



West Kirby Grammar School

Pastoral Support Assistant (Years 7 – 8)

September 2022

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

Pastoral Support Assistant (Y7 – 8)

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Pastoral Support Assistant (Y7 – 8)

We are seeking to appoint an enthusiastic, committed individual to be a member of the Pastoral Team to offer support to students in Year 7-11, with a focus on Years 7 – 8 and transition.

The successful candidate will promote the ethos of the school, with regard to standards of behaviour, dress code, punctuality and attendance, support the development of students in Years 7 – 8, and develop supportive relationships with students.

The successful candidate will be expected to be involved in activities to assist with the transition process between key stages including Open Evenings, Information Evenings, and Transition Days and visits.

What we would like from you:

Relevant background or qualifications and ability to be pro-active, inspiring and above all, an effective communicator.

The enthusiasm, energy and determination to make a significant impact on the support of the students in Years 7 – 8.

West Kirby Grammar School is an outstanding selective girls' grammar school with boys admitted into the Sixth Form. Academic standards are exceptional and extracurricular provision enriches the lives of students.

How to Apply

Complete the application form online and supply a letter, of no more than two sides, explaining why you wish to join our Pastoral Team and what skills and experience you can bring to the school.

Closing date: Wednesday 6 July at 9am

Interviews: Friday 8 July

Job Description

Pastoral Support Assistant (Y7 – 8)

September 2022

Job title: Pastoral Support Assistant (Years 7 – 8)

Reporting to: Wellbeing Manager

Grade: TTO SCP 12 - Band F (12-17)

Salary: £19,000 actual

Hours: 36 Hours per week, Term-time only - You may be asked to work up to 3 additional days

Liaising with:

Heads of Year, External Agencies, Heads of Department/ Subject, Subject Teachers, SENDCo, Attendance Administrator, Examinations Manager, Office Staff, Site Staff.

Duties and Responsibilities:

To promote the ethos of the school, e.g. with regard to standards of behaviour, dress code, punctuality and attendance

To develop supportive relationships with students

To work alongside Heads of Year and the Wellbeing Manager in order to explore problems which have arisen and offer guidance and signposting over problems/stress/work etc

To help to identify those students who need guidance and support

Liaise with parents/carers, when necessary, dealing with day-to-day issues and assisting with concerns

To assist the Heads of Year and Wellbeing Manager by offering support and guidance to students in Years 7 – 8 who have emotional and friendship difficulties

Assist with preparation and completion of Year 6 Induction days

Assist with the administration of 11+ Familiarisation programme

To work alongside Heads of Year and the Wellbeing Manager to develop small group interventions to aid academic progress.

To develop resources on Google Classroom to develop study / revision skills.

Maintain online Safeguarding records

Administration

To gather information about students who are causes for concern

To be responsible for recording contact with parents/carers in Years 7 – 8

To assist the Heads of Year and SENDCo in the support of students with SEND

Job Description (Cont.)

Pastoral Support Assistant (Y7 – 8)

September 2022



Transition

To be involved in activities to assist with the transition process between key stages including Year 6 Taster sessions, Induction Days, Open Evening, Induction Evening and 11+ Familiarisation sessions.

Personal Qualities:

The successful application will above all be confident, calm and a good communicator with a positive and 'hands on' attitude towards their work, together with a generous sense of humour.

Ability to work as part of a team and on their own initiative.

Additional Duties:

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 respect confidentiality at all times.

To continue personal development as agreed.

To actively engage in the staff review and development process.

To undertake any other duty as specified by the school not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

Person Specification

Pastoral Support Assistant (Y7 – 8)

September 2022



Job title: Pastoral Support Assistant (Years 7 – 8)

Reporting to: Wellbeing Manager

Grade: TTO SCP 12 - Band F (12-17)

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential D: Desirable

1. Experience. Direct work experience, other relevant experience

Experience of Word and Data Processing Software is essential (E)

Experience of working with young people is desirable (D)

2. Knowledge

Good literacy and numeracy skills (E)

3. Skills and abilities

Strong keyboard and Word / Data Processing skills. Precise and with attention to detail (E)

An ability to recognise confidential issues and maintain this confidentiality (E)

Excellent organisational and multi-tasking skills (E)

An ability to communicate effectively with parents, students and staff (E)

An ability to develop effective working relationships and to work as part of a team is essential (E)

4. Qualifications, training and education

Good written communication skills with the ability to produce high quality documentation (E)

Experience of working in a school is not essential but desirable (D)

5. Attitudes and approaches (to be assessed at interview)

A reflective professional with a desire for continuous improvement (E)

Desire to develop own learning and do things differently and better (E)

A commitment to working within school to develop a collaborative vision which embraces excellence, high standards and inclusion (E)

Possess energy and enthusiasm (E)

Willing to learn from and with others in the development of good practice (E)

Have humility and resilience (E)

Willing to try out new ideas and be flexible in their approach (E)

Ambitious – can see an opportunity to make an impact and develop own skills (E)



West Kirby Grammar School is a vibrant and thriving girls grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.

Life at WKGS

Pastoral Support Assistant (Y7 – 8)

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Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Wellbeing activity programme
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Watching Others Work events
- Headteacher 'Open Door' Policy at all times

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



West Kirby
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