



**KING EDWARD VI
CAMP HILL
SCHOOL FOR GIRLS**

**ACADEMIC & PASTORAL
SUPPORT OFFICER**

from September 2021

Information Pack

Salary: Point 11 - £21,748 (pro rata) Term time only with
up to 10 additional days to be confirmed.

July 2021

Dear Applicant,

Thank you for requesting information about the post. In the enclosed booklet you will find information about the role, as well as information about the School.

As you will see, academic results are outstanding and students make excellent progress as they move through the different key stages.

Students tell us that they also find this a happy and caring place to be, with excellent relationships between them and with staff.

This is an exciting school where students experience a high quality range of curricular and extra-curricular opportunities and where they can develop a love of learning, respect for each other and the leadership skills needed for successful careers.

The School also provides a sustained professional development programme and an opportunity to work with talented staff and friendly colleagues.

We look forward to hearing from you.

Best wishes

Linda Johnson
Head Teacher

STAFFING

Pastoral Team

Ms Lyndsey Maginnis	Deputy Headteacher, Care, Support and Guidance
Mrs Clare Strong	Head of Year 7
Ms Lisa Chadwick	Head of Year 8
Mr Ben Hardy	Head of Year 9
Ms Vicky Ridley	Head of Year 10
Mr Matt Johnson	Head of Year 11
Ms Jane Parker-Hall	Head of Year 12
Mr Chris Revitt	Head of Year 13
Mrs Karen Scott Thompson	Admin Support

PURPOSE OF POST: To support the Pastoral team in school providing ongoing day to day administrative support to Heads of Year as well as providing pastoral support for students as required.

RESPONSIBLE TO: Deputy Headteacher

ADMINISTRATIVE SUPPORT FOR HEADS OF YEAR:

- General pastoral administration.
- Admin support for pastoral events such as: Yr11 Conference trips, Transition Evenings, Year 10 Senior Citizens Party, medical support etc.
- Organise and take part in Sixth form admissions interviews.
- Support for external exams e.g. collecting students, recess duty, liaising with senior exam invigilators, chasing late/absent students.
- Support for the Head of Year for parents' evenings.
- Take a role in the development, implementation and monitoring of systems relating to attendance and integration e.g. Registration, truancy, pastoral systems etc.
- Facilitate home – school communication by working alongside the Heads of Year.
- Monitor attendance in year groups and communicate with Heads of Year any students of concern on a weekly basis e.g. assisting with correspondence, compilation, analysis, reporting and making phone calls etc.
- To effectively and responsibly use SIMS (and ideally Groupcall).
- Assist in transition arrangements with feeder schools and other relevant bodies to gather student information where necessary and provide appropriate support.
- Provide support for the PSHE curriculum.
- Carry out any other reasonable request made by the Headteacher.

PASTORAL SUPPORT:

- Respond to questions and concerns from parents and students.
- Establish productive working relationships with students, acting as a role model.
- If necessary support with 1:1 mentoring sessions for students and provide support for distressed students individually or in small groups.
- Challenge and motivate students, promote and reinforce positive self-esteem in all communication with students.
- Willingness to be trained as a First Aider.

This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.

King Edward VI Camp Hill Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo an enhanced Disclosure and Barring Service check.

REQUIREMENTS AND RESPONSIBILITIES IN THE POST

We wish to appoint a well-qualified individual who can contribute to supporting the pastoral care in school.

MAKING AN APPLICATION

Applicants should complete the application form which includes the names, addresses, telephone numbers and e-mail addresses of two referees. A concise but comprehensive letter of application is expected. The details should reach the Headteacher **no later than Friday 6 August 2021 by midday.**

INTERVIEW ARRANGEMENTS

Interviews are likely to be held week beginning 16 August 2021. **We look forward to receiving your application.**

Person Specification

Criteria	
(1 = Essential, 2 = Desirable)	
EDUCATION	
Degree or equivalent	2
Good general education with demonstrable written and numeracy skills	1
EXPERIENCE	
Previous relevant experience, ideally gained in an educational establishment	2
Experience of managing change and implementing new systems/procedures and controls	2
KNOWLEDGE	
Ability to use SIMs	2
Understanding and use of spreadsheets	1
SKILLS - demonstrate the ability to:	
Deal with difficult and demanding issues, planned and unplanned in a professional, efficient and effective manner with a diplomatic and patient approach	1
Able to work flexibly, adopt a 'hands on' approach and respond to unplanned situations showing initiative and ability to prioritise one's own work to meet deadlines	2
Work independently, demonstrating initiative to prioritise own work to meet deadlines	1
PERSONAL QUALITIES	
Be receptive to new ideas, approaches and challenges	1
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	1
Excellent interpersonal skills with the ability to maintain strict confidentiality with a diplomatic and patient approach at all times	1
Committed to own continuing professional development with an ability to evaluate own development needs	2
Committed to equality and diversity	1
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	1
Appreciates the significance of safeguarding and child protection issues in an educational institution and understands how this impacts on the working environment	1