



**2 x Pastoral Support Assistant**  
**37 hours per week, 39 weeks per year – Term Time only**  
**£15,003 Actual Salary**  
**Permanent Contract**  
**ACE Tiverton Special School**

ACE Tiverton is a brand new special school for young people with Autistic Spectrum Condition, social, emotional and mental health and related special educational needs. We are in the process of building a dynamic, enthusiastic and resilient team of specialist staff who are passionate about providing learning opportunities for our young people; to enhance our provision further we would like to recruit a teaching assistant to support our students both in the classroom and working one to one.

The successful candidate will have experience of working with young people who have complex needs as well as their own resilience to support our young people on a daily basis. You will be professional in your approach and organised in your work; creativity, flexibility and emotional intelligence to see the world through our students' eyes is key to this role. We are building a school culture based upon unconditional positive regard to build students' trust and confidence in themselves, us and the value of education. If you want to have a role in changing a young person's life and have a passion for education then we would love to hear from you.

Ace Tiverton Special School, part of the ACE Schools Multi Academy Trust, are looking for a Pastoral Support Assistant to support the Pastoral Lead and to support the children at our new school. You will be supportive and play a large part in pastoral support of the pupils attending the academy, and supporting families to parent their children. As part of your role, you will also be required to undertake Managing Actual and Potential Aggression (MAPA) training if you don't already hold this certificate as part of your induction. You will be required to work within KS3 and KS4, and possibly younger pupils, within ACE Tiverton and the wider community.

If you have an understanding and capacity to support young people with special educational needs and the desire to help make a difference to young people's lives, then we would like to hear from you.

**ACE Schools Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and will be undertaken before a confirmed offer of employment is made to successful applicants.**

***You will be required to undertake CPI training as part of your induction and essential qualification and person requirements should be met as per role profile to be considered for shortlisting.***

**Closing Date:** 12pm Friday 17<sup>th</sup> April 2020  
**Shortlisting Date:** Monday 20<sup>th</sup> April 2020  
**Interview Date:** W/C 27<sup>th</sup> April 2020  
**Start Date:** ASAP pending pre-employment checks



<b>Job Title</b>	Pastoral Support Assistant (ACE Tiverton Special School)
<b>Reporting To</b>	Pastoral Lead
<b>DBS Check Required</b>	Enhanced

### **Job Purpose**

The post holder's primary purpose is to promote a positive, optimistic attitude to learning, progress and achievement within the school and home, acting as a role model with pupils, families and the wider community. They will support the Pastoral Lead in the development of pastoral and family support in the school community

You should have experience of dealing with pupils with a wide range of SEND needs, including but not limited to Autistic Spectrum conditions and linked social, emotional and communication needs. Working as part of a team together with the ability to work on your own initiative is an integral part of the role as we build our brand new school community. A proven track record in multi-agency working and effective communications across agencies is essential.

Communication with parents, schools, staff and multi-agency partners is a major part of the role. Communication with staff is key to ensure that the team is supported on a daily basis. This will require knowledge and the ability to support children whose behaviour may be affected by experiences of trauma, attachment difficulties or neuro-developmental issues.

They will work alongside the Pastoral Lead in the day to day case management of the individual families. The post holder will also need to attend meetings to help provide the support these pupils need.

The post holder will be responsible for coordinating EHAT/TAM/CIN/CP meetings in conjunction with the Pastoral Lead, DSL and SENCo, including the preparation of reports for meetings.

They will ensure maximum parental engagement in the education and care of their children as well as with school events.

They will help to support families at or nearing crisis point, but not yet reaching Children's Social Care thresholds. They will monitor CPOMS to ensure all safeguarding concerns are acted upon in a timely way.

### **Responsibilities**

The job involves working within recognised procedures, which leaves some room for initiative.

The post holder will have access to the Pastoral Manager, DSL, head teacher or other members of the SLT for advice and guidance on unusual or difficult problems..

The work may involve responding independently to unexpected problems and situations e.g. supporting young people in a variety of circumstances.



