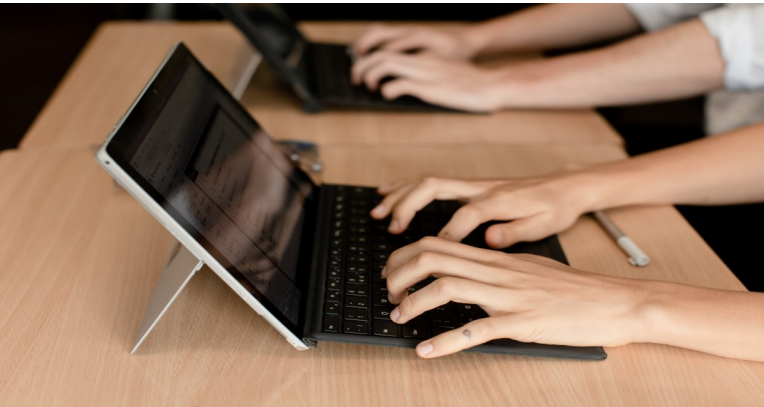




THE PERSE SCHOOL CAMBRIDGE



Pastoral Support Assistant

At the Perse Upper School

CANDIDATE PACK



The Perse School Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18.

Every successful school needs an excellent team working to keep things running smoothly and we are no exception.

Support staff play a pivotal role in delivering a safe and efficient educational environment to support our students, covering a wide range of important operational roles including teaching assistants, finance, caretaking, estate management, HR, administration and admissions.

Support staff work in collaboration with teaching staff to ensure our exceptional facilities and teaching and learning environments are delivered to the highest standards.

Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated.

We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.

Our School Environment

As an academically selective school, we are committed to ensuring every child is nurtured and supported to ensure their academic education is balanced by a thorough extra-curricular programme and outstanding individual pastoral care.

Our outdoor education department offers a wide range of curricular and extra-curricular opportunities for students to develop key life skills needed to thrive in today's world, including problem solving, resilience, communication, leadership and teamwork.

We have thriving music and drama departments with around 70 separate ensemble groups and an award-winning Performing Arts Centre which stages a wide range of events showcasing singing, dance and drama. Our sports department ensures that every pupil has the opportunity to find a sport to enjoy and an approach to living a healthy lifestyle.

There are many opportunities for support staff to get involved in the wider life of the school, from volunteering with our outdoor education department to helping in our Performing Arts Centre during one of the many productions.

You can read more about our school on our website [here](#).





Salary: £23,086 (FTE £33,789)

Working hours: 32.5 hours a week, term time only—
will consider job share

We are seeking to appoint a Pastoral Support Assistant.

Responsibility

As a member of the Support Staff, the Pastoral Support Assistant's ultimate line manager will be the Bursar, although day to day responsibility will be to the Assistant Head (Pupil Welfare).

Job Purpose

An interesting opportunity has arisen for an enthusiastic and committed individual to join our pastoral team and help promote the welfare of our students.

The main purpose of this role is to oversee a dedicated room that serves as a safe space for pupils who are unable to remain in their usual lessons or social areas due to their emotional state, or who would benefit from a short break from the normal school routine to reset and continue their day.

Responsibilities include providing one-to-one support for pupils who arrive throughout the day, assessing their needs, creating a calm and safe environment, and communicating effectively with the wider pastoral team. The role also involves liaising with the attendance officer, tutors and classroom teachers.

This position complements the specialist support offered by the pastoral team, SEND team, senior tutors, emotional wellbeing support worker, counsellors and nurses on site.

When the room is not in use by pupils, the successful candidate will assist with pastoral administration tasks. More detail can be found below.

Key Responsibilities

- Support students in crisis through listening and offering a calm and empathic response to the challenges they are facing, helping them to regulate their emotions.
- Develop effective and positive one-to-one working relationships with students requiring particular support to help them achieve goals. This may include signposting students to resources and support after discussion with the pastoral team.
- Collaborate with the pastoral team to ensure joined up thinking and support for students using the room more regularly.
- Maintain clear boundaries of what support can be offered, working with the Pastoral Team and Counsellors if more support is required.
- Liaise with the Safeguarding team where appropriate.
- Maintain up to date welfare records and records of interventions.
- Ensure the Wellbeing Room is maintained to a high standard, including monitoring and ordering resources (subject to sign-off by the Assistant Head of Pupil Welfare).
- Produce weekly attendance summaries and trends by year group for Heads of Year and compile termly summaries in addition to these. Where appropriate, be part of follow-up meetings, including APDRs.



- Support the Safeguarding Lead and Deputy Head (Pupil development and welfare) in following up on safeguarding file transfers and conducting pupil and parent surveys for tutor appraisal purposes.
- Supporting with pastoral tasks, such as uploading pastoral documents to school systems.

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.

Person Specification

Education/Qualifications

Applicants should have experience working with young people in any capacity (school, youth work, volunteering etc) and an interest in young people's wellbeing and emotional regulation. No formal qualifications are required, but a willingness to undertake training in areas such as basic mental wellbeing or skills to support young people with their mental wellbeing would be an advantage. Our ideal candidate would:

- Demonstrate competency in using ICT systems, such as Microsoft Office, effectively for communication, data management, and reporting.
- Be able to take initiative, identify tasks without being prompted, and work independently to achieve objectives.
- Be comfortable working with colleagues, contributing positively to team dynamics and shared goals.
- Possess clear and effective verbal and written communication skills suitable for engaging with staff and students.
- Possess some experience in supporting young people with their wellbeing or pastoral needs (specialist mental health training is not required).
- Be able to think critically and resolve issues efficiently.
- Maintain composure under pressure, respond thoughtfully to challenges, and demonstrate resilience in a dynamic environment.

It is desirable for the successful candidate to have:

- An understanding of the developmental, emotional, social and educational issues of children and young people.
- An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.
- Knowledge of wellbeing issues and SEND needs that affect young people.
- Minimum of 1 year's experience of working with children and young people.
- Experience of working as part of a multi-disciplinary team.

Job Specific Terms and Conditions

Working Hours

This post is part time: 32.5 hours per week working from 0900 – 1600 during term time with a 30 minute unpaid lunch break to be taken between 1315 – 1400.

However we are open to considering job share with the right applicants.

Term time is defined as the published school term dates including INSET days.

However, you may be required to work such additional hours as the needs of the job require. No extra payment will be made for this additional time but, where appropriate, time off in lieu will be given, with the agreement of the Bursar.

Salary

The starting salary will be £23,086 per annum (based on a full-time equivalent salary of £33,789).

Holidays

Paid holiday entitlement is 30 days including Bank holidays per annum, pro-rated for the number of hours and weeks worked per year, which must be taken during School holidays.

Notice period

A term's notice is required.

Closing Date

The closing date for applications is Thursday **18th June at midday**. Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Interview date

Monday 22nd and Tuesday 23rd June.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

