



Pastoral Officer

Location: Lady Lumley's School

Contract: Permanent.

Hours/working pattern: 37 hours per week, term-time only

Salary: Grade F, SCP 8, £22,777 pro rata, £19,483 actual per annum.

Closing date: Friday 9th December 2022 at 9am.

Our School

Lady Lumley's is an 11-18, mixed comprehensive, community school serving the town of Pickering, surrounding villages, and warmly welcomes students from Scarborough to Rosedale. We strive to 'Be our best', working to improve the experience for all students, staff, and the community. Our broad and balanced curriculum is ambitious for all, and we place great value in academic qualifications alongside the arts and practical subjects.

Set in an idyllic location, we make the most of fantastic sporting facilities and run an immensely popular Duke of Edinburgh experience alongside over 30 Enrichment Clubs. Our students and staff are loyal to Lady Lumley's and are committed to improving our learning journey, whilst celebrating success.

Lady Lumley's benefits from the knowledge and experience of Coast and Vale Trust. We retain our unique school identity with shared ambitious vision. Through leadership development, collaboration and investment. Lady Lumley's is enabled to maintain its identity whilst belonging to a larger family of schools.

Our Opportunity

We are looking to appoint a Pastoral Officer, to enhance and work within our current Pastoral Team.

Here at Lady Lumley's we are fortunate to have a strong and skilled Pastoral Team who make such a difference to our students. As our new colleague, you will support the team in addressing the needs of students who require support (behavioural, emotional or social barriers) with their learning.

The role is to provide high quality leadership of a year group, setting a strong ethos and culture of Lady Lumley's School and to support the pastoral needs of pupils in the designated year group to ensure that behaviour, safety, well-being and attendance targets are met for these pupils.

You will:

- Be responsible for dealing with issues of behaviour, safety, well-being, and attendance by investigating and resolving pastoral incidents such as poor behaviour, lateness, poor attendance, theft, bullying and friendship break-ups.



- Make recommendations to the Assistant Headteacher pastoral relating to sanctions, inclusion and Fixed Term Exclusions (FTE)
- Liaise, communicate, and manage interactions with external agencies.
- Liaise, communicate, and manage interactions with key internal staff and communicate outcomes to others as appropriate.
- Organise, attend, and communicate the outcomes of, parent and pupil meetings following FTE.
- Coordinate the implementation of Pastoral Support Plans for identified pupils and / or students.
- Support the effective running of the school's reflection room.
- Ensure appropriate records are maintained, as agreed by the pastoral team, including incident logs and detentions.
- Take a role in ensuring high levels of pupil learning and engagement.
- Establish and maintain positive relationships and engagement with parents / carers.

Coast and Vale Learning Trust

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The Trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and Scarborough University Technical College (SUTC) in Scarborough, Filey Secondary School and Lady Lumley's Secondary School in Pickering. Our ambition is to continue to welcome new schools into our Trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education, regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust, you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

Working for Us

As well as being committed to your ongoing development and training, we also offer a range of employee benefits. Including; a competitive salary, access to a government pension scheme, an employee assistance programme, as well as a variety of retail discounts.



Application Process

Please complete the Trust's application form which can be downloaded from our website <https://www.coastandvale.academy/vacancies-across-our-trust/>

and email your completed form to **Danielle Rowley Recruitment Assistant**

recruitment@coastandvale.academy: 01723 362301

Please contact us if you need an application form in a different format.

We do not accept CVs.

Closing date for receipt of applications is Friday 9th December 2022, at 9am.

Interviews will be held shortly after the closing date.

We reserve the right to close this vacancy should we receive an overwhelming response.

*We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.*

*We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.*

*Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our [website](#).*