



Welcome to Colne Valley High School where we are currently looking to appoint a new Pastoral Support Co-ordinator. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



Pastoral Support Co-ordinator

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

I am delighted that you are considering the position of Pastoral Support Co-ordinator at Colne Valley High School.

We are seeking to recruit an individual for our secondary school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team as we continue our exciting journey with Great Heights Academy Trust.

I am excited to start my role as Principal at Colne Valley High School and I am keen to build a highly effective, wider team in order to make further improvements and secure excellent progress for all of our students.

I strongly believe Colne Valley High School has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at Colne Valley High School strives to 'achieve excellence together' and this role is integral to fulfilling the school's vision and supporting the shared RITA values.

We look forward to reading your application, best of luck to all.

Yours sincerely

Ms. Kate Smith

Principal



► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

► About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

Current Trust Academies and Designations



Job Description: Pastoral Support Co-ordinator

Position: Pastoral Support Co-ordinator

Department: Pastoral

Pay range: Grade 7

Hours of work: 37 hours per week, term time plus 5 days

Responsible to: Pastoral Manager

Purpose of the post:

The post holder will become part of a Year team taking responsibility for the pastoral welfare of a designated group of students ensuring effective communication with the families of these students, engaging them as key stakeholders in their child's educational experience.

- The post holder will ensure all students in their care are ready for learning.
- The post holder will be responsible to the Pastoral Development Leader for the management of an efficient and effective Pastoral Development system, providing a confidential, administrative, pastoral and community liaison function.

DUTIES AND RESPONSIBILITIES

Strategic Direction and Development of the Academy

- To assist in achieving the aims, objectives of the Academy.
- Encourage students to respect themselves, their peers, staff, and their surroundings, reiterating the values of the Academy and encouraging them to have high expectations of themselves.

Attendance and Punctuality

- Day-to-day responsibility for the attendance and punctuality of the year group.
- Ensure that all Academy procedures relating to attendance and punctuality are followed.
- Ensure attendance and punctuality data is recorded, analysed and actions are taken to reach individual and group targets.
- Liaise with and organise support as required with external agencies and partners.

Health, Welfare and First Aid

- Liaise with the Pastoral Secretary in relation to all matters relating to the health of students.
- Liaise with the Wellbeing Centre Manager on all matters relating to welfare.
- Ensure appropriate arrangements are made for students who are unwell or who have accidents during the Academy year e.g. appropriate work sent home.
- Take initial responsibility for Child Protection matters within a year group working with the designated Child Protection Lead Officer.



Behaviour and Rewards

- Assist with the day-to-day management of the 'on-call' system, isolation room (if required) and detention system.
- Maintain a high-profile presence around the Academy to actively ensure appropriate student behaviour is maintained.
- Carry out supervision and monitor student behaviour in the Academy before and after the Academy day as well as at break and lunchtime.
- Assist in the delivery of Academy programmes to help support students in modifying their behaviour, either in small groups or one-to-one.
- As directed by line manager/relevant Achievement Co-ordinator link, work alongside students in classrooms to help support them to improve their behaviour.
- Liaise with, SENCO and Heads of Faculty/Department to monitor and identify patterns of student behaviour.
- Work closely with the Senior Team, Achievement Co-ordinators, and Heads of Faculties to reduce 'fixed-term' exclusions.
- Conduct investigations, as requested, into breaches of the Academy's Student Code of Conduct looking into suspected threats, incidents of violence and/or bullying and updated the Academy systems accordingly.
- Liaise with multi-agency teams to assist in identifying provision for students for whom an alternative curriculum would be more appropriate.
- Assist in the creation and publication of the daily detention register.
- Day-to-day responsibility for the behaviour and rewards of the year group, including implementing climate walks, managing behaviour escalations, reporting mechanisms, detentions, and exclusion paperwork.
- Each week ensure all behaviour and rewards data is recorded, analysed and actions are taken to reach individual group targets.
- Collate and record work for students who are excluded or withdrawn from the Academy, through isolation or part-time timetables.

