

**THE NETHERHALL SCHOOL
AND OAKES COLLEGE**

**Candidate Information Pack
PASTORAL ASSISTANT**



Contents

Page 3	Welcome from Chief Executive Officer
Page 4	Anglian Learning, a unique multi academy trust
Page 6	The Netherhall School and Oakes College About Our School/Dept
Page 9	Job Advertisement
Page 11	Job Description
Page 13	Person specification

Welcome from the Chief Executive Officer

Thank you for your interest in the position of **Pastoral Assistant** at **The Netherhall School and Oakes College, Cambridge**, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and nine primary schools, the latest to join our community being the new Marleigh Primary Academy which opened in September 2022. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the absolute best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 15 schools across three counties, with a 16th school due to open in September 2024. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure. We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely to provide with other trusts to provide professional qualifications in addition to own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

The core Vision of Anglian Learning is to enable:

Dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally.

Our four core values and principles guide our work to achieve our vision:



Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

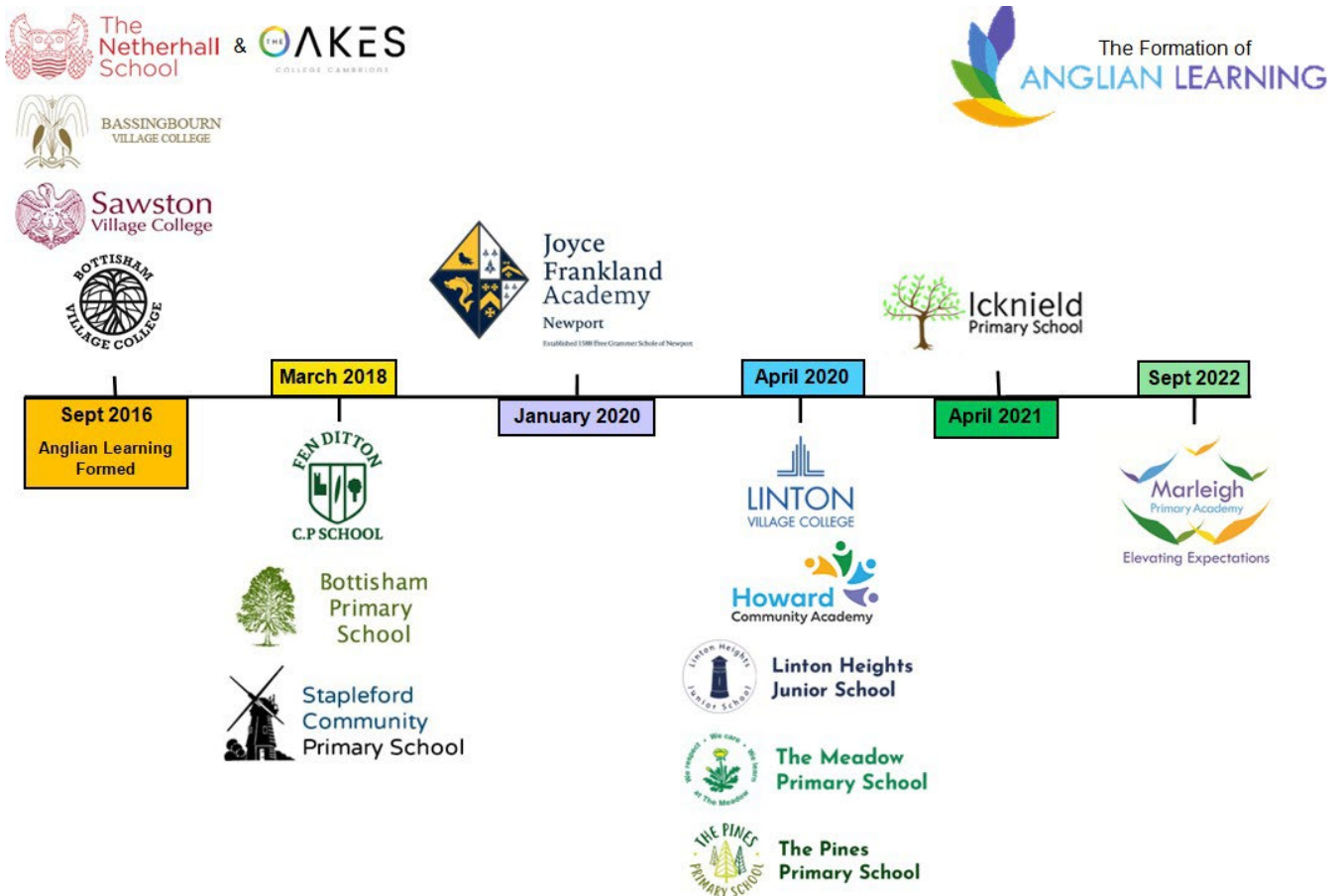
We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

This is our Anglian Learning community. It is an exciting time to join our growing Trust.



