



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**PASTORAL ASSISTANT
FULL-TIME/TERM-TIME
IMMEDIATE START**

STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a 2-18 independent co-educational day and boarding school with over 600 pupils. We foster a family atmosphere, value the individual and offer a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel.

Every pupil here is known and understood.

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

Our pupils are encouraged to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Pastoral Assistant
TYPE OF POST	Full-time, Term Time Only
HOURS	Monday to Friday, 08.30am - 4.30pm, term-time only
SALARY	£25,522.40 pro-rata
START DATE	Immediate Start

POST & DEPARTMENT

DEPARTMENT	<p>We are looking to appoint a committed, enthusiastic, adaptable individual to join our Junior School to provide support to pupils and parents in terms of positive behaviour, attitude, attendance, physical wellbeing and pastoral care to enable pupils to make relevant progress and engage in their learning.</p> <p>We are looking for someone who has previous experience of working with children (age 7-13) preferably in an educational setting and experience of dealing with external agencies would be an advantage. The successful candidate will have excellent and efficient organisational skills, strong interpersonal skills combined with strong literacy, numeracy and ICT skills (Microsoft Office with experience of ISAMS and CPOMS). They will also have a calm and tactful approach, ability to work to tight deadlines and be emotionally resilient.</p> <p>In return, we can offer you the opportunity to work within a supportive school community that is proud of its achievements and well-motivated to continue to develop further.</p>
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KEY DUTIES

SUPPORTING PUPILS:

The principal purpose of this position is to provide pastoral care and support the wellbeing of all JS pupils. Key responsibilities of the role include;

- Being a kind, compassionate and caring adult, able to build trusting relationships with young people
- Providing communication to parents as required.
- With the Deputy Head (Pastoral), liaising with outside agencies as required.
- Providing interventions as required to support the SEMH provision within the Junior School.
- Remaining up to date with all safeguarding regulations, including attending regular safeguarding training.
- Supporting SLT with Whole School initiatives as required e.g. Anti-Bullying week.
- Completing supervision duties as required.
- Ensuring all communication is logged on CPOMS.
- Regular liaison with the Deputy Head (Pastoral) to ensure all pupils are safe and happy
- Liaison with the Junior School SENDCo as required.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • Good basic education to GCSE level in literacy and numeracy or the equivalent • ICT skills (Microsoft Office with experience of ISAMS and CPOMS an advantage) • Experience of providing pastoral support 	<ul style="list-style-type: none"> • A level qualification in relevant subjects or equivalent ability/ experience • A relevant higher education qualification • Relevant professional qualification or other accreditation
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Ability to deal sensitivity with vulnerable students and their families • Sound understanding of confidentiality issues • Experience of working effectively with children and young people in a learning environment • Awareness of child protection issues • Reliable with regard to all aspects working practice • Ability to remain patient and calm in challenging situations • Ability to work effectively within a team environment, understanding roles and responsibilities • Ability to build effective working relationships with all learners and colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues and students • Ability to promote a positive ethos and role model positive attributes • Willingness to participate in relevant training and development opportunities • Professionally discreet and able to respect confidentiality • Firm, sensitive and effective approach towards student discipline 	<ul style="list-style-type: none"> • Ability to keep up-to-date with legislations and training needs for further skills and qualifications needed for the role • Experience of working to support young people's learning
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Warm personality • Empathy • Enthusiasm • Flexibility • Initiative • Patience • Respect for confidentiality • Be hardworking, kind, and able to work as a member of a team 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications should be emailed to recruitment@stedmunds.org.uk no later than 09.00am Thursday 30th January 2025.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

EXCELLENCE

Commit to being the best we can be

We value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