## General Duties

- They will be available to attend professional meetings, EHAT/TAM meetings and parental consultations to support families where there are welfare concerns, at the direction of the Pastoral Lead, DSL or head teacher.
- To monitor attendance and liaise with the EWS and other agencies as appropriate to provide families with support to ensure good pupil attendance.
- To work directly with families identified (or self-referred) as requiring support to ensure the good parenting and welfare of their children both in school and their homes (after appropriate risk assessment and given parental consent). This may on occasion be in the evenings, early mornings or weekends.
- High direct impact on the wellbeing of the young people supported by ACE Tiverton by working with Families to support their parenting, and providing advice to parents.
- Work in partnership with other agencies; doctors, Social Services, CAMHS etc. They will collate information in order to help the Designated Safeguarding Lead (DSL) to make informed and timely safeguarding decisions, including contacting social care or other partner agencies for advice or assessment if necessary.
- To run a well-planned 'Family Support Group' with measureable impact on family engagement, parenting skills and mental health. They will prepare a written termly report to the Head Teacher and Governors/Trustees on the impact of their work.
- They will convey the views of parents and families in the school community to the leadership through conducting an annual parent questionnaire and seeking feedback informally whenever appropriate.
- They will be familiar with the range of therapies and support available in the school and take a lead in identifying students who will benefit from extra support. They will run individual and small group interventions with a focus on peer relationships, friendships, restorative approaches and mediation.
- They will liaise with class based staff to ensure good communication of goals/outcomes/issues within families ensuring joined-up team working
- They will plan special events such as 'New Parent Meetings' and class open days in conjunction with school staff to maximise parental engagement with school and to build positive and trusting relationships with families.
- To support the admissions process for new pupils in order to build positive relationships with new families.
- To attend all school family attended events, such as parent's evenings, assemblies and sporting events.
- Undertake a range of administration duties including record keeping, report writing, Handling and processing some of the personal information of the young people being supported by the school

ACE Schools Multi Academy Trust, Unit 3 Ensign House, Parkway Court,  
Longbridge Road, Plymouth, PL6 8LR.

**Email:** [recruitment@aceschools.net](mailto:recruitment@aceschools.net) **Tel:** 01752 396100 **Web:** [www.acementat.uk](http://www.acementat.uk)



- Have a high direct impact on the wellbeing of the young people supported by Ace Schools through the assessment of their needs and the implementation of the appropriate personalised welfare and support programme.
- Provide support and tutoring when necessary to pupils, including those who need support reintroduction to school, or other placements and those with SEN.
- Creating bespoke timetables for pupils with differing needs.
- Deploying support staff effectively.
- Ordering of resources to meet the needs of the young person.
- Teaching of emotional regulation
- Committed to a policy of diversity and inclusion that recognises the potential of all young people to make progress and achieve.
- Undertake home visits as necessary and visit other ACE MAT sites.
- Undertake other duties appropriate to the grade of the post.
- Holidays cannot be taken during term time

## Desired Skills

### Essential

- Excellent interpersonal and communication skills to establish contact and build relationships with parents, carers and families, establish useful links with local groups, agencies and organisations that work with families and provide advice or guidance to parents on parenting / child issues
- A proven track record of working directly with families, providing for the educational support and welfare needs of parents and families including experience and knowledge of support agencies to use with families
- Experience of working in a school setting
- Experienced in teaching SEMH and SEND
- A proven track record of effective project management and delivery in relation to the target group of young people; including writing progress reports and presenting these to formal audiences.
- Proven record of communicating effectively with parents
- Experience of working strategically and collaboratively in multi-agency settings, with statutory and third sector youth services.
- Experience of initiating and leading EHAT/TAMs for vulnerable families and coordinating and communicating with other professionals to ensure appropriate support put in place
- Ability to work under pressure, handle a variety of situations and people and self-manage time.



- Experience in using IT and Microsoft Office.
- Demonstrative ability to communicate in written and oral context with wide cross section of social and cultural backgrounds.
- **Full driving licence**
- Knowledge of and experience in using emotional and behavioural concepts, anger management, emotional literacy.
- Substantial experience of working effectively as a practitioner with young people who would be considered disadvantaged and hard to engage.

#### **Desirable**

- Mini bus driving licence
- STORM trained
- ELSA trained
- Postgraduate qualification in education, youth work or related coaching / tutoring • CPI trained
- Experience of teaching in a school setting
- Experience of working with KS3 and KS4 children

#### **Knowledge & Qualifications**

#### **Essential**

- Minimum NVQ level 3 in supported Teaching and learning or equivalent
- GCSE (A\*-C) in English and (A\*-C) in mathematics or equivalent Knowledge of relevant procedures and practices relating to working with young people.
- Knowledge of Special Education Needs code of Practice, Child Protection Procedures, keeping children safe in Education 2018, the National Curriculum.
- Level 3 multi-agency Safeguarding training such as Hidden Harm, Child Sexual Exploitation etc

#### **Desirable**

- Further qualification in dealing with young people – PGCE, PTTLs, KTTLs, DTTLs or equivalent.

#### **Academy Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the school's constitution and its' policies and procedures.
- Work within the requirements of the school's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate ethos, standards, equalities policy and relevant legislation.