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust



Thank you for you very much for your interest in a position at The Netherhall School and Oakes College. We hope that the following information assists you in understanding the ethos of our school, and will encourage you to apply for the position.

The Netherhall School has been offering high quality education in Cambridge for over 150 years and boasts a strong recent track record of exceeding national performance targets and expectations.

Netherhall School has developed and grown since it welcomed its first student on the 9 January 1871, and has adapted constantly to the needs of the community and the changing demands and ethos of the educational sector. The history of the school encompasses being a grammar school, a comprehensive school in 1974, a Foundation school and now an Academy. For many years it was the only school in Cambridge that offered a 6th Form and, still today, one of only two school based Sixth Forms offering A Levels.

In February 2016, Netherhall School became an Academy, joining with Bottisham Village College, to form the Bottisham Multi Academy Trust. On the 1st September 2016, the Trust grew to four schools with the addition of Sawston Village College and Bassingbourn Village College, two high performing schools just outside Cambridge. At the same time, the name of the trust changed to 'Anglian Learning'; this has brought increased opportunities for collaboration and career development. Since that point, two more secondary schools, Linton and Joyce Frankland have joined the Trust.

Our examination results over recent years have been excellent with A level results in excess of targets and GCSE results well above national benchmarks. Our Progress 8 score has been consistently positive which, given the inclusive nature of the school, is impressive: schools in Cambridgeshire do not permanently exclude students so these figures contain students who, in other authorities, would be taken off roll.

Our Students

Netherhall School is set on the outskirts of Cambridge and serves both the City and the surrounding rural villages. As a result, student admissions are from a diverse range of backgrounds.

The whole operation of the school is built upon our values of Inspiring, Individual Inclusive,:

Inspiring: We believe that it is our role to provide a setting, curriculum and staff which inspire students.

Individual: We offer a range of pathways for our students, matched carefully to their needs and aspiration. This includes:

- **Star** - nurture classes for years 7-8,
- **Innovate** - alternative vocationally biased curriculum for years 9-11,
- **Hobbs** – provision for those who would otherwise have been permanently excluded
- **ALVIN** – provision for those with medical needs
- **EAL** groups for all year groups

Inclusive: We take every opportunity to ensure students are not affected by economic disadvantage, learning needs, language barriers. As a highly diverse community we aim to welcome cultural difference and create a sense of belonging for all.

Crucially, we want all of our students to feel happy and secure. We have a well-developed pastoral care system and staff genuinely care about the students as individuals. We encourage students to assume and enjoy responsibility as Duty Students and through our Student Ambassador and Leadership schemes. Our highly skilled staff work closely with students, monitoring their progress to ensure they achieve their potential. There is an excellent student volunteer peer-counsellor scheme and students are encouraged to play an active part in the running of the school through School Councils. We understand that students need a range of skills and opportunities to fulfil their potential and therefore encourage students to undertake a full range of extra curriculum activities in addition to the educational requirements. Staff give their time freely to run a very broad range of activities from the traditional sports and drama to Warhammer Club and Language Leaders.

The Ofsted report of October 2018 gave a rating of Good in all areas with some areas of outstanding strength. Typically, we are not resting on our laurels and pushing forward to gain even stronger judgements next time around.

Many of our students choose to stay at Netherhall for seven years, progressing from Year 7 through to our highly successful Sixth Form, The Oakes College, Cambridge. The centre has an excellent reputation in the City of Cambridge and beyond and many students join us from other schools for their post-16 studies. We have an impressive track record in placing students in Higher Education, including Oxbridge and in employment.

In 2021 the A levels qualifications gained by students were impressive with 28% A*-A 55% of grades at A* - B; 81% A* - C and 98% A* – E.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main school priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise. Cross collaboration between other local schools and schools in the Trust is also encouraged so that best practice is formulated.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.

The Oakes College

The Oakes College Cambridge, formerly known as Netherhall Sixth Form Centre, has a long tradition of supporting young people to achieve excellence at A-level and Applied courses. The Oakes College builds on these great foundations, embracing its role as a key provider of post-16 education for the Anglian Learning Trust. We provide continuity of high-quality education, both for students who have progressed through Trust schools and for those adding the richness and diversity from within the high-quality educational landscape of Cambridgeshire.

Oakes College is all about people; ambitious students who are determined to achieve; committed professionals who love teaching and a dedicated pastoral support team. We take pride in knowing each student as an individual and our ethos of “Inspiring, Individual, Inclusive” is reflected in everything we do.

