

NORTH CESTRIAN SCHOOL

Pastoral Assistant

Salary: NJC Pts 7-11 Term time plus 5 days
Actual salary £20,630.54 - £22,061.45

Job Advert

Are you a Pastoral Assistant committed to supporting students so that they can thrive and lead rich and fulfilling lives?

We are looking for an experienced Pastoral member of staff to join our fantastic team at North Cestrian School, Altrincham. Joining our team you will work alongside our pastoral leaders, looking after student needs, contacting parents, and maximising a student's potential to learn through our core values of Fairness, Honesty and Hard Work.

North Cestrian is a Free School and part of the Hamblin Education Trust along with Altrincham Grammar School for Boys. The school is a mainstream, non-selective, co-educational 11-16 academy, serving the community in and around Altrincham.

We are a popular over-subscribed school with 780 pupils on roll, growing to approximately 750 pupils over the next few years. A £7.3 million refurbishment and expansion programme has recently been completed, providing outstanding facilities for pupils and staff.

We pride ourselves on our ability to maximise a student's potential regardless of background. We utilise a style of teaching we have called 'The Cestrian Way', based on the three principles of ABC (Academic, Behaviour and Character).

The ideal Pastoral Assistant should have:

- Experience of working with children or young people
- A good team work ethic
- The confidence to challenge behaviour, both in an outside the classroom
- A willingness to 'go the extra mile' when dealing with complex issues
- The ability to communicate effectively
- Good computer literacy skills

Job Description

Post Title	Pastoral Assistant
Description	<ul style="list-style-type: none"> Under supervision from Pastoral Director and Heads of Key Stage, Pastoral Assistants are required to take a lead role within the school to address the needs of students who need help to overcome barriers to learning. As part of the whole school ethos, the post holder is expected to be proactive in the vision and aims of North Cestrian School.
Reporting to	<ul style="list-style-type: none"> Senior Leadership Team, Pastoral Director, Heads of Year, Heads of Key Stage.
Core Duties and Responsibilities	<p>Providing support for the Heads of Key Stage by:</p> <ul style="list-style-type: none"> To provide pastoral support to students experiencing difficulties on a day-to-day basis To work as part of the team that responds to challenging behaviour To provide information, advice and structured intervention to enable students to make positive choices about their behaviour, attendance and social interactions To liaise with staff, parents and relevant outside agencies To provide appropriate intervention for students experiencing disruption to their learning To liaise with support staff and teachers to share strategies for support To develop strong links between the school and families to improve educational opportunities for students and to promote a positive attitude towards school To adopt the keyworker role for named students, to include monitoring their progress, attending any relevant meetings and reporting any concerns to the Pastoral Director, SENCo and Heads of Key Stage To comply with confidentiality and safeguarding procedures To deal with issues in a positive manner, communicating actions to staff and parents as appropriate To enforce expectations regarding uniform, attendance, punctuality and respectful behaviour To attend after school meetings and INSET days as required To take up duties related to on call and staffing of AIM (isolation)
Quality Assurance and Standards	<ul style="list-style-type: none"> To set a good example in terms of dress, punctuality and attendance. To be professional when dealing with visitors, staff, students, outside agencies. To attend team and staff meetings as required. To be proactive in matters relating to health and safety.

	<ul style="list-style-type: none"> • To implement and promote the School's policies and procedures relating to all areas of employment and service delivery.
Additional Duties	<ul style="list-style-type: none"> • To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description • To participate in induction training, staff review processes and professional development opportunities • To undertake professional duties that may be reasonably assigned by the Senior Leadership Team • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
Working Time	<ul style="list-style-type: none"> • Full-time (37 hours per week – Term Time plus 5 days)

The above list is indicative and not exhaustive.

NCS is an equal opportunities employer.