



**WOODFORD COUNTY HIGH SCHOOL FOR GIRLS**

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**Roll 1238 pupils inc. 340 in the Sixth Form**

**11 – 18 Community Grammar School**

## **Key Stage 5 (KS5) Pastoral Support Assistant**

5 days per week - 36 hours per week

8.00am – 4.00pm (term time only)

Grade LBR4 (Scale Point: 7-10)

Full time salary range: £27,855 - £29,139

Actual salary range: £23,752 - £24,768 per annum

Woodford is an energising and rewarding school in which to work. Life here blends the very new with the very traditional. The atmosphere is vibrant, purposeful and very friendly and the school community is strong, cohesive and valued by its members.

Our focus is the students we serve – their academic progress, their wellbeing, their confidence and their enjoyment of school. The sixth form administration team has recently been expanded to include both an Academic and a Pastoral Assistant. This enables holistic support of students and their wellbeing needs. Along with important remit of promoting and maintaining in our students the highest standards of behaviour

The KS5 Pastoral Support Assistant will (with the support of the KS5 Administrator) develop the confidence and experience to deal kindly but firmly with young people, recognising varying needs and exercising judgement in making decisions. The ability to maintain a high level of professional confidentiality is a prerequisite.

This will be a varied role, comprising, but not confined to:

- Overseeing and managing the Sixth Form wellbeing provision and ensure students feel well supported
- Encouraging high standards of attendance, engagement and behaviour
- To support a positive ethos of independent learning among Sixth Form students
- To administer and oversee Enrichment and Voluntary Service provision within the Sixth Form
- Providing first aid (as one of a team of trained first-aiders)

Experience of working with young people in a public service environment is desirable though not essential. Training, including First Aid and Safeguarding, will be provided as required.



Applications can be submitted by post or email ([recruitment@woodford.redbridge.sch.uk](mailto:recruitment@woodford.redbridge.sch.uk)) and must include the completed London Borough of Redbridge application form. **Applications by CV will not be considered.**

Closing date for applications: **Monday 8<sup>th</sup> January 2024 (9am)**

*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.*

LONDON BOROUGH OF REDBRIDGE

## **Key Stage 5 (KS5) Pastoral Support Assistant**

### **Job Description & Personal Specification**

LBR 4 (SCP 7-10)

Term time only. Hours: 36 hours per week (8.00am to 4.00pm)

**Line Manager: KS5 Administrator (and thus Head of Sixth Form)**

#### **OUTLINE RESPONSIBILITIES**

- (1) To oversee and manage the Sixth Form wellbeing provision and ensure students feel well supported
- (2) To create and conduct a schedule of 1:1 wellbeing meetings with Sixth Form students
- (3) To be responsible for receiving absence calls and highlighting attendance concerns to Head of Sixth Form
- (4) To support high standards of attendance and punctuality among Sixth Form students
- (5) To support a positive ethos of independent learning among Sixth Form students
- (6) To administer and oversee Enrichment and Voluntary Service provision within the Sixth Form

#### **PERSON SPECIFICATION**

	Essential	Desirable
A calm, flexible, dependable and committed team person	Y	
Confident in dealing kindly but firmly with young people	Y	
Ability to exercise judgement in making decisions (following established procedures) and alerting the appropriate colleague(s) as necessary	Y	
A highly competent IT user, confident in using standard ICT applications (e.g. Word, Excel, Outlook)	Y	
Confident in the use of data – able to analyse data and spot trends	Y	
An effective communicator	Y	
Ability to develop and maintain strong, effective and professional working relationships	Y	
The key qualities of integrity, sensitivity, discretion, dependability and self-reliance	Y	
Able to prioritise and show initiative in managing workload	Y	
First Aid certification or willingness to train	Y	
Experience of working with young people		Y
Experience of training in the area of mental health and wellbeing		Y
Safeguarding training		Y
Experience in using school data management systems (e.g. SIMS)		Y

The above and the detail overleaf indicates the nature of the job, which demands flexibility, initiative and strong organisational and interpersonal skills. The school's administration team is an integral part of the school and this post will appeal to someone who would enjoy working in a busy but friendly environment and would take an interest in the many aspects of Sixth Form life.

