



Pastoral Leader Years 8 & 9 Job Pack

**Required September 2023.
8am – 4pm Term time only plus Inset Days.
Actual Salary £22,978 Per Annum.
Salary KR8 £26,598 full time equivalent.
This is a permanent position**

*“The school is a nurturing, engaging place
where pupils achieve well and flourish.”*



Dartford
SCIENCE & TECHNOLOGY COLLEGE



The Governors of DSTC wish to appoint a Pastoral Leader Years 8 & 9 to:

- To be the first point of contact for parents/carers with concerns and queries.
- To work with students and parents/carers to ensure that students are wearing the correct uniform.
- To be a positive presence around the school with the aim of building the self-esteem of students.
- To work collaboratively to identify students with barriers to learning and those who are at risk of underachieving and to ensure that these students receive the appropriate support.
- To help students manage and resolve conflict by using and teaching them a variety of strategies to overcome issues.
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- To liaise regularly with the attendance officer and provide support for students and parents/carers where attendance is currently below 90%, including home visits where appropriate.
- To assist the Senior Leadership Team in investigating behaviour incidents and resolving issues that cause these.



PERSON SPECIFICATION – Learning Support Assistant

Detail	Examples	Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience GCSE A-C (Grade 4 and above) Maths and English or equivalent	x	X X
Literacy	Good reading and writing skills	x	
Numeracy	Good numeracy skills	x	
Technology	Knowledge of basic ICT to support learning	x	
Written	Ability to write basic reports	x	
Verbal	Ability to use clear language to communicate information unambiguously	x	
Languages	Overcome communication barriers with children and adults	x	
SEN	Ability to understand and support children with behavioural and or emotional issues		x
Curriculum	An understanding of the school curriculum		x
Child Development	Good understanding of the general aspect of child development	x	
Health & Well being	Understand and support the importance of physical and emotional wellbeing	x	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	x	
Team work	Ability to work effectively with a range of adults	x	
Information	Know when, how and with whom to share information Ability to follow instructions accurately	x x	
Personal	High expectation of self and others Good organisational skills Remain calm under pressure	x x x	

	Ability to ensure confidentiality	x	
	Ability to use own initiative	x	
	Approachable	x	
	Ability to work well within a team	x	
	Reliable and trustworthy	x	

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding.

Morale in the school is high as we are all working to the same vision namely:

“Educating and empowering citizens of the future”

Some of our girls choose to come to us having passed the Kent selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

The successful applicant will join a popular and ever-evolving team of incredible staff.

I look forward to receiving your application.

Yours sincerely



Anne Davis
Principal



OUR SCHOOL

Why work at Dartford Science and Technology College?

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 they said that DSTC continues to be a good school.

"The school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils' behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DSTC and 85% of parents who responded to Parent View would recommend DSTC to other parents"
(Ofsted March 2022).

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn without disruption.

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10-minute drive from both the A2 and M25 and only a 15-minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

THE ROLE

To be a positive presence around the school with the aim of building the self-esteem of students and supporting moral values as well as motivating students to do their best. (Please see attached job description for further details)

WHAT WE CAN OFFER YOU

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Susan Wells on 01322 224309 or by email to Susan.Wells@dstc.kent.sch.uk

Name:

Post Held:

Responsible to:

Strategic Line Manager:

Hours per week: 37 hours
08.00 – 16.00 Monday, Tuesday Wednesday, Thursday
08.00 – 15.30 Friday
30 minute (unpaid) break per day

Weeks per year: Term time only plus INSET days

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
 - To be committed to safeguarding and promoting the welfare of all young people.
 - To undertake annual safeguarding training.
 - To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
 - To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
 - To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

KEY DUTIES & RESPONSIBILITIES (GENERAL TO ALL PASTORAL LEADERS):

- To be a positive presence around the school with the aim of building the self-esteem of students and supporting British Values as well as motivating students to do their best.
- To be an excellent communicator with a high degree of emotional intelligence.
- To work with the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) to ensure that the school's safeguarding procedures are followed at all times.
- To implement all relevant school policies.
- To work with staff, students and parents/carers to ensure that students are wearing the correct uniform and have the necessary equipment for their school day.
- To keep confidential and comprehensive records of all work undertaken and to circulate to appropriate staff.

- To work collaboratively with other staff and agencies to identify students with barriers to learning and those who are at risk of underachieving and to ensure that these students receive the appropriate support.
- To help students manage and resolve conflict by using and teaching them a variety of strategies to overcome issues.
- To assist the Senior Leadership Team in investigating behaviour incidents.
- To be proactive and follow up any incidents which occur whilst on duty including lunchtime, IE and after school detentions.
- To be the first point of contact for parents/carers with concerns and queries.
- To provide outreach to families whose home circumstances appear to present a significant barrier to learning and to work with parents/carers to help raise the aspirations of their children and ensure they meet their full potential.
- To offer support through the Early Help process and complete all necessary paperwork.
- To liaise regularly with the Attendance Officer and provide support for students and parents/carers where attendance is currently below 90%. Including home visits where appropriate.
- To co-ordinate the setting of appropriate work if a student is absent from school for medical reasons or suspension.
- To work with the Senior Leadership Team to complete, monitor and review PSPs.
- To care for sick or injured students, administering first aid where appropriate.
- To complete a Health Care Plan (HCP) for any student suffering from an injury or illness which requires regular treatment or medication (with the written consent of parents/carers) in line with school policy. To ensure that HCPs are updated and electronically recorded at least annually or earlier if their condition changes.
- To request reasonable adaptations for students who have a physical or medical need which causes a barrier to learning and to organise relevant passes etc.
- To provide support at Parents' Evenings for the relevant year groups (additional hours to be agreed in advance and to be taken as TOIL).

- To attend meetings and appropriate training courses to ensure awareness of latest procedures and statutory regulations in relation to pastoral care.
- To attend and support In Year Admissions with the Vice Principal
- Such other duties as the Principal or Governors may require from time to time.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed Date
(Staff Member)