



## CANDIDATE INFORMATION PACK

# Pastoral Support Assistant

**Closing Date: 04 November 2022**

**Interview Date: w/c 07 November 2022**

**Start Date: ASAP**

## Welcome from the Headteacher



**It gives me great pleasure to welcome you to Belle Vue Girls' Academy.**

Our incredibly high expectations and the outstanding quality of education we offer ensure that, on average, every girl makes nearly two-thirds of a grade better progress in every single subject at GCSE, when compared with all students nationally. The Academy is in the top five schools in Bradford and is consistently one of the top 15% schools in the whole country.

Although academic achievement is incredibly important, this is not our only focus. A broad and balanced curriculum and a wide range of extracurricular activities ensure that all girls have the opportunities to participate and excel in all areas - art, drama, sport, public speaking and music to name just a few.

Our pastoral care is outstanding and all students feel well looked after in the academy. The girls' physical and mental wellbeing is of paramount importance to us and, with our focus on excellent behaviour, we ensure that all girls have the best chances of success, thriving in a nurturing, well-disciplined and safe environment.

In order for our students to be the best they can be in all areas there needs to be a three-way relationship between the student, the academy and home. Good communication and strong partnerships with parents and carers is essential to provide the girls with all the support they need.

It is an honour and a privilege for me to be the Headteacher at Belle Vue Girls' Academy and I look forward with great anticipation to working with you to ensure that it grows from strength to strength over the coming years.

**Mrs. Deborah Anness**

**Headteacher**

## **Pastoral Support Assistant**

**37 hours per week, Term Time Only**

**Band 6 (SCP 6-SCP 11)**

**FTE £17 096.68 Actual £20 043 (Pay award pending)**

**The Headteacher and Governing body at Belle Vue Girls' Academy are looking to appoint an energetic, confident, and enthusiastic Pastoral Support Assistant.**

**The Pastoral Support Assistant will support and work with the Pastoral Team to provide a truly exceptional educational experience for all, working with all staff internally and externally to enable each of our learners to become academically, socially, culturally and emotionally fulfilled young people, ready to take their place in the world.**

**we will be able to offer:**

- A strong and supportive leadership team.
- Colleagues who are supportive and welcoming.
- Opportunities for personal and professional development.
- A well-resourced working environment.

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**For full details, application form and information pack, please contact Nichola Laidman, Headteacher's PA, [nichola.laidman@bvga.bdat-academies.org](mailto:nichola.laidman@bvga.bdat-academies.org)**

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*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).*



**Salary Scale Band 6**

**Accountable to:** Lead Pastoral Manager

**Purpose:** To provide a truly exceptional educational experience for all, working with all staff internally and externally to enable each of our learners to become academically, socially, culturally and emotionally fulfilled young people, ready to take their place in the world.

**Duties and Responsibilities:**

- Support the vision and strategic direction of BVGA by providing outstanding pastoral care that reduces barriers to learning for all students
- Support the work of the Pastoral Team, ensuring that the student support experience is of high quality
- Assisting and supporting pupils during learning sessions, break time and lunchtimes, this will involve; managing pupil behaviour, lunchtime activities and rewards etc.
- Management of behavioural issues that arise throughout the day.
- Support the academy systems to ensure a calm environment is maintained, dealing with lesson 'on call' effectively where necessary.
- Support with the management of detentions, isolations and other pastoral interventions.
- Establish productive working relationships with pupils, acting as a role model and maintain high standards of care and conduct, through direct and passive supervision of students.
- Be visible, approachable and easily accessible for all students during academy hours.
- Support the HOY/PM in administering year group specific tasks and activities
- Support the induction of new students into the operational systems of the academy
- Ensure that day to day systems, process and communication are followed effectively
- Provide a range of clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, accurate record keeping, suspensions, making phone calls etc.
- Assist in providing First Aid to students
- 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
- Any other duties specified by SLT

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***

**Signed:**

**Date:**

## Person Specification

	Essential	Desirable
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of GCSE grade 4 in maths and English or equivalent.</li> <li>• Experience of successfully working with identified disaffected students</li> <li>• Relevant safeguarding training</li> <li>• experience of working with young people with SEN or behavioural issues</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent relevant and significant experience in a pastoral setting</li> <li>• Other relevant qualifications linked with pastoral role</li> <li>• Experience of forging community/parent links</li> <li>• First aid qualification</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of students welfare and pastoral needs</li> <li>• Innovative approaches to working with students, parents, the local community and multi-agency partners</li> <li>• Understanding of Safeguarding and Child Protection issues.</li> <li>• Have good IT skills/be a confident user of computer technology</li> </ul>	<ul style="list-style-type: none"> <li>• Be confident at using of CPOMS</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Seek support and advice, when necessary, but be able to work autonomously day to day with limited supervision</li> <li>• Be able to solve complex problems and be able to prioritise own and others workload in a fast-paced environment</li> <li>• Ability to communicate effectively</li> <li>• Be able to produce reports</li> <li>• Be able to consistently prioritise and plan workload, balancing long and short-term priorities</li> <li>• Set high standards and provide a role model for students and staff</li> <li>• Demonstrate initiative</li> <li>• Identify and develop creative and imaginative solutions to solve problems</li> <li>• Be able to deal with student's personal and other crises</li> </ul>	

## **How to Apply**

**Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.**

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

### **Applications**

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

### **Shortlisting**

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### **References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

### **Interview Process**

The interviews will be held at Belle Vue Girls' Academy. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

### **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this

telephone conversation.

## **Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

## **Probationary Period**

The first school term of your employment will be a probationary period

## **Timeline**

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**Please return your completed application form via email to:**  
**[nichola.laidman@bvga.bdat-academies.org](mailto:nichola.laidman@bvga.bdat-academies.org)**



## About BDAT

### General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

### The mission statement of BDAT

*"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice."* In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

### Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

**For more information on BDAT, visit [www.bdat-academies.org](http://www.bdat-academies.org) or visit [#wearebdat](https://twitter.com/wearebdat)**

### Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non-Church of England School, as well as those within the faith.





## Our mission, vision and values

### BDAT's mission is:

*"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".*

### Our rationale or reason for doing this is:

*".... because we believe that every child has only one chance at a good education".*

### Our vision is:

*"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."*

**The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.**

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