Ready to Learn Centre Officer / Pastoral Support Worker
0.6-1.0 FTE
(flexible to be discussed with candidate appointed)

There are two posts available with a total of 1.6fte equivalent between the two positions.

Salary: Grade 6 SCP 11-19 £21,166-£24,799

Start Date: 1st September 2020
Welcome to Baines School,

Thank you for your interest in the post of **Ready to Learn Centre Officer / Pastoral Support Worker at Baines School**.

This role is a new position and will be an integral part of our excellent pastoral team in the school. We are implementing a new centre to support students who are finding it difficult to effectively manage their behaviour and learning within our main school environment. The ‘Ready to Learn Centre’ will be a place where students will have a short placement to support them in helping them to develop their behaviours and routines so that they are ‘Ready to Learn’ in our main school classroom environment. There is a job description and outline but it is anticipated that the post-holder will contribute to the further shaping and development of the role and how it fits within the pastoral system.

I am proud to be the Headteacher here and am delighted you are interested in joining our team at this exciting time of change. Baines School is a special place that has great potential to be a wonderful place for learning and personal development. There are so many positives to share, as well as a number of areas to improve. We are looking for an inspirational and driven leader to join us at a time where we want to rapidly move the school on the journey back to ‘Good’ and towards ‘Outstanding’.

As Headteacher, I joined the school on the 1st of September 2017, following the retirement of the previous long-serving Headteacher. The school received its’ last Ofsted inspection in November 2019. This recognised the positive changes that have been made over the last three years with an improving trend for examination results.

Baines School is steeped in a rich history thanks to our founder James Baines in 1717. There is a fantastic loyalty to the school with generations of families studying at Baines as well as a number of staff and governors who are also former pupils themselves.

Our catchment serves the areas of Wyre and Fylde, and Blackpool. We are a fully comprehensive school with an extremely mixed intake with some pupils from Blackpool which is an area of significant coastal deprivation, with approximately 25% disadvantaged students. Our population has a prior attainment above the national average and we have a lot of students who have exceedingly high aspirations, many of whom have gone on to Russell Group Universities.
The ideal candidate:

- has proven ability to work under pressure and is able to work alone and unsupervised
- proven track record of successfully working with students who may show signs of disaffection to school and learning, in a non-judgmental manner
- can support students in learning and behaviour intervention
- is flexible, resilient, has a ‘can do’ attitude and is relentlessly positive
- can inspire students and staff to be the best they can be
- experience of assisting students in crisis and de-escalating situations
- has belief in young people and a genuine love of working with them
- is driven by moral purpose to serve the community of Baines School

We will offer you:

- excellent CPD opportunities
- friendly and vibrant staff and students
- staff and governors who are loyal to the school
- stretch and challenge and the ability to shape the role further
- support from system leaders across other schools and the Local Authority
- opportunity to be part of a school improvement journey and make a real difference to students’ lives.

I hope this pack gives you an insight into our school and encourages you to apply for the role.

Nil Sine Labore – Nothing Without Effort

Kind regards

Alison Chapman

Headteacher

June 2020
Application Details

READY TO LEARN CENTRE OFFICER / PASTORAL SUPPORT WORKER
GRADE 6 SCP 11-19
Salary £21,166-£24,799

(pro rota to term time)

Closing date for the receipt of completed applications: 10.00am Friday 3rd July 2020
Interviews: Wednesday 8th July 2020.

This post will be with effect from 1st September 2020 and it may be either permanent or temporary (in the first instance) dependent upon the circumstances of the appointed candidates. (Subject to the satisfactory completion of a six-month probationary period)

Please note: Receipt of an application will be acknowledged by email. Subsequently, if you have not been contacted within one week of the shortlisting date, you should assume that your application has been unsuccessful.

It is our policy to take up references for shortlisted applicants from their present employer and one other referee. It would greatly assist the process if you were able to supply email addresses for all the referees on your application form.

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed (these will be asked for on the first day of the interviews). All appropriate safeguarding and attendance at work checks will be requested.

Applicants are asked to provide an application form that must be fully completed and legible.

A supporting statement of no more than 2 sides of A4 (minimum font size 11), should be clear, concise and related to the specific post.

We would prefer applications to be returned by email to Chloe Porter, the Headteacher's PA: cpo@baines.lancs.sch.uk
Job Description

Ready to Learn Centre Officer / Pastoral Support Worker

Grade 6 (SCP 11-19)

Hours: 7.5 hour a day plus a 30 minute lunch break
Weeks: 39 weeks

Accountable to: Pastoral Manager and Assistant Headteacher for Behaviour and Attendance

Line Managed: by the Pastoral Manager

Purpose of Job:

An integral part of the role will be to supervise and coordinate the implementation and delivery of the school’s new ‘Ready to Learn’ Centre as part of the pastoral system and school’s behaviour management system. To be an integral member of the pastoral team and to contribute to the development and smooth running of the pastoral system, including as and when appropriate, supervising the isolation room, supporting students to meet their individual needs, leading behaviour intervention and helping students to meet the expectations of the school.

