



# Eggar's School

## Applicant Information

### Pastoral Support Assistant

### Term Time Only

Encouraging every  
individual to belong, to  
aspire, to achieve

*'All pupils make good progress across the curriculum..... They thrive within the school's excellent inclusive culture and ethos. Pupils are welcomed, supported and cared for irrespective of background or ability..... Behaviour is outstanding.'* (Ofsted Report 2018)

***Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful applicants will be subject to DSB checks and other relevant employment checks***

Closing Date: 22 November 2019 midday

# Welcome from Patrick Sullivan, Head Teacher

Thank you for your interest in the position. We have a vacancy for a Pastoral Support Worker to work alongside our Student Support Manager in our superb school. Full professional training will be given in supporting young people, promoting the highest standards of behaviour, attainment and attitude to reach their career goals. The right candidate will have a 'can do' attitude in helping young people who may have barriers to their learning. Adaptability, good interpersonal and organisational skills are essential, and being able to communicate with students, teachers, parents and carers. Even more important is a good sense of humour and wishing to work alongside a great team of people in a supportive and collaborative community. Hours are 30 per week, 39 weeks per year (term-time only).

The school is renowned for excellent professional development and a strong community where team work is everything. The school will be pleased to receive applications from well qualified candidates, who feel that they can contribute to the ethos of the school.

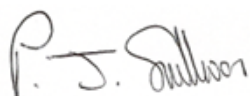
Eggar's has been on a journey of continued improvement since 2004, during which time we have been classed as a High Performing Specialist School and categorised as outstanding in successive Ofsted inspections. In 2009 we had our latest inspection where we were considered 'Outstanding' in all categories. Since then we have continued to raise standards of achievement while at the same time trying to give children a well-rounded education. We are not a school driven by central government initiatives, we do what is best for our school. For example, we do not insist on children taking English Baccalaureate, we advise on an individual basis.

We are committed to on-going improvement and we recognise there are many areas where we can still improve further. In September 2012 we converted to academy status, which has already provided a catalyst for improving our buildings and facilities in the form of new roofing and three newly refurbished Science classrooms. The school has the Investors in People Gold Standard Award and provides an extensive staff induction programme. In addition, staff have a comprehensive range of opportunities for continuing professional development. You are promised a friendly, professional and supportive environment. Parents and Governors add further strength to the school. School trips and events are plentiful. Our Eggar's Experience programme, where all staff run a club of their choice has offered many fantastic extra- curricular opportunities for students and staff really enjoy it. Recently we were awarded the NACE (National Association for Able Children in Education) for our provision for Able & Talented children, a nationally recognised Award held by only 2% of schools.

Shortlisted candidates will be invited to interview. Interview days usually involve time for applicants to get to see the school and staff they will be working with, as well as a number of assessment activities. Interviews are normally arranged within three weeks of the closing date. I am sorry that we will not be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time and trouble to read each application carefully.

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure & Barring Services check, along with other relevant employment checks. The application form is available on our website [www.eggars.net](http://www.eggars.net). Opportunities at Eggar's can be found under the 'About Us' tab.

Yours sincerely



**Patrick Sullivan**  
**Head Teacher**

## **Introduction to Eggar's School**

Eggar's School is situated at one end of the beautiful and historic Wey Valley, beneath the wooded slopes of the Hampshire Downs. The school has one of the oldest foundations in the county.

Under a Trust Deed dated 21st March 1638, a local farmer named John Eggar realised his idea of providing a school to serve the needs of its community. He appointed 'Feoffes' (Governors) and negotiated the purchase of 39 acres of land at Anstey. Unfortunately, he did not live to see his scheme become reality, but Eggar's School thrives and achieves continuous improvement. Each year, in a Founder's Day service at Holybourne Parish Church, the school community remembers John Eggar.

The first Head Teacher was appointed in April 1642, and Mr Patrick Sullivan is the 27th Head Teacher to lead our school. In 1968, the school moved from the original site to the modern buildings and spacious grounds it now occupies at Holybourne. Since 1979, it has been an 11 – 16 comprehensive school aiming to build on its proud tradition by continuing to provide the very best, high quality education for all its children.

We translate this important sense of history into the traditional values of good manners, courtesy and cooperation. We encourage all our students to believe in the importance of respect; respect for themselves, for each other, for their local community and for the community of the world. We are proud of the effect of this emphasis on the young people who leave Eggar's with affection for their school and its traditional values. They carry these comfortably alongside the modern values of flexibility, independence, self-discipline and resilience. They are well prepared for a successful future in a challenging new millennium.

## **Eggar's School Aims**

We are a small school with big aspirations. We have high expectations and believe in high standards, a learning environment in which the aptitudes and interests of each individual child are recognised, respected and fully developed. We know our students well.

We offer a variety of approaches and teaching strategies to develop each student as an independent as well as a cooperative learner. We strive to prepare students for a life beyond school and focus on developing Independent Learning skills.

We seek to match the curriculum to the needs of the individual so that each student develops confidence and a sense of achievement through learning.

We provide continuous professional development for all staff which serves the students very well indeed.

We believe in partnership with parents. We consistently seek to develop this further, and to enrich the curriculum through involvement in our community.

We train Student teachers and Newly Qualified Teachers. We support Recently Qualified Teachers and facilitate programmes for the National Qualifications for School Leadership.

Eggar's is a caring school in which we encourage all members of the school to respect themselves, each other, our local community and the environment.

## **Examination Results 2019**

Grade 4 English Language OR English Literature and Maths only	68.00%
Grade 5 English Language OR English Literature and Maths only	52.3%
Grade 4 or above English Language only	64.9%
Grade 4 or above Maths only	75.2%

## **Facilities**

Eggar's School is set on a magnificent 30-acre site, which gives us excellent recreational space. We have a well equipped Sports Hall with a fitness suite and also a large ICT Centre.