Partnership with Parents and Wider Community

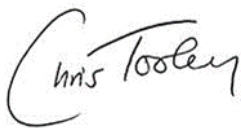
We are a warm and welcoming community which places a high importance on working with families and getting to know each of our students as individuals. We engage with parents through a variety of mediums; parental internet, regular newsletters, Parents’ Evenings, written progress reports as well as individual responses to

queries. We are keen to engage parents from all backgrounds and to adopt strategies which will enable us to communicate better with all parents regarding their child's progress and development.

Integrate is our provision to bring together local charities, educational institutions, public health and business with parents from across the Cambridgeshire region. We provide training, childcare, online courses, fora and referrals for parents. The support we provide is free to all and is advertised through our website, social media and partner schools. We are based at Netherhall school, co-ordinated by our communities manager, Chika Akinwale. We strive to provide completely inclusive support for parents raising children from 0-18.

The Parents and Friends of The Netherhall School (PFNS; or Puffins!) meet regularly to put on school events but also to provide the stakeholder feedback so vital to continuing and deepening relationships.

Thank you for your interest and we look forward to hearing from you.

A handwritten signature in black ink that reads "Chris Tooley". The signature is written in a cursive style with a large, sweeping initial 'C'.

Chris Tooley
Principal

PASTORAL ASSISTANT

PERMANENT POSITION

37 hour per week

39 weeks per annum

(Term time plus 5 training days)

Salary Scale 7 – 11: £24,294 – £25,979 per annum (pro rata)

Required September 2024

The Vacancy

We are looking for an enthusiastic, passionate, and committed Pastoral Assistant to join our Pastoral team and help support the behaviour and pastoral welfare of our students. The successful candidate should have good communication skills and be able to work as part of a successful team.

The candidate will be able to:

- Provide a first point of contact for dealing with welfare and behaviour issues in school.
- Manage the day-to-day attendance and punctuality of students.
- Provide timely and effective support for Deputy/Assistant Principals, School Achievement Leaders and Pastoral Manager.
- Contribute to improving progress and attainment of all students

Vibrant working environment

Our central belief is that great schools recruit and retain great support staff, teachers and leaders. You will be joining an ambitious, vibrant, and supportive working environment. You will be working with outstanding colleagues who are passionate about their subject specialism and pedagogy and who show extraordinary commitment and dedication to the young people in their care, as well as being hugely supportive of each other.

We offer:

- A successful 11-18 mixed comprehensive school with a flourishing Sixth Form
- Impressive subject facilities
- A vibrant, supportive community with friendly colleagues and students
- Situated in Cambridge – a centre of excellence.
- Cross trust developmental opportunities

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We are committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making adjustments to ensure you thrive in your role with us.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical'. Do contact us to discuss further.

Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning School's
- Employee Assistance Programme via Health Assured
- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers

This is an exciting time to consider joining our outstanding learning community and we look forward to receiving your application.

Application

To apply for this vacancy please complete the application process via My New term, outlining how your skills and experience will enable you to be successful in this role.

If you would like further information about this position, or if for any reason you cannot apply via My New Term and need to apply via an alternative accessible format, please contact our HR team (Email: hr@netherhallschool.org) (01223 868363)

If you have any queries regarding this role, please do contact us. Informal visits to the school prior to applications are welcome.

Please note that CVs will not be accepted.

Closing Date: Tuesday 9th July 2024 at 12 noon

Interview date: Shortly after closing date

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found on our website: www.anglianlearning.org

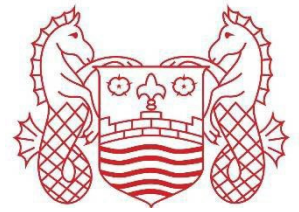
We welcome applications from all irrespective of gender, marital status, disability, race, age or sexual orientation.

Flexible Working will be considered.



The Netherhall School and Sixth Form Centre

Job Description – PASTORAL ASSISTANT



Pastoral Assistant

Salary Scale 7 – 11: £24,294 – £25,979 per annum (pro rata)

37 Hours a week, Term Time + 5 days

Responsible to Pastoral Manager
Relationships with School Achievement Leaders
Director of Inclusion
Inclusion staff
Administration Staff
External Agencies
Parents / Carers
Students

The job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Core Purpose

- To support student academic progress and wellbeing, whilst they are working in ReBooT. Students who have been temporarily suspended from mainstream lessons. You will be based in the ReBooT rooms for at least two days per week (Monday and Friday) to support the ReBooT staff.
- To contribute to arrangements for the Student Services Team to provide the first point of contact for dealing with welfare and behaviour issues in school
- To manage the day-to-day attendance and punctuality of students
- To provide timely and effective support for Assistant Principals, School Achievement Leaders and Pastoral Manager.
- To contribute to improving progress and attainment of all students.

