
	<p align="center">Belvidere School Crowmere Road Shrewsbury Shropshire SY2 5LA</p> <p align="center">Telephone 01743 235073</p>	
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Pastoral Support Assistant

Hours: 37 hours per week

Grade and SCP: Grade 6 (SCP 8-11)

Salary: £24,702 - £25,979 per annum (pro rata to hours worked)

WPY: Term Time Only plus 5 PD days

Contract Type: Permanent

Workplace: Belvidere School

START DATE: September 2024

The TrustEd CSAT Alliance is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Main outline of the job

This role involves working as part of a team of pastoral staff at the school. This post is an active role within the school. It includes helping organise pupils, collecting students from classes, helping to run and administer the school's detention system, investigating incidents within school, supporting pupils through pastoral interventions, communicating with parents and carers, as well as undertaking break and lunch time duties. In addition to this the post-holder will be expected to support the other Pastoral staff and senior leaders in their day-to-day work with pupils.

Person Specification

We are looking for a person with the following skills:

- A person who gets on well with 11-16-year-olds
- A person who is well organised and thorough
- A person who is calm but assertive
- Someone who works well within a team and is prepared to "get stuck-in" as required
- Someone who can listen well but also to make sensible judgements and decisions
- A person who is confident when working and liaising with parents and teachers as well as pupils
- A basic level of ICT skills allowing the post-holder to access school management and information systems
- A person who is able to think for themselves and predict the likely issues arising during the day-to-day running of the school

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher
- Any other duties that would be reasonably be expected of the post holder
- Will need to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Safeguarding

Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference in the Shropshire Career Pathway Data Protection JD for school staff.

Other Duties

Any other duties that the Headteacher / CEO / Governing Body / Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review and Signatures

This job description is subject to review by Headteacher / CEO / Governing Body / Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of the agreed performance management arrangements.

Application process

- Full details of the role and application process are available from the school's website www.belvidere.shropshire.sch.uk. If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- The closing date for all applications is **noon Friday 28th 2024.**
- Date of interview to be arranged. an email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to Karol Bywater at recruitment@belvidere.shropshire.sch.uk by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An online search will be undertaken as part of due diligence checks during the shortlisting process.