We have a very successful Arts Faculty, with fine art, three-dimensional art and music great strengths of the school. We have specialist art areas with two music suites, five practice rooms and a drama studio leading into an open-air amphitheatre. We have a Learning Resource Centre and Library. Pupils also enjoy the use of covered walkways, landscaped seating areas and a large reception area where children's work is displayed

## **Contact with Parents**

The school values and encourages its partnership with parents. Parents and carers are invited to meet subject teachers several times a year and reports and termly progress reviews are issued to keep them informed about the progress of their children.

## **Curriculum and Teaching Organisation**

### **Years 7 and 8**

The curriculum we offer has always been broad and balanced including English, Mathematics, Science, ICT, Design Technology, Physical Education, Religious Education, History, Geography, PPD (Philosophy Personal Development) French and Spanish, Music, Art and Drama.

### **Years 9, 10 and 11**

The programme of study in Years 9, 10 and 11 have been developed to deliver an academic and vocational curriculum to meet the needs, aspirations and interests of our pupils. Every student studies English, Mathematics, Science, ICT and Physical Education. There is an opportunity for choice at this level and every effort is made to accommodate the wishes of pupils and their parents. The school offers a diverse range of KS4 courses including many of the more practical BTEC courses. Some pupils study KS4 courses at other schools or colleges in Hampshire.

## **Pastoral Care**

Our concern for individual pupils is reflected in our pastoral organisation. The school is year based, each year having a team of tutors and a Year Leader. Tutors and Year Leaders stay with their groups for the full five years. The role of the Year Leader is fundamental to the system; each one has a specific responsibility for the progress for the year group and also has a distinct curriculum role. As with all managers in the school, an important aspect of the role of the Year Leader is to monitor learning. All teachers and tutors in the school are trained to use our data systems so that they can track and monitor the academic development of each individual child, and ensure that all children make progress. In 2011 we introduced a House System, which has energised the rewards system and brought staff and pupils from all parts of the school together in a vibrant and warmly competitive atmosphere.

## **Application**

The application form should be completed in full before your application can be considered. It is available to download from our website [www.eggars.net](http://www.eggars.net) Please submit your application by email to the Personnel Officer at the following email address [astone@eggars.hants.sch.uk](mailto:astone@eggars.hants.sch.uk)

## **Service**

Please note that it may not be possible to transfer across previously accrued service with other local authority schools or colleges.

## **Salary**

The salary payable for this position is on a pro-rata basis from the FTE for 30 hours per week and 39 working weeks per year. The salary payable will be £18,426 - £19,407 Full Time Equivalent which equates to an actual annual salary of £12,779 - £13,459 and will be dependant on experience.

## **Staff Benefits at Eggar's School**

Eggar's School enjoys a supportive work environment and offers staff a number of benefits:

- Employer contributions to both the Teacher's Pension Plan and the Hampshire Local Government Pension Plan
- Childcare voucher scheme through Computershare
- Access to a free and confidential counselling support line and face to face sessions
- Free eye tests and a set payment towards the cost of glasses if, as a result of the eye test, it is considered necessary by the optician that glasses be worn for display screen work.
- Free on-site parking
- Tea and coffee provided free of charge

## **Pastoral Assistant Job Description**

The successful candidate will work alongside our Student Support Manager. Training is provided and a comprehensive induction programme is in place

### **Job Description**

The main purpose of the role:

- Supporting the Student Support Manager and Progress Leaders with all aspects of student pastoral support.
- Assisting with the day to day running of Inclusion
- The role is very reactive and being able to respond and make appropriate decisions on actions is essential

The role requires a flexible approach to working and you will need to be organised and reliable.

## Pastoral Support Assistant Job Hazard Assessment

### Job Specific Information

The following information highlights hazards related to the role that could pose a risk to the post holder. Applicants should be aware that where roles are exposed to hazardous risk, risk assessments are undertaken and control measures are put into place where possible.

### Manual Handling

The types of manual handling operation involved in this role are:	Objects
The above manual handling operations are required on the following basis:	Frequent
The weights involved in these manual handling operations are likely to be:	Up to 5kg

### Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment user and may involve the use of:	A desktop computer
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### Job Characteristics

This role involves working with children and young people:	Between 11 and 16 years of age In addition, this role involves working with children and young people with special needs
This role also has potential to involve:	Verbal abuse and/or aggression and this is likely on an infrequent basis

### Work Environment

This role is carried out in an environment which involves:	Lone working on occasions
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### Personal Protective Equipment

This role requires the postholder to wear PPE	On their head/face/eyes/body/arms/legs/feet/hands. (protective items are supplied)
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### COSHH (Control of Substances Hazardous to Health)

Biological Hazards	People with infections eg. TB/human blood or human bodily fluid e.g. through first aid should a person become ill in the classroom or cut themselves
Chemical Hazards	The post holder will come into regular contact with chemicals such as acids, oils, alkalis which may be an irritant, harmful or very toxic.

**Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures put into place where possible.**

## Pastoral Support Assistant Person Specification

<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Willingness to undertake appropriate training	Knowledge of Child Protection procedures Health & Safety experience	Application and interview
Good Literacy and Numeracy skills and working knowledge of Microsoft Office Suite	A relevant qualification,	Application
Good communication skills with people of all levels	Ability to demonstrate developed interpersonal and communication skills	Application and interview
Ability to manage own workload and multi-task	Previous experience	Application and interview
Personal attributes: <ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Strong inter-personal skills</li> <li>• Team player</li> <li>• Flexible and energetic approach</li> </ul>		Application and interview