

Recruitment Pack

Pastoral Lead Teaching Partner

Christ Church C of E Primary School

Dear Applicant,

The closing date for completed applications is midday 5th March 2025. Interviews are scheduled to take place on Monday 17th March 2025 (TBC).

To submit your application please email the completed form before the closing date to [admin@christchurch.dgat.org.uk](mailto:admin@christchurch.dgat.org.uk).

Yours faithfully.

Mrs Pope

Head Teacher

Christ Church C of E Primary School (Academy Status) is a happy and caring one-form entry Church School in the heart of Cheltenham (210 children). It also has an attached Communication and Interaction Centre (10 children), which is managed on a day-to-day basis by a Teacher in Charge.

We are seeking to appoint an excellent Pastoral Lead to be a part of our dedicated and caring team. Under the direction and guidance of the SENDCo and Senior Leadership Team, they will effectively manage all aspects of the pastoral care process; arrange meetings with families and agencies; produce accurate papers after; provide support for vulnerable children within the school in order to ensure safety and break down barriers to learning. They need to communicate effectively with all appropriate staff to ensure all are aware of vulnerable children’s needs. This will involve some midday supervision. The ideal candidate will have a positive and professional outlook, being able to deliver social skills and pastoral interventions (using Thrive) to support the pupils’ well-being.

If you are a caring and enthusiastic team player with a passion for learning and helping children to be the best they can be then we would welcome the opportunity to hear from you

**We are looking for someone who:**

* Has the ability to motivate and inspire children.
* Is passionate about making a difference to children’s lives.
* Is a committed team member with a good sense of humour.
* Is able to quickly develop and establish excellent relationships with children, parents, governors and all members of our school family.
* Will support the Christian ethos and values of the school.
* Maintains a clear, calm and consistent approach to working with children, parents, other staff and lead professionals.

The post is offered as a salary of Grade 6.

This is a part-time, permanent contract of 20 hours plus 1 hour a week MDSU. The post is term time only.

Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role, please contact our Administration Assistant on 01242 523392 or email [admin@christchurch.dgat.org.uk](mailto:admin@christchurch.dgat.org.uk)

Closing date for applications is midday 5th March 2025

Start date is 1st September 2025

**Safeguarding**

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate and any offer is subject to further safeguarding checks having been completed, including an online search.

A copy of the school’s Safeguarding and Child Protection Policy can be found here:

<https://www.christchurchschool-chelt.co.uk/policies/>

**Ex-offenders**

Information on the recruitment of ex-offenders can be found in our Safer Recruitment policy, a copy of which is available on request.

**Online searches**

It is a requirement of the recruitment process that online searches are undertaken for potential candidates. By applying for the post you consent to the school carrying out online searches of publically available information, including social media, prior to interview

**Job Description**

**Job Title:** Pastoral Lead

**Responsible to:** Head Teacher

**Line Management:** SENCO

**Contract Type:** Permanent

##### Main Duties and Responsibilities:

* To work under the guidance of SENDCO & Senior Staff to help to implement the Pastoral system in school
* Communicate effectively with all agencies, arrange and produce accurate records of all meetings and send to relevant agencies
* To refer children to other agencies where necessary including recognising child protection cases and referring on to appropriate lead
* To support children with barriers to learning planning
* To assist with the development and implementation of the THRIVE process including:
  + supporting staff with implementing class online profiling and activities
  + completing individual pupil online profiling and reviews
  + managing the Pastoral timetable and directing other Pastoral TPs accordingly
  + completing THRIVE sessions and keeping evidence accordingly
  + reporting to staff and parents re progress
* To work with all stakeholders, children, parents, agencies and schools, to implement the pastoral process
* Liaising with all school staff where appropriate
* Updating school staff on latest guidance and procedures where necessary
* To develop friendly but professional relationships with parents and carers
* Organising activities at break and lunch times to support vulnerable children

**Monitoring and Assessment**

* Chair meetings effectively, with families successfully engaged and moved through the process,
* Appropriate records completed and appropriate agencies copied into on time, every time
* To liaise sensitively and effectively with all agencies or carers as agreed within your responsibility and participate in feedback sessions or meetings

**General**

* To embrace the TAC / THRIVE / Early Help processes with due regard to safeguarding procedures
* To liaise with the SENDCO regarding arranging TAC/TAF meetings for My Assessment initial set up and My Plan + reviews for non-SEND pupils. To work with the SENDCO, where appropriate for SEND My Assessments and My Plan + meetings. To complete the paperwork including parent consent to share form. Feed main outcomes into a My Plan +. To share information with relevant professionals and parents.
* To make referrals to Early Help and attend follow up meetings. Liaise with family support workers.
* To ensure self is kept fully up to date with safeguarding procedures and training
* To ensure that CPD is completed annually to keep THRIVE licensed Practitioner status
* To keep all relevant agencies involved of developments
* To play an active role in school life and support the school ethos
* To promote the school’s ethos in the wider community

# Standards and Quality Assurance:

* To support the ethos, aims and values of the school
* To follow and implement school policies and procedures
* To set a good example in terms of dress, punctuality and attendance
* To undertake professional duties that may be reasonably assigned by the Head Teacher, Senior Leadership Team and Class Teacher
* To be proactive in matters relating to health and safety and be committed to safeguarding pupils

**Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Personal Values** |  |  |
| Committed to actively promoting the Christian ethos and values of the academy | X |  |
| Committed to the Trust vision | X |  |
|  |  |  |
| **Qualifications** |  |  |
| Basic skills in English and Maths, GCSE or equivalent | X |  |
| NVQ or equivalent childcare qualification, ICT skills |  | X |
|  |  |  |
| **Experience**  Knowledge of primary aged children | X |  |
| Knowledge of the primary curriculum |  | X |
| Experience of KS1 and KS2  Previous pastoral role experience  Previous DSL or DDSL responsibility |  | X  X  X |
|  |  |  |
| **Personal Qualities** |  |  |
| Friendly and approachable with strong written and oral communication skills | X |  |
| Well-motivated with the ability to use his/her own initiative | X |  |
| Excellent organisational skills and attention to detail | X |  |
| Flexible and co-operative team worker | X |  |
| Reliable and punctual | X |  |
| Able to work efficiently and accurately under pressure and to prioritise tasks | X |  |
| Confident in dealing with a variety of stakeholders | X |  |
| Professional and honest | X |  |
|  |  |  |
| **Additional Requirements** |  |  |
| A DBS will be required prior to appointment | X |  |
| Good health and attendance record | X |  |
| Excellent and unequivocal references | X |  |
| Current driving licence and personal transport | X |  |

**Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary and one infant school within the Trust. Twenty-one of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

*Our vision is to enable all to flourish.*

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

* Authentically Christian
* Boldly passionate about excellence in learning
* Relentlessly driven in our aspiration for everyone

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Our core principles:

* We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
* Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
* We act with integrity; we are open to challenge and we are reflective about our practice
* We treat everyone with dignity and respect
* Through collaboration, in a nurturing community, we grow, learn and achieve

*School is Trust and Trust is School*

In order to support the Trust’s academies, DGAT provides the following support:

* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR

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