

**Pastoral Support Worker Application Pack**

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# Letter from Cathie Paine, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**Chief Executive Officer, REAch2 Academy Trust**

# School Synopsis

Wilshere-Dacre Junior Academy is a two/three form entry junior school located on the edge of Hitchin town centre. Our children are mainly from the surrounding neighbourhood and reflect the cosmopolitan nature of the town; our intake is very mixed in all respects. At present we have around 265 children arranged in nine mixed ability classes. The majority of children transfer from our nearby linked infant school, Strathmore Infant and Nursery school. On transfer to secondary school the children usually move on to one of the three Hitchin secondary schools.

The building is a traditional style with a central hall, around which are ten classrooms. There is a music room, science/cookery room and two quiet reading areas. Large playing fields and hard areas surround the building and there are also two quad gardens and outdoor play equipment.

Although in many respects a traditional school, (many of our parents were also pupils here), we are also a very dynamic and forward-looking school with an ambitious and proactive School Improvement Plan. The staff are a hard-working team committed to the improvement of the school. We welcome and are supportive of new colleagues.

The current staff team consists of eight full-time and five part-time teachers and a support staff of a pastoral support worker, two higher level teaching assistants, nine teaching assistants, school business manager, a school secretary and a receptionist /admin assistant, site manager, three cleaners and three mealtime supervisors (supported by the teaching assistants, on rota).

Teachers work in year group teams with the parallel class teachers. All teachers have responsibility for one or two curriculum subjects. Staff inset and development is given a high priority, there is a weekly programme of school based inset and all staff are given the opportunity to attend courses to develop their skills and expertise. Staff receive allocated planning, preparation and assessment time on a weekly basis, as well as regular co-ordinator non-contact time.

We like to pride ourselves as a school in which **all** children can enjoy success - we take great care to celebrate every child’s success, whatever their strength. The celebrating of achievement, either as a class or as individuals is a strong focus of school assemblies.

The school values the contribution of parents and is keen to find ways to build on these links. Parents are warmly encouraged to work in the classrooms and to contribute to extra-curricular activities. There is an active parents’ association that works hard to raise additional funds. The Governing body works hard to support the development of the school - many of the Governors are present or past parents and have a long-term commitment to the school.

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

Wilshere-Dacre Junior Academy has been graded a GOOD school by Ofsted. It is a thriving, diverse and vibrant two/three form entry Academy in the welcoming community of Hitchin. We are looking to appoint a caring and nurturing Pastoral Support Worker to start in September 2024.

The successful candidate needs to have experience working in a school with children with many differing needs. They will need to be adept at forming  positive relationships with children and parents to ensure that school is an enjoyable time.  They need to be patient and a good listener and want to make a difference to the life chances of all children.

In turn we can offer a friendly community school with children who are happy and enjoy coming to school. The current Pastoral Support Worker is leaving after being in the role for over 20 years so there is an established role to be filled with the right candidate.

Wilshere-Dacre Junior Academy is committed to safeguarding and promoting the welfare of children and young people in its care. As an employer, the Academy expects all staff and volunteers to share this commitment.

Visits to the school are encouraged. Please look at our twitter feed, @WilshereDacre, to get a flavour of our school.

# The application

You are invited to submit an application form to Sarah Smith head@wilshere-dacreacademy.org

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact the school office 01462 459215 or admin@wilshere-dacreacademy.org

## The application process and timetable

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| **Application deadline:**  | Monday 13th May |
| **School visits:**  | To be arranged as and when  |
| **Interviews:**  | Thursday 16th May |
| **Contract details:** | Permanent |
| **Salary:**  | NJC – Scale 5 |
| **Start date:** | September 2024 |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).