Uniform and Equipment

- Day to day responsibility for the uniform and equipment of students, including liaising with parents/carers where appropriate.
- Work with Tutors and the Achievement Co-ordinator to monitor student planners and equipment where necessary.

Communication

- Attend morning briefing sessions with the pastoral team and exchange information regarding students where appropriate.
- Ensure effective dialogue with parents/carers in accordance with the Academy's policies.
- Maintain a dialogue with support services, advisory staff, and the communities that serve the Academy as related to behaviour management.
- Communicate attendance and punctuality concerns to tutors and parents/carers, working with them to ensure improvement.
- Liaise with parents/carers in relation to behaviour and welfare concerns, outlining the behaviour system or offering wellbeing services where appropriate, working with them to develop action plans appropriate to the student.
- Contact parents/carers as appropriate with regard to investigations into threats, incidents of violence and/or bullying.
- Respond to parental enquiries and follow up, logging date, time, reason and action.



- Assist with the preparation of student reports and liaise with the administration team in the production of all student data and standard /general letters home.
- Build relationships and liaise effectively with outside agencies.
- Ensure all student records are kept up-to-date, both electronic and hard copies, where appropriate, ensuring all vital information provided to staff.
- Liaise with the Vice Principal, Senior Team, Conduct Manager and Year Leaders to identify strengths and weaknesses.
- Participate in Pastoral Team meetings and other meetings relevant to the year group.
- Support the Academy in promoting positive relationships within the community.

Extra-Curricular Activities and Events

- Promote the provision of extra-curricular activities for students.
- Assist in organising Parents' Evenings and assist with other Academy Year Group events.

Miscellaneous

- Take responsibility for a specified task across the year group as agreed with the Principal.
- To provide break relief and absence support to other administration functions as required.
- Invigilate examinations as and when required.
- Ensure that you take care of your own Health and Safety and that of your colleagues in-line with the
- Academy's Health & Safety policy.
- Attend all training provided in line with Academy Policy.
- Participate in annual reviews of performance, providing clear evidence of impact.
- Undertake any other duties as may reasonably be required by the Principal.
- Play a full part in the life of the Academy community supporting its distinctive mission, ethos and values, actively promoting its policies and practices.
- Work as a member of a designated safeguarding team and contribute positive to effective working relations within the Academy by attending all appropriate meetings.
- Engage actively in the Performance Management Review process.
- Participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole Academy training plan.
- Carry out your duties in accordance with the Academy's Equal Opportunities policy.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

**Safeguarding:**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. 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 in the foregoing.

**Person Specification: Pastoral Support Co-ordinator****Key to identification:** A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Relevant professional training or development	✓		A/I
Recent safeguarding training		✓	A/I
First Aid Training		✓	A/I
Experience	Essential	Desirable	A/I/R
Working with or caring for children of relevant age.	✓		A/I/R
Collaborative and supportive work with colleagues within the organisation	✓		A/I/R
Collaborative and supportive work with parents.	✓		A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Basic understanding of child development and how children learn	✓		A/I/R
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓		A/I/R
General understanding of the curriculum and other learning programmes.	✓		A/I/R
Ability to relate well to young people and adults.	✓		A/I/R
Good oral and written communication skills.	✓		A/I/R
Good listening skills.	✓		A/I/R
ICT skills appropriate to the role, including the use of Arbor, CPOMS	✓		A/I/R
Effective time management.	✓		A/I/R
Committed to continual personal and professional development.	✓		A/I/R
Skills and abilities			
A commitment to maximising the academic, personal, social and emotional development of all students.	✓		A/I/R
Work constructively as part of a team.	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Be resilient and demonstrates ability to work well under pressure.	✓		A/I/R
Able to adopt a flexible working practice.	✓		A/I/R

► Reasons to work at Colne Valley High School



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