Principal responsibilities

A Support for students (Behaviour, welfare and mentoring)

To support the students by

1. Contributing to the management and administration of student behavior, including anticipating and taking action to prevent potential issues arising.
2. Acting as the first point of contact for parents / carers to contact the school. To coordinate meetings between parents / carers and School Achievement Leaders.
3. Mentoring individual (or groups of) students as required to support Form Tutors.
4. Providing and monitoring support to key and disadvantaged students to improve their access to education.

B Support for teachers and other staff (behaviour)

To support the teachers by

1. Dealing with student behaviour issues, collect and supervise students removed from lessons / around school, work restoratively with them and to assist them putting right any issues with staff
2. Contributing to the organisation and effectiveness of the detention and 'on report' systems.
3. Contacting parents as requested to inform them of issues and to arrange meetings with teaching staff as necessary.

4. Ensuring that all filing and electronic recording for students is up to date and complete.

5. Meeting with key staff (Pastoral Manager) on a weekly basis.
6. Preparing information about students for key meetings (PSP, PACE, CIN etc)

C Support for the school (attendance and administration)

To support the ethos and smooth running of the school by

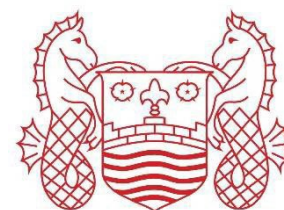
1. Being part of the day-to-day administration of attendance, including the recording, monitoring and chasing of absence of key students
2. Working with SALs and Form Tutors to achieve short term objectives linked to school attendance targets to improve attendance and punctuality, particularly of disadvantaged students
3. Working under the direction of others to co-ordinate arrangements for meetings and information relating to attendance at school for key students
4. Organisation of day-to-day arrangements for student behaviour policies (detentions and rewards)
5. Contribute to the administration of arrangements for: Parents' Evenings (all), vaccinations and school photographs.

D Additional Specific Responsibilities

1. To undertake duties of a mentor in a specific tutor group.
2. To undertake the duties of a Qualified First-Aider when necessary.
3. To support the work experience programme (Yr10). Support the targeted work experience programme as requested
4. To play a full part in the process of transition from Key Stage 4 to 5
5. To attend all key Pastoral meetings (eg ECM, tutor, teacher briefings).

E General Duties

1. All staff are responsible for safeguarding and promoting the welfare of children.
2. To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
3. To carry out a share of supervisory duties in accordance with published schedules.
4. To participate in appropriate meetings with colleagues and parents/ carers relative to the above duties.
5. To undertake any other duties consistent with the post



Qualifications and Experience
<p>Essential</p> <ul style="list-style-type: none"> • Good educational qualifications (minimum 4 GCSE's) • Experience in working with young people - minimum of 2 years • Experience of working with external agencies eg EWO, Social Care and Police • Able to conduct a conversation and answer questions for an extended period of time where necessary in English
<p>Desirable</p> <ul style="list-style-type: none"> • Level 3 or 4 qualifications (A Level/ Degree) • Counselling or mentoring qualifications • A range of relevant in-service training • Child protection/ Safeguarding designated staff qualification • Experience in the delivery of training courses to staff
Knowledge and Understanding
<p>Essential</p> <ul style="list-style-type: none"> • Understanding of the principles and procedures of safeguarding within schools • Knowledge of the attendance regulations for schools • Understanding of the needs of children and young people and the challenges they face • Understanding of the impact of poor behaviour and attendance
<p>Desirable</p> <ul style="list-style-type: none"> • Provision of inset training and support to dept colleagues. • Understanding of the relevant aspects of education legislation in relation to Attendance • Understanding of delivering Performance Management/ Appraisal regulations • Knowledge of or recent experience of OFSTED framework for inspections in schools • Knowledge of local context with primary and secondary school in the Cambridge area
Skills and Attributes
<p>Essential</p> <ul style="list-style-type: none"> • Ability to use a range of ICT skills and key programmes - Word, Excel, Power point, SIMS etc • Ability to motivate and encourage students and staff (eg as a mentor) • Proven communication (written and verbal) and organisational skills including the ability to delegate effectively • Interpersonal skills and good sense of humour - ability to resolve conflict and remain calm. • Positive professional role model - punctual and an excellent record of attendance • Ability to establish effective structures and working relationships with colleagues • Willingness to take an active role in the life of the school • Cheerful and positive disposition • Ability to apply firm but fair discipline and develop relationships with staff and students • Ability to work independently and under pressure of deadlines
<p>Desirable</p> <ul style="list-style-type: none"> • Ability to appraise performance and set realistic/ challenging targets for colleagues. • Ability to develop key initiatives and developments • Ability to drive the schools' minibus.



Anglian Learning

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