

**THE BISHOPS' BLUE COAT CHURCH OF
ENGLAND HIGH SCHOOL**

Known Nurtured Inspired
Vaughans Lane, Great Boughton, Chester, CH3 5XF
Tel: 01244 313806
Email: tparry@bishopschester.co.uk
Headteacher: Ian Wilson BA MA NPQH
Mixed 11-18 Comprehensive 1113 on roll, 153 in 6th form



Pastoral Support Officer

Required as soon as possible

37 hours per week, term time only, 39 weeks per year (0.85903)

Grade 6 (point 11-17) £22,129 - £24,920

Actual Salary £19,009 - £21,407 pa

Plus membership of the Local Government Pension Scheme

We wish to appoint a resilient, confident and consistent person to join our pastoral team. You will guide and support our young people as they grow. Your personal qualities are the most important part of what we are seeking. Your experience may come from a range of backgrounds, but you will be very comfortable working with young people, empathetic to their needs and any difficulties they might experience. You will work closely with the pastoral team and need to be a good team player.

The Bishops' Blue Coat CE High School is a high achieving and forward thinking school, which is thriving and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with good relationships between staff and students. We have a strong commitment to the professional development of all our staff.

Applications should be in the form of a letter (not more than 2 sides of A4) and a completed support staff application form which, along with further details of the role, is available on our website: <https://bishopschester.co.uk/careers-vacancies/>

Closing Date: Monday 16 May 2022 @ 9.00 am

Interview Date: Friday 20 May 2022

The Bishops' Blue Coat High School is committed to all aspects of safeguarding.

The Bishops' Blue Coat Church of England High School

Known Nurtured Inspired

Headteacher: Ian Wilson BA PGCE MA NPQH



May 2022

Dear Applicant,

Pastoral Support Officer

Thank you for your interest in this position. I hope that the enclosed details provide sufficient information to help you to decide whether to submit an application.

We wish to appoint a resilient, confident and consistent person to join our pastoral team. You will guide and support our young people as they grow. Your personal qualities are the most important part of what we are seeking. Your experience may come from a range of backgrounds, but you will be very comfortable working with young people, empathetic to their needs and any difficulties they might experience. You will work closely with the pastoral team and need to be a good team player.

We aim to be a school where students are known, nurtured and inspired. We believe that we have a responsibility to ensure that our students gain examination results in line with their potential, but we see education as being much more than this. In the light of being a Church School, we are particularly interested in the development of the whole person. We would hope that when students leave us, they are equipped with the skills and attributes of well-rounded individuals, who have the ability and desire to make a positive contribution to the society in which they live.

Our most recent Ofsted Inspection (November 2019) judged us to be a “Good” school with ‘outstanding development of each individual’. In our Denominational Inspection in 2016, we were judged ‘an outstanding Church of England High School’. The school is thriving with an excellent reputation. There are 1113 pupils on roll including a sixth form of 153. In 2010, we were invited by the DfE to apply for Academy Status which we successfully gained in April 2011. This gives us more autonomy and we remain a single academy trust, rooted in our West Cheshire community, striving to meet our goal of becoming an outstanding school in all aspects.

We enjoy a very good reputation for the quality of pastoral care offered to students within our Christian ethos. Relationships throughout the school are very good and we have a strong commitment to promoting high standards of individual care and achievement. We believe that we are a fully inclusive school and our intake, in terms of the ability and social background of our students, is truly comprehensive. The 140 teaching and support staff are dedicated, hard-working and very supportive of each other as well as of the students. The school enjoys a friendly and positive working atmosphere. We also pride ourselves on an excellent programme of CPD with a nearby teaching school and links with Chester University and the Mickle Trafford School Direct teacher training alliance.

If, having read the accompanying documentation, you feel you possess the qualities we are looking for, I do hope that you will submit an application. If you would like further information, please do not hesitate to contact our Senior Pastoral Support Officer, Liz Evans levans@bishopschester.co.uk or our Deputy Headteacher, Helen Cairns hcairns@bishopschester.co.uk.

Your application should comprise a completed application form and an accompanying word processed letter (maximum 2 sides A4) which addresses the Person Specification. Full DBS checks apply.

The closing date for applications is Monday 16 May 2022 @ 9.00 am with interviews scheduled for Friday 20 May 2022.

Whilst we would like to acknowledge all applications, this is not always possible. If you have not heard from us within two weeks of the closing date, please assume you have not been successful this time. However, we thank you for your interest in our school.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink that reads "Ian Wilson" with a horizontal line underneath.

