



BERWICK ACADEMY

**Adams Drive
Berwick upon Tweed
TD15 2JF
Tel: 01289 305083
E-mail: Admin@berwickacademy.co.uk**

Non-Teaching Pastoral Support Assistant 37hrs *Term Time plus 10 days

**Band 6/7 *£23,866 - £30,756
(Pending pay/job evaluation review)
(*pro-rata to term time)**

Start Date As soon as possible

We are seeking to appoint an organised and enthusiastic Non -Teaching Pastoral Assistant to join an experienced and supportive Pastoral Team at Berwick Academy.

The successful candidate will have a key role working to monitor and positively support the behaviour, pastoral and academic welfare of our students. They will work closely with students, parents and staff to remove barriers to learning and progress, support the Heads of Key Stage and the team of tutors to deliver the highest standards of student behaviour and attendance. There will be a requirement for the post holder to analyse data to inform and implement appropriate interventions, mentoring or counselling, ensuring students connect to their actions and outcomes with our learning ethos.

You will take an active part in the management of student behaviour in whole school which will include working closely with students, parents and outside agencies. The role includes administration and systems management so experience of using SIMS (MIS) would be an advantage but training can be provided.

The successful candidate will be flexible in their approach, a good listener and communicator, have positive attitudes to young people and good organisational and team working skills.

The post holder will be one of the school's Designated Safeguarding Leads. Experience in safeguarding would be advantage but full training will be provided.

The post is for 37 hours Term Time plus 10 days

Working hours will be between 8.00am – 5pm Monday to Friday. (N.B. Attendance to Parents evenings/events will be a requirement).

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced DBS disclosure is required for this post.

An application pack, including an application form, is available to download from the vacancy section on the school's website www.berwickacademy.co.uk or by email request to half@berwickacademy.co.uk

If you would like further information please contact Fiona Hall Tel: 01289 305083

Completed application forms should be returned to the school by noon on emailing half@berwickacademy.co.uk or by post to the school address.

Shortlisting date: 17th October 2018

Interview date: 22nd October 2018 Further information about the school can be found on our website: www.berwickacademy.co.uk