The job description may be amended at any time after consultation with you.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

## **Key Stage 5 Pastoral Support Assistant**

### **PRINCIPAL RESPONSIBILITIES**

#### **To oversee and manage the Sixth Form wellbeing provision and ensure students feel well supported**

- To create a schedule of 1:1 Wellbeing Meetings with appropriate students, in liaison with Ho6 and HoYs
- To Conduct formal programs of wellbeing check-ins with students – this includes arranging meetings, inviting students, chasing where necessary and recording attendance
- Regular informal conversations with students - being available as first port of call
- Recognising areas of concern, including Safeguarding and mental health and escalating accordingly
- Liaising with parents/carers where deemed appropriate
- Updating CPOMs and alerting other staff members/external agencies where necessary
- Regular liaison with School Counsellors, Student Guidance Officer, Safeguarding Lead and SENCO
- To attend safeguarding meetings concerning wellbeing for Sixth Form students as required
- Updating Wellbeing report regularly and reviewing with Sixth Form Administrator, Heads of Year and Head of Sixth Form
- To engage with ELSA training and ensure up-to-date engagement with wider mental health training as available

#### **To support high standards of attendance and punctuality among Sixth Form Students**

- To monitor attendance for KS5
  - ❖ Receive absence calls (directly and via voicemail) from students and note on SIMS
  - ❖ Contact absent students
  - ❖ Receive emails and 'in person' notifications from students regarding pre-booked appointments and note on SIMS
  - ❖ Highlight concerns to KS5 Administrator, Heads of Year & Head of Sixth Form
  - ❖ Liaise with staff/tutors where appropriate regarding student circumstances
  - ❖ Contact parents regarding attendance or punctuality concerns
  - ❖ Follow up Missing Marks
  - ❖ Produce half termly attendance reports for SLT
  - ❖ To create and monitor Attendance Report Cards for students whose attendance is of concern
- To monitor *Inventry* to ensure students are using correctly and system is working.
- To maintain and provide information through *Inventry* and SIMS for KS5 in event of evacuation/emergency checks (i.e. fire drill)
- To distribute attendance registers to Sixth Form tutors at evacuation assembly point, collect completed records and follow up accordingly
- Regular liaison with Pupil Health & Welfare Officer

#### **To support a positive ethos of independent learning among Sixth Form Students:**

- To develop strong relationships with Sixth Form students balancing authority and high expectations with humour and empathy
- To promote good study habits, resilience and increasing independence in our Sixth Form Students
- To support students in their work and in the development of effective study skills
- To supervise students using the Open Learning areas on a day to day basis

- To supervise occasional individual KS3/4 student working in Open Learning areas (when timetable allows)
- To maintain good physical conditions for study in the three Open Learning Areas (Centenary Centre and Sixth Form Block) including liaison with Premises staff, IT staff etc where necessary
- To support the Key Stage Administrator where appropriate to communicate with students and parents via email, telephone or MS Teams

#### **To administer and oversee Enrichment and Voluntary Service provision within the Sixth Form**

- To manage and promote the Year 12 Enrichment programme, including liaising with staff members, and where relevant external agencies
- To provide administrative support for timetabled Enrichment, including maintaining registers and allocating students to groups
- To manage all communications and record keeping for Voluntary Service
- To maintain and, as necessary, recruit internal and external providers for Year 12 voluntary service
- To liaise with external providers to ensure the suitability of placements and that statutory requirements are met in liaison with the Head of Sixth Form

#### **Administrative and other duties**

- To administer first aid when necessary and gain / maintain First Aid certification
- To be the first port of call for 6th form students taken ill in the Centenary Building and/or the Sixth Form Block – agree and facilitate returning home where deemed appropriate
- To administer (KS5) fob and ID passes, organise returns and replacements and arrange/request replacement orders as needed
- To attend courses and receive training as appropriate
- To make the KS5 Administrator aware of any concerns or problems as they arise
- To undertake general administrative and other duties as may be reasonably requested
- Attending regular review meetings with KS5 Administrator and Head of Sixth Form to review Wellbeing and Attendance