



Pastoral Support Worker Candidate Information

November 2022



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults”. Everyone is a member of one of our six houses; coupled with our vertical tutor group model the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Rob Waters, Assistant Headteacher via email on rpw@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is Friday 2nd December 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

Pastoral Support Worker

Start date: January or April 2023

Salary: £18,407 - £19,796 pro rata

Contract: 37 hours per week, Term Time (39 weeks) per year

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a Pastoral Support worker to work with our established and successful pastoral team. The role will focus on working with disadvantaged students to raise their attendance and aspirations through many different interventions that can be found more specifically in the job description.



**Applications by:
3:30pm Fri 2nd December 2022**

Empowering lives through learning

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Post title: Pastoral Support Worker

Responsible to: Assistant Headteacher – Pastoral

Working days and hour: Mon-Fri 8:00am - 3:30pm

Contract Type: Permanent

Salary: £18,407 – 19,796 pro rata (Based on grades F8 – F12 (£22,777 - £24,496 FTE))

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

The attendance and behaviour of students in receipt of the pupil premium grant is key to their success. The successful candidate will be responsible for assisting the pastoral team in increasing the attendance of disadvantaged students. Further to this, a part of the role will be to support enrichment activities thus improving student engagement and motivation. The successful candidate must be a motivated and supportive individual that will act as a positive role model for our student body.

Specific responsibilities:

- To support the running of the Bournside Base during the enrichment periods including sport, strength and conditioning, landscaping, supported study and all other Bournside Base afternoon activities.
- Each morning, drive the school minibus to collect students from the pickup point(s) and transport them to school.
- Ensure the safety of all students when entering and leaving the mini bus.
- Regularly monitoring vehicle safety by completing the Driver's Checklist/Defect/Mileage report.
- Support the attendance leadership team by increasing the attendance of disadvantaged students.
- Conduct daily home visits to encourage student attendance and support the attendance leads by monitoring the impact.
- To support the safeguarding of students interacted with by liaising with the DSL/DDSLs. Be committed to the safeguarding and pastoral support of students in accordance with GSCB guidelines and Keeping Children Safe in Education (KCSIE)
- To support the Bournside Base as a professionally presented environment, that is conducive to high quality teaching and progress.
- Be enthusiastic with the students interacted with, encouraging raised aspirations and be able to showcase the Bournside Base as an area of inclusion best practice.
- Proactively communicate with parents/carers on a regular basis by telephone, email and face to face meetings regarding attendance progress.
- Fulfil all other reasonable tasks requested by Senior Leadership Team, Heads of House and the Bournside Base Lead.

***Minibus driving licence application and training support provided.**

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Person Specification

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Clean UK driving licence • GCSE Maths and English at Grade C/4 	<ul style="list-style-type: none"> • D1 minibus licence category on driving licence
Experience, understanding, and knowledge	<ul style="list-style-type: none"> • Previous experience of working with young people 	<ul style="list-style-type: none"> • Previous experience of working in an education setting
Personal qualities	<ul style="list-style-type: none"> • A positive, can-do attitude • Enjoy working with young people • Be able to work calmly under pressure • Willing to learn new skills • Be flexible and able to manage time effectively • Good communication skills, oral and written • The ability to work well as part of a team, and to build trust and openness • Discretion, courtesy, honesty and integrity • Reliability, punctuality, diligence and good organisation • Attention to detail • Self-motivated and enthusiastic • Ability to work independently • Evidence of commitment to professional development 	



Settling in at Bournside

We will fully support you with your transition to Bournside. The Deputy Headteacher, oversees the provision for new staff, including your induction during the first year of teaching with us to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Silver Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

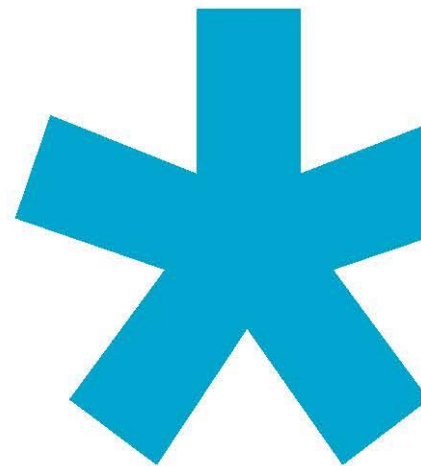
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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