



Pastoral Officer

Closing date: Friday 9th December 2022, at 9am.
Interviews to be held shortly after the closing date.

Recruitment Information Pack

Lady Lumley's School
Swainsea Lane, Pickering, North Yorkshire
YO18 8NG

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Dear Applicant,

Thank you for taking an interest in joining our staff at Lady Lumley's. I hope reading about our school gives you a sense of a driven community school, ambitious to do all we can to see staff and students thrive. Lady Lumley's has a proud tradition and heritage of providing quality education. A trailblazer in the pursuit of education for all – welcoming the children of farming families and girls long before this was a requirement. Building on those foundations, Lady Lumley's is a truly comprehensive school of 900 students drawing from the town of Pickering, surrounding rural villages, as well as from Scarborough and all points in-between.

'Being our best' signals Lady Lumley's commitment to school improvement. We are ambitious for all our students and staff to strive to improve teaching and learning through constant evaluation and positivity. Our curriculum offer is broad and balanced, giving students a clear progression route through the school that builds the fundamental knowledge and understanding to allow them to specialise for Key Stage 4 then again at Key Stage 5. Lady Lumley's curriculum gives all students the best chance of being successful at GCSE, A-Level and Vocational Provision, ensuring our above national average outcomes open doors for life chances.

Our staff are integrated into thorough well-constructed CPD that looks to build strength in the classroom, as well as modelling the pursuit of improvement. Ensuring all our strategic planning is built of evidential educational research is fundamental to ensuring we are investing staff time where it will reap rewards. A love of learning is a necessary mindset to thrive at Lady Lumley's.

Lady Lumley's is equally ambitious for our students to experience an enriched learning journey with a diverse offer of experiences. From trips abroad to Bordeaux, Saint Émilion, and Dune de Pyla in France and Weiz in Austria. Our students also visit Belgium and France in Year 10 for the GCSE Battlefields Experience, as well as Krakow and Auschwitz in Year 11, 12 and 13 for Religious Education. There are numerous theatre and music trips and visits taking in everything from opera to pantomime.

The excellent sporting facilities are always fully booked, offering traditional team sports, running, as well as rock climbing and table tennis. Our Duke of Edinburgh scheme is ever popular and Lady Lumley's students show leadership in this testing qualification right through to the Gold Award. With regular orienteering, canoeing and mountain biking our students also contribute hundreds of hours to volunteering and raising thousands of pounds for charity. Nurturing the growth of students through Enriching their experience enables Lady Lumley's to prepare students to thrive locally or to move on to different cultures and experiences.

We value our pastoral staff and system as the cement that holds the school together. There are very high expectations of students conduct and a transparent and fair policy for rewards and consequences. All our students are supported through school with dedicated tutors and a Pastoral Officer with additional expertise available from the Pastoral Team and SLT. There are weekly 'Life' lessons to educate students with powerful knowledge to enable them to keep themselves safe and to have well placed confidence outside of school. Our staff and students deserve to feel safe and valued throughout their time at Lady Lumley's.

Lady Lumley's benefits from the knowledge and experience of Coast and Vale Trust as we are a unique school with a shared Trust vision. Through leadership development, collaboration and investment Lady Lumley's is enabled to maintain its identity whilst belonging to a larger family of schools.

If you have read this and are committed to joining a school that is driven by ambition to be better, values a comprehensive community school and thrives on being part of a team, then we look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, appearing to read "C.A. Foden".

Clair Foden
Headteacher



Visions and Values

Lady Lumley's School is driven by the vision of 'Being our best'. All staff and all students are asked to commit to our core values:

Learning

Lady Lumley's core purpose is supporting our students and staff to make progress and continually adapt and develop to become lifelong learners.

Leading

Students and staff have regular opportunities to lead within and outside of the classroom to improve themselves and the community.

Ambition

We are relentlessly positive about improving and seeing all mistakes as ways to learn and improve and exceed our potential.

Progress

The journey through Lady Lumley's for staff and students is a journey of improvement. Through striving to be our best we will face some setbacks but will build progress over time.

Our schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York, and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.



Since our "good" Ofsted rating, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possibly be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit -

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the lives of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.
We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://lady-lumleys-school.coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - www.scarboroughutc.co.uk

Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and are looking forward to a future where our learners and staff can thrive.

**To learn more about us please visit - [Filey School - Home
\(coastandvale.academy\)](https://filey-school-coastandvale.academy)**



Application Process

The closing date for all applications is Friday 9th December 2022 at 9am.

Interviews will be held as soon as possible after the closing date

Completed applications must be returned to Danielle Rowley at
recruitment@coastandvale.academy

If you think you're the person for the job, please complete the attached application form and send to the email address above by the closing date.

An email will be sent 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.