Key areas and accountabilities
1. To manage the day to day running of the Ready to Learn Centre (RTL), ensuring that students are effectively supervised and that high standards of behaviour are achieved
2. Maintain a calm and positive environment is which students can learn and demonstrate the learning and behavioural standards we expect at Baines School
3. Ensure students and staff are aware of the procedures and expectations whilst in the Ready to Learn Centre and when necessary reinforce the reasons for the sanction / intervention
4. Liaise and communicate with staff over any aspects linked to the Ready to Learn Centre
4. Be responsible for ensuring there is work provided and ensuring that all work is effectively distributed to students, then returned to staff pigeon holes at the end of each day as this will ensure that the meaningful learning that has been completed can be marked and not lost.

5. Be responsible for reporting to the Assistant Headteacher for any issues with the work provided, either in quality or quantity.

6. Communicate and support students with completing work as appropriate.

7. To support the pastoral team through ensuring statements about incidents and restorative work is completed.

8. Provide feedback and encouragement to students in relation to their progress whilst in either the Ready to Learn Centre or isolation.

9. Maintain appropriate administration, recording of incidents, creating reports on usage and analysing the isolation data on SIMs, repeat behaviours.

10. Manage the upkeep of the room, including signage and resources.

11. Promote positive values, attitudes, behaviours and motivate students to have high levels of self-esteem, be able to regulate their own behaviour and achieve their very best for their ability.

12. To liaise with parents / carers where appropriate to reinforce behaviour and pastoral care for the students.

13. To attend meetings specific to the pastoral system (especially the RTL Centre) to contribute to improving systems and procedures.

14. To implement behaviour intervention support with students as appropriate.

15. To support student management strategies and policies of the school and to undertake other duties (if the Ready to Learn Centre is not in use) e.g. on-call, mentoring, in-class behaviour support.

**General**

To attend school and relevant wider training sessions as required or necessary.

To keep accurate records about the work with students.

To attend meetings and undertake duties as reasonably directed by the Headteacher.

To take an active part in quality assurance and staff development opportunities.

To actively contribute to Performance Management Review processes.
Person Specification

A  Training and Qualifications

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<tr>
<th>Quality</th>
<th>Essential</th>
<th>Desirable</th>
<th>How this will be assessed</th>
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<tr>
<td>GCSE or equivalence in English and Mathematics at Grade C or above</td>
<td>Yes</td>
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<td>A</td>
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<tr>
<td>Higher qualifications, A Level, degree level</td>
<td>Yes</td>
<td>A</td>
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<tr>
<td>Commitment to personal and professional development</td>
<td>Yes</td>
<td>A/R/I</td>
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B  Professional Knowledge and Experience

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<th>Essential</th>
<th>Desirable</th>
<th>How this will be assessed</th>
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<tr>
<td>Proven ability to work under pressure</td>
<td>Yes</td>
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<td>A/R/I</td>
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<td>Experience of successfully working with disaffected young people</td>
<td>Yes</td>
<td>R/I</td>
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<td>Experience of managing difficult circumstances such as using de-escalation skills or managing people in upsetting or crisis situations</td>
<td>Yes</td>
<td>A/R/I</td>
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<td>Knowledge and understanding of how to remove barriers to learning</td>
<td>Yes</td>
<td>A/R/I</td>
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<td>Knowledge and understanding of factors that contribute to educational disaffection</td>
<td>Yes</td>
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<td>Strong behaviour management skills</td>
<td>Yes</td>
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<td>Ability to inspire students to achieve their very best and promote lifelong learning</td>
<td>Yes</td>
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D  Personal and Professional Skills, Qualities and Attributes
Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application; however, it is more likely that they will be more fully assessed during the interview process and from the references.

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<tr>
<td>Excellent written and oral communication skills</td>
<td>Yes</td>
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<td>Strong organisation skills</td>
<td>Yes</td>
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<td>Good ICT skills</td>
<td>Yes</td>
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<td>High personal standards and expectations of students and colleagues</td>
<td>Yes</td>
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<td>Excellent interpersonal skills and the ability to work well as part of a team as well as independently</td>
<td>Yes</td>
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<td>Commitment to the ethos of the school and proud to be part of the Baines School community</td>
<td>Yes</td>
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<td>A sense of humour</td>
<td>Yes</td>
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<td>Is flexible, resilient, has a ‘can do’ approach and creative solutions to solve problems</td>
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<td>Is patient, tolerant with a genuine understanding of the difficulties some young people may encounter at school and home</td>
<td>Yes</td>
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<td>Strong work ethic</td>
<td>Yes</td>
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<td>Excellent role model for staff and students</td>
<td>Yes</td>
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**Safeguarding**

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<th>How this will be assessed</th>
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<tr>
<td>Displays commitment to the protection and safeguarding of children and young people</td>
<td>Yes</td>
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<td>The ability to form and maintain appropriate relationships and personal boundaries with young people</td>
<td>Yes</td>
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Will co-operate and work with relevant agencies to protect young people

F Application Form and Letter
The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post.

