



THE
KEYSTONE
ACADEMY

part of the



A specialist school for young people with Social,
Emotional and Mental Health needs, with a specific
focus on neurodivergent learners
Aged 4-16

PASTORAL SUPPORT ASSISTANT
RECRUITMENT PACK

Salary: £20,606 - £22,682
Full time position – 37 hours per week

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For further information or to request a meeting or telephone call with the Headteacher email – admin@thekeystoneacademy.org or call 01743599011

1. Letter from the Headteacher

Dear applicant,

We are a new specialist school based in Shrewsbury, catering for young people aged between 4-16 in the Shropshire area. We were excited to open our doors for the first time in September 2022 in our temporary building, while our purpose-built school is being completed.

Our specialism in social, emotional and mental health needs and in particular neurodivergence, means our staff team is highly skilled and able to adapt, providing personalised education, support and care for all learners. We are passionate about preparing young people with the skills for life and will support everyone to achieve their very best socially, emotionally and academically. We will always work collaboratively with families and agencies to achieve this.

The role of the Pastoral Support Assistant is a wonderful opportunity to play an integral part in supporting our pupils and their families, with creativity and ambition.

To be successful you will need to exemplify our core values:

- Child centred
- Adaptive and sensitive to need
- Authentic in all our relationships

If you feel that The Keystone Academy may be the right place for you, we hope you will consider applying for the post.

If you would like to find out more about the position, please do get in touch via admin@thekeystoneacademy.org or call 01743 599011.

We value the uniqueness of all.

Yours faithfully,

Ali Bellaby
Headteacher



2. Application and Selection Process

You are asked to complete the Youth Engagement Schools Trust application form (available on the School and Trust websites)

<https://thekeystoneacademy.org/vacancies/>

<http://theyestrust.org/vacancies/>

You are asked to include as part of, or separate from the application form, a letter of application that addresses the items listed on the attached Person Specification & Assessment Criteria. Please keep this letter brief and to the point (maximum 2 pages). **CVs will not be accepted, so please do not send in, or refer to one.**

You are asked to return your application form & letter of application by email to:

admin@thekeystoneacademy.org

The deadline for applications is: 12 noon on Thursday 23rd March 2023

Timeline for Assessment and Selection Process	
Advertising window	From Thursday 23 rd February
Closing date for applications	12 noon on Thursday 23 rd March
Opportunity for informal discussions with Headteacher	By appointment
Interviews	Thursday 30 th March
Start Date	As soon as possible - to be arranged with successful candidate

3. The Keystone Academy Educational Vision

The Keystone Academy brings together the vision of The YES Trust with that of Shropshire Local Authority, aiming to provide an excellent specialist school for students with SEMH, including those with neurodivergent needs. We will develop a truly passionate team that will gain a strong local understanding around working processes and support networks based in Shropshire and will strive to work very closely with the Local Authority.

Moral purpose

The Keystone Academy and the wider Trust, strive for equity - providing exactly what each learner needs, maximising their potential and fostering an unwaveringly positive outlook that is healthy and vibrant for all.

Vision

To support all vulnerable learners, raising their aspirations through high quality engaging education which empowers and liberates their futures.

At The Keystone Academy, we believe that:

- Learning should be exciting and purposeful
- Every student should have the opportunity to reach their full potential, whatever that may be, regardless of their abilities, needs, disposition or background
- Neurodivergence should be celebrated and seen as a strength
- Nurturing the whole child prepares them for success and happiness in school and life
- Creating a safe and respectful environment enables students to learn best
- Working in collaboration, with students, families, staff, agencies, and the local community, we can overcome challenges and achieve great things

This vision will enable us to ensure that all students will leave The Keystone Academy happy, well-balanced, life-long learners who are well prepared for their future beyond school. The bespoke curriculum for academic, vocational as well as social and emotional learning, will allow and encourage all students to progress towards high quality destinations. We will nurture our learners to acquire a repertoire of skills and knowledge anchored around their personal pathways. Students will be supported to achieve their highest possible outcomes, enabling them to realise their hopes and dreams.

'Keystone' represents far more than just a name for a school. It neatly summarises our vision for the Academy, and expresses the ethos for the education we strive to provide; an ethos focused on positive achievement and success at every stage. A keystone in a literal sense is the main stone that holds complex structures together and we see our role with this school as a figurative keystone for children, families, support services and wider life ambitions. By adopting this keystone approach, we will ensure the core focus is child centred, with full support, providing real life opportunities.

4. Keystone Academy Pastoral Support Assistant Job Description and Person Specification



Job Description

Pastoral Support Officer

The post-holder reports to the Headteacher or relevant member(s) of the Senior Leadership Team. Apart from team members, the main contacts of the job are: pupils and their parents/carers; Headteacher and the staff of school; services and agencies from within and outside the locality.

Main purpose of the post:

- To support all learners in school throughout the school day, and to positively contribute to their social, emotional and mental wellbeing
- To support pupils in lessons in order for them to make excellent progress, and support teachers where directed
- To contribute to the delivery of high-quality pastoral and education provision providing administration, documentation and written and verbal communication as directed.

