertaking break time supervision as required
- undertaking other duties as required

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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal or line manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Principal or line manager and member of staff and will be reviewed annually.

Person Specification

| Criteria | Essential | Desirable |
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| Knowledge and Experience | <ul style="list-style-type: none"> • Experience of working within an educational setting • Experience of working with pupils/young people • Awareness of and compliance with school procedures and policies, including child protection and reporting any concerns as appropriate | <ul style="list-style-type: none"> • Experience of working within a Pastoral setting • Experience of working within KS3 and/or KS4 |
| Skills and Abilities | <ul style="list-style-type: none"> • Ability to act on own initiative • Ability to motivate and encourage children • Ability to observe and monitor progress, and maintain records • Ability to work from instructions • Able to maintain confidentiality • Ability to keep issues in perspective • Willingness to assist and participate in the wider aspects of school life • Ability to use SIMS | <ul style="list-style-type: none"> • Have an understanding of Pastoral Support Programmes (PSPs) • Have an understanding of Holistix and Early Help Plans • Have an understanding of restorative justice practices |

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| Qualification and training | <ul style="list-style-type: none"> • Good general knowledge of English and Mathematics to GCSE level (c) or equivalent • IT literate | <ul style="list-style-type: none"> • First Aid training • Degree, A levels |
| Personal Qualities | <ul style="list-style-type: none"> • A deep and passionate commitment to the values and ethos of Chichester Free School • Developing and sustaining a learning culture that has the Chichester Free School ethos at its core • High expectations and standards of achievement for all • Suitability to work with children • Evidence of commitment to promoting the health, welfare and safeguarding of children • Good communication skills with both adults and children • Calm and patient • Caring • Resilient and realistic • Motivated • Non-judgemental • Positive role model • Team player • Flexible attitude • Smart and professional image | |

Particular duties of all support staff at Chichester Free School include:

- observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement, ensuring that they are implemented appropriately at all times
- attending all Inset and training sessions as required by the School
- taking part in the professional appraisal process as required by the School
- attending major School events

- conforming to the Code of Conduct for Staff as detailed in the School's Employment Manual
- developing and maintaining good relationships with parents and the local community

All staff at Chichester Free School commit themselves to contribute fully to the ethos and life of the School both in school and outside and the School operates its own salary structure.

Chichester Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level together with a prohibition from teaching check.