G Confidential References and Reports
Two referees should be nominated, including one from your current or most recent employer.

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<th>How this will be assessed</th>
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<tr>
<td>A positive reference from current or most recent employer</td>
<td>Yes</td>
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The Pastoral Team

The Baines Pastoral Team currently consists of Mr McGrath, Assistant Headteacher, Ms Harkins, Pastoral Manager, five Progress Leaders, and three Pastoral Officers - Mr Spence, Miss Twentyman and Mrs Waterland-Jones and a part time vacancy.

As a team they are responsible for overseeing the attendance, behaviour, general welfare, progress, and pastoral needs of students. Ms Harkins also holds additional responsibilities such as attendance, safeguarding, and alternative provision management.

The team help to address the pastoral needs of students who require assistance to overcome barriers to learning in order to achieve their full potential. They work with students and in partnership with parents/carers, appropriate staff and other agencies including mentors to bring about improved personal development for the students and in turn improved outcomes at school. The team promote high attendance and behaviour for learning and also work closely with the Learning Support department regarding medical and mental health issues.

The aim of the Pastoral Team is to meet the individual needs of students, ensuring high standards of behaviour and personal development are maintained so that the students know how to keep themselves safe, healthy and to build positive and respectful relationships with members of the Baines community.

They are a hard-working, vibrant and thriving department with lively and supportive personalities. They are very experienced and highly valued by staff, students and parents. You will be joining the department at an exciting time where we are reviewing and further developing our pastoral provision and the post-holder will have the opportunity to contribute to those developments.

‘Pupils are especially appreciative of the high-quality pastoral support on offer.’ Ofsted Nov 2019

The Baines Pastoral Team were finalists and Highly Commended in the Gazette Education Awards in 2019.
Further Information about our school

The area served by the school

Poulton-le-Fylde is an attractive, small town situated close to Blackpool and the Fylde Coast. We are well connected to the rest of the country by an excellent network of motorways and roads, with large centres such as Manchester and Liverpool being just over one hour away. The town has its own railway station, with regular services to Preston and the West Coast Main Line. The school is situated in a pleasant residential area and there is an extensive building plan for new houses in the area.

The school site

We have a spacious site with a number of different buildings ranging from the very oldest which was built 300 years ago, to the most recent additions around fifteen years ago. Classrooms and corridors are spacious and there is a wide range of social spaces, which contribute to the calmness of the site when all students are moving around it. It is an attractive campus surrounded by playing fields, a wooded area and open land.

Our Students

We are an 11-16 school (having previously been an 11-18 school). Students start school in Year 7 with overall levels of attainment that are above the national average. Our students have a positive attitude to school. The vast majority attend regularly, enjoy lessons and the wide range of other activities provided. In and around school there are high standards of the pupils’ behaviour and politeness. The students speak warmly of the support they receive at Baines and the great majority are confident, polite and friendly young people. They are demanding in that they expect and want to do well, and come to the school with high expectations supported by their parents/carers. Our older students are role models who are thoroughly and actively engaged in the work of the school, the quality of what we do and contribute to supporting us in our aim of continual improvement.

The young people of Baines School undertake significant work for charities and there is a varied offer of enrichment activities in which all staff and pupils are actively encouraged to take part.
We are the largest school contributor to the Teenage Cancer Trust in the country (over £100,000 so far) and hold the national record for the largest team entry in the Race for Life.

We offer a varied curriculum where at KS3 all students have access to a broad balanced curriculum. At KS4, students can narrow their subject choices but we have a large selection of subjects on offer, all equivalent to GCSE qualifications but including some vocational subjects that can lead directly to FE trade-based courses at Post-16. Some students follow a Prince’s Trust qualification and we are one of the few secondary schools to offer the Children’s University accreditation.

Our skilled and dedicated support staff represent a further strength within the school. These colleagues offer wide-ranging and expert support to some of our most vulnerable young people and they actively engage in the full spectrum of school life both in the classroom and beyond.

We believe in looking outwards and working in partnership with other providers. The school is currently a member of the Fylde Coast Teaching School Alliance and has recently joined the Ripley Teaching School Alliance. We have access to a wealth of CPD, resources and networking opportunities as a result. We work collaboratively within the area in regard to managed moves, fixed-term exclusion provision and work closely with the Lancashire Authority Advisory Team. Baines is also a registered centre with the Duke of Edinburgh scheme and has strong links with HE providers and employers in the region. We were very proud to have received numerous nominations for the Gazette Education Awards, including winning the inspirational teacher award for the last two years. There are so many successes to be proud of, the fortnightly Headteacher Update shares these with parents and carers.