Main Duties and Responsibilities:

1. To support pupils in lessons, and on a 1:1 basis to help develop their social and emotional skills, enabling them to better access learning
2. Where necessary, to arrange and attend home visits and develop excellent relationships with pupils and their families.
3. Lead pupil inductions and help support all learners both in and outside of the classroom.
4. Implement strategies and targeted interventions across the school, supporting teaching and pastoral requirements.

5. To respond to all queries from a wide range of people in an efficient and courteous manner
6. To provide information and support to young people and their parents/carers, enabling them to fully access all available services
7. To provide accurate and timely information, advice and guidance to students and their families to ensure appropriate levels of achievement and progression pathways
8. To signpost service users to relevant services or pass the content of enquires to appropriate colleagues where necessary
9. To support in the completion of essential documentation and other administrative preparation as directed.
10. To attend multi-agency meetings as necessary
11. To liaise with partners and providers to develop appropriate personalised education programmes for individuals with complex needs
12. To support student transitions between schools along with colleagues and other agencies
13. To report, verbally and/or in writing as required to the Headteacher
14. To use initiative and good time-management skills to organise own workload under the supervision of the Headteacher.
15. To ensure accuracy and confidentiality of information produced within and used by the service
16. To manage and attend home visits and to support children and their families with outreach work
17. Please be aware that this is a full time / full year role and there may be a requirement for the person appointed to work with families during periods of school closure.

Youth Engagement Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child safety recruitment procedures operate and appointment is subject to satisfactory references, enhanced DBS, qualifications check and all other relevant employment checks.



Pastoral Support Officer

Person Specification

For this job we are looking for the following essential elements:

	A	I	P
1 Knowledge and understanding of appropriate, current, relevant policies and guidance documents including the Safeguarding, Child Protection, Keeping Children Safe in Education, Exclusions, Children Acts.	<input type="checkbox"/>	<input type="checkbox"/>	
2 Excellent oral and written and digital communication skills and the ability to interpret and articulate complex information at all levels.	<input type="checkbox"/>		
3 Demonstrable problem-solving skills.		<input type="checkbox"/>	
4 Experience of working openly and collaboratively with multi agency colleagues and professionals and an understanding of the issues around confidentiality.		<input type="checkbox"/>	
5 Excellent presentation and facilitation skills for meetings with individuals and groups.		<input type="checkbox"/>	
6 Demonstrable ability to deal calmly with confrontation and to recognise and clarify misunderstandings.	<input type="checkbox"/>	<input type="checkbox"/>	
8 Ability to plan, prioritise and organise a wide range of tasks efficiently and effectively in order to meet deadlines.	<input type="checkbox"/>		
9 Ability and willingness to travel independently to a range of settings across the locality and beyond.	<input type="checkbox"/>	<input type="checkbox"/>	

Personal Style and Behaviour

11 A passionate champion of improving outcomes for children and young people, and a positive attitude and personal commitment to young people's development, education and attainment.	<input type="checkbox"/>		
12 Tact and diplomacy in all interpersonal relationships with the public and colleagues.	<input type="checkbox"/>		
13 Ability to establish and maintain positive relationships that generate confidence and respect.	<input type="checkbox"/>		

13	Self-motivation and personal drive to complete tasks to required timescales and quality standards with an appropriate awareness of confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	
14	Ongoing commitment to inclusive education practices and equality of opportunity.	<input type="checkbox"/>		
15	The flexibility to adapt to changing workload demands and new organisational challenges.	<input type="checkbox"/>		
17	Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of Service Users and a positive commitment to the inclusive practice through all aspects of work.	<input type="checkbox"/>		
18	Personal commitment to continuous self and service development.	<input type="checkbox"/>		
21	Willingness to comply with all School policies.	<input type="checkbox"/>		
22	Willingness to apply for an enhanced disclosure check	<input type="checkbox"/>		

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At The Yes Trust, we believe our aims and vision for our students and their carers are best achieved through supported and valued team members. We offer the following benefits to all Trust employees from their first day with us:

- Access and support with training and CPD
- Specialist training where required
- Free lunch at school
- Free parking
- Nursery benefits
- Car purchase salary sacrifice scheme
- Education Mutual – access to free face to face counselling, physiotherapy, nurse help-line, prescription service whenever you need it
- Perkbox
 - A huge range of discounts, free gifts, perks including shopping, eating out, holidays
 - The wellness Hub – access to a variety of practical and useful resources
 - Medical – on-line GP appointments, prescriptions and advice at a time convenient to you



6. The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement

The safe recruitment of staff in The YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in The YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This YES Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from diverse backgrounds, with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within The YES Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The YES Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The YES Trust will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to The YES Trust.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references as well as verification of the candidate's identity and a satisfactory Enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempt)
- the production of evidence of the right to work in the UK
- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

NB It is illegal for anyone who is barred from working with children to apply for, or work in our YES Trust in any voluntary or paid capacity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with

your application form. The YES Trust will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within The YES Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The YES Trust's Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling and security of Disclosure information.

A copy of The YES Trust's draft Safer Recruitment Policy & Procedures is available on request.

7. Note re: School holidays

Before applying, please be aware that The Keystone Academy adopts a slightly different holiday calendar to other schools. Each half term is approximately six weeks in duration with two week breaks in between. This will mean that summer break will be approximately 4 weeks in duration. For further clarification please contact the Headteacher.