



Graduate Trainee - Upper School Pastoral Support Assistant

2-year fixed term contract

(To start during the Autumn term)

Term Time plus 4 weeks (46.6 weeks per annum)

Five days a week, (42.5 hours)

Salary: £23,902.00 per annum (FTE £25,000.00)

Reports to: Head of Pastoral Care

Key Responsibilities:

To support student development across the Upper School:

- Mentoring and working with small groups of students.
- Maintaining the pastoral area so it is a place of calm and looks professional
- Overseeing / producing the list of extra-curricular activities on a termly basis and to work with staff to ensure the list is varied.
- Supporting with young people who are struggling and may need supervision and enhanced support.
- Supporting the Head of Pastoral when responding to key pastoral issues such as helping interview students and support mediation sessions.

To support good attendance in the KAS Upper school:

- Monitoring student attendance, both individually and collectively.
- Flagging up concerns in line with the attendance policy to Tutors, Heads of Year (HOYs) and the Senior Leadership Team (SLT).
- Liaising with parents and students in line with the attendance policy.
- Preparing reports for various audiences.

To ensure student information is accessible and up-to-date for the pastoral team:

- Supporting the pastoral logging system on SIMs and CPOMS.
- Supporting the Pastoral team with photocopying and various admin duties when under pressure.

To support the organisation of key school events:

- Induction days at the start of September (this will require some preparation time in the holidays).
- Year 7 and 12 assessment days working with HOYs and Upper School Administration Manager.
- Support the pastoral admin for trips and camps where necessary.

To research, design and implement a pastoral-focussed project

- Identify an area of pastoral care of interest (in line with school strategic plan).
- Undertake appropriate research on the chosen topic with support.
- Design a project which enhances this area of pastoral care for the school.
- Implement (with support) your designed project and present your findings / recommendations to relevant key staff.

Other responsibilities of the role include:

- supporting whole school events
- working as part of the overall Upper School support team

Personal Specification:

In order to fill this role effectively, the ideal candidate will have the following skills and experiences:

Attributes	Essential
<i>Qualifications</i>	<ul style="list-style-type: none">• Good honours degree or equivalent is essential
<i>Experience</i>	<ul style="list-style-type: none">• Proven interest and experience of working with children and adolescents and / or parents is desirable• Evidence of positive contribution to projects is essential• Experience of working to support a team and / or individuals• Willingness to work in a fast-moving environment
<i>Skills and abilities</i>	<ul style="list-style-type: none">• Ability to build rapport with students, staff and parents• Good problem-solving skills and ability to take own initiative• Strong communication skills• Excellent literacy skills• Highly proficient IT skills, including Microsoft 365 and Office (Word, Excel, and PowerPoint)• Familiarity or willingness to learn how to use information systems such as SIMS and CPOMS
<i>Personal attributes</i>	<ul style="list-style-type: none">• Enthusiasm and determination• Positivity and resilience• Team player and flexibility• Tact and diplomacy• Self-reflective and welcomes feedback• An interest in the current challenges that face children and adolescents• Sets and maintains high standards in professional relationships with young people and colleagues
<i>Commitment to</i>	<ul style="list-style-type: none">• The KAS ethos, and child –centred enlightened education• Working in a 'can-do' culture with a commitment to continuous improvement

Main terms of employment

- This is a fixed term (2 year), full-time position (46.6 hours per week) during the term time only plus 4 weeks (20 days) to be to be worked flexibly during school holidays across the year
- Normal hours of work are from 8.30am to 5.00pm. Some flexibility will be necessary in order to carry out the job effectively.
- Whilst not a contractual commitment, it is the school's custom to provide all staff with free lunch during the school term.

We encourage people from all sections of the community to apply and particularly welcome applicants from groups which are currently under-represented in our workforce.