Queries

Please contact Danielle Rowley at recruitment@coastandvale.academy

Job Description

POST:	Pastoral Officer
GRADE:	Grade F
RESPONSIBLE TO:	Assistant Headteacher (Improving Student Engagement and Student Welfare)
STAFF MANAGED:	None
JOB PURPOSE:	The core focus of this job is to support the pastoral needs of pupils in the designated year group to ensure that behaviour, safety, well-being and attendance targets are met.
JOB CONTEXT:	<p>Works within the school to promote the values and vision. Supports the consistent implementation of school policies, approaches and expectations; ensuring high standards of individual pastoral care and promoting high standards of behaviour, discipline, attendance and personal appearance amongst pupil and/or students for whom responsibility is held.</p> <p>Full driving license and access to a car is essential.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • To regularly meet with students in the year group to support their pastoral care, good attendance and academic progress and achievement. • To liaise with the Key Stage Leader, and key internal staff using data to identify, plan and implement support and intervention in a timely fashion. • Support and promote active pupil involvement in leadership and learning opportunities. • Establish and maintain positive relationships and engagement with parents/carers. • Ensure the smooth transition of students each year within school and externally. • With the Key Stage Leader support the planning of parent teacher consultation evenings, and other appropriate parental information events for the year group • Analyse weekly behaviour (positive and negative) and attendance data and identify key strategies/plans to support individual students and secure measurable improvements. • Investigate and resolve pastoral incidents; for example (but not exhaustive) poor behaviour, lateness, poor attendance, theft, bullying and friendship break-ups, including the collation of statements where appropriate and attending meetings with parents/carers. • Make referrals to and liaise with external agencies where appropriate e.g., Compass Reach, Early Help etc and support students and their families with these referrals.

	<ul style="list-style-type: none"> • Ensure appropriate records are maintained, as agreed by the Pastoral Team. • To comply with policies and procedures relating to child protection, safeguarding and safe working practices. • Support the effective running of the school's Reflection Room • To undertake Safeguarding training to ensure referrals can be made in DSL/DDSL's absence. • To provide 'on call' cover as required and participate in the Break and Lunch duties as part of the duty rota. • Contribute to the development and review of behaviour and associated school policies and procedures. • To support the delivery of assemblies as required taking the opportunity to reinforce key messages for the year group. • To support Form Tutors in offering appropriate guidance to the members of their form. • To promote equality and diversity, supporting the school objective of establishing and embedding a culture that does not accept prejudicial language. • To promote a culture where Bullying in any form is not accepted and ensure that bullying is dealt with effectively. • To actively support and engage with the school's rewards systems to celebrate success of pupils in all areas of the community.
Communications	<ul style="list-style-type: none"> • Liaise with the School Counsellor as needed to discuss well-being concerns for individuals and identify strategies and support. Communicate these strategies to staff as appropriate. • Maintain professional relationships with students, staff and parents providing support and feedback as required. • Communicate with school staff to update them on student attendance and data. • Develop and maintain effective contact and communications with parents/carers and families • Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate • Attend staff meetings and training days by agreement with line manager • Liaise closely with and share information with other agencies as appropriate
Partnership or Corporate Working	<ul style="list-style-type: none"> • Attends meetings with external agencies as appropriate and follow up on actions required
Skills Development	<ul style="list-style-type: none"> • Participate in team meetings and attend any necessary training events • Participate in the schools performance management system
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Know about data protection issues in the context of the role • Maintain confidentiality as appropriate
Systems and Information	<ul style="list-style-type: none"> • Maintain records of all communication with parents/carers

	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Coast and Vale Learning trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	October 2022

Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> An understanding of issues that may affect a student's ability to attend school 	<ul style="list-style-type: none"> Knowledge of school procedures Knowledge of child protection legislation and procedures
Experience <ul style="list-style-type: none"> Experience or understanding of working with children and young people to overcome mental and physical barriers to their personal, social, or learning development. Understanding and of multi-agency support Experience of, or is willing to work towards, working with parents to secure better engagement for students with their school experience Has experience of, or is willing to work towards, using data sets to plan effective strategies to improve behaviour within a year group and identify possible barriers to learning An understanding of the requirements to ensure a smooth transition between year groups, Key Stages and schools. 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of implementing policies Experience of working with an MIS or a similar data management system
Occupational Skills <ul style="list-style-type: none"> Excellent ICT skills Initiative and creativity to develop a range of options/alternatives to support children and young people. Effective organisational skills to manage conflicting deadlines and meet deadlines. Ability to keep accurate records and write reports. Ability to work effectively within a team and a willingness to work flexibly to meet the best interests of the school. Ability to promote a positive ethos and act as a role model. Ability to work with academic and pastoral staff, parents, external agencies and other stakeholders in to safeguard the best outcomes for all students, including those who are in key cohorts. To be able to take initiative and work independently. Confidentiality 	
Qualifications <ul style="list-style-type: none"> Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills 	<ul style="list-style-type: none"> Level 3 qualification in business administration or equivalent

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> GCSE English and Maths at Grade A* - C 	
<p>Other Requirements</p> <ul style="list-style-type: none"> Enhanced DBS clearance Commitment to the school's policies and ethos Commitment to Continuing Professional Development Motivation to work with children and young people Enthusiasm, energy, commitment and resilience Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes. Flexibility To remain calm and measured when dealing with difficult situations and incidents. Appreciate the balance between the academic, social and emotional development of young people needed to create an excellent school To retain a sense of humour and an empathetic approach in working well with other colleagues. To be passionate about achieving the best for each student. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 	