Ian Wilson
Headteacher

Your application pack should contain:

- letter from the Headteacher
- application form
- a job description/person specification

Note: Please could you ensure that you:

- include details of your qualifications, including grades under the results section of your application form
- include your mobile telephone number and a live email address

The Bishops' Blue Coat Church of England High School

Job Description - Pastoral Support Officer

Term time, 37 hours per week 8.30 am to 4.30 pm Monday-Thursday and 8.30 am to 4.00 pm Friday, 39 weeks per year (0.85903)

Grade 6 £22,129 - £24,920 (points 11-17) pro rata - actual salary £19,009 - £21,407 pa

Specific responsibilities

- To encourage positive attitudes and behaviour for learning in and around school.
- To support the Pastoral Team with behaviour, attendance and welfare issues relating to assigned cases.
- To monitor attendance for allocated year groups, including attending meetings with parents, students and Senior Leader responsible for attendance to resolve matters of attendance.
- To help remove welfare barriers to learning, enable students to make at least expected progress.
- To enforce expectations and be a point of referral with regard to uniform, attendance, punctuality and respectful behaviour.
- To be involved with Assemblies, Tutor Time and support worship as applicable.
- To attend case conferences, including Child Protection Case Conferences and other meetings with internal and external agencies with regard to students in allocated year groups.
- To attend where necessary TAF meetings and other meetings with internal and external agencies.
- To organise and attend meetings and reviews as necessary, making contact with parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To be alert to safeguarding issues, log and pass on concerns as appropriate.
- To deal with issues sensitively and maintain confidentiality where appropriate.
- To work both independently and also as a member of a strong, cohesive and supportive team.
- To assist with the On Call and other rotas as required.
- To lead interventions with individuals and groups of students to improve pastoral and academic outcomes.
- Supervision of students at lunchtime as part of staff duty rota and occasionally at other times as required.
- Provision of first aid assistance (training will be provided if required).

Management information

- To undertake record keeping and administrative work associated with the above.
- To actively use SIMS, CPOMS and IRIS to ensure meticulous record keeping.

School ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote and support the worship life of the school and to support the spiritual, moral and cultural development of students.

- To promote actively the School's policies including Equal Opportunities, Anti-bullying, Behaviour for Learning, Safeguarding.

Special requirements

- Whilst not essential, experience of working in a similar role is highly desirable.
- Whilst not essential, experience of counselling, mentoring or guidance work is highly desirable.
- Whilst not essential advanced safeguarding training is desirable.
- Whilst the above job description covers the Pastoral Support Officer job in total, the current team would be considerably strengthened if the successful candidate had training on Mental Health issues.
- Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Notwithstanding the detail in this job description, in accordance with the school's flexibility policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

The Bishops' Blue Coat Church of England High School
Person Specification – Pastoral Support Officer

Specific Skills, Experience & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> ▪ ICT competent and conversant with the Microsoft Office suite of applications 	✓	
<ul style="list-style-type: none"> ▪ Experience of working with young people 	✓	
<ul style="list-style-type: none"> ▪ High level of literacy 	✓	
<ul style="list-style-type: none"> ▪ Good level of general education 	✓	
<ul style="list-style-type: none"> ▪ Knowledge of various intervention strategies of benefit to the welfare and development of young people 	✓	
<ul style="list-style-type: none"> ▪ Experience of working in a similar role 		✓
<ul style="list-style-type: none"> ▪ Have good administrative organisation and communication skills. 	✓	
<ul style="list-style-type: none"> ▪ Training relevant to role including Safeguarding, Mental Health First Aid Training, New Ways of Working/Trauma Informed Practice 		✓
<ul style="list-style-type: none"> ▪ Knowledge and understanding of medical issues and personal choices relating to young people in the following areas: healthy eating; eating disorders; drugs, smoking and substance abuse; behaviour; sexual health; personal image 		✓
<ul style="list-style-type: none"> ▪ Either already very familiar with child protection issues or able to acquire this understanding quickly 	✓	
<ul style="list-style-type: none"> ▪ Ability to liaise effectively with parents and outside agencies. 	✓	
<ul style="list-style-type: none"> ▪ First Aid Qualification 		✓
Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> ▪ Enjoy working with a wide variety of young people 	✓	
<ul style="list-style-type: none"> ▪ Have excellent inter-personal skills and be able to work well as part of a team 	✓	
<ul style="list-style-type: none"> ▪ Be committed to the improvement of the pupils' welfare 	✓	
<ul style="list-style-type: none"> ▪ Be confident enough to manage the behaviour of pupils 	✓	
<ul style="list-style-type: none"> ▪ Be resilient, firm and consistent 	✓	
<ul style="list-style-type: none"> ▪ Be comfortable with a challenging and varied workload and be able to prioritise effectively 	✓	
<ul style="list-style-type: none"> ▪ Able to support the Christian ethos of this Church of England High School 	✓	
<ul style="list-style-type: none"> ▪ Able to maintain confidentiality where applicable 	✓	
<ul style="list-style-type: none"> ▪ Able to work in a professional manner with a wide range of people 	✓	
<ul style="list-style-type: none"> ▪ Ability to act on initiative within a team context 	✓	