



BELIEF IN EVERY CHILD



## WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership was created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

All our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development and we run regular networks and collaborative groups to allow colleagues to share best practice across the Trust.. We also offer some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**





## A LETTER FROM THE HEADTEACHER

Dear Applicant,

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 5 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint a Pastoral and Welfare Support Assistant at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from teachers at any stage of their career. You will join a team who are absolutely focussed on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews  
Headteacher



# The Opportunity



## **COURT FIELDS SCHOOL**

Mantle Street, Wellington

Somerset, TA21 8SW

Tel: 01823 664201

## **Pastoral and Welfare Support Assistant**

**32.5 hours per week**

**Term time plus three inset days (38 weeks per year)**

**Starting as soon as possible**

**Flexible working/job share considered**

**Grade 13 (£25,183 - £27,269 FTE)**

Court Fields School is a vibrant and inclusive school committed to providing a safe and supportive environment for all our students. We require a highly organised person to support the Pastoral Manager with a wide range of duties and responsibilities. This is a challenging and busy role, working as part of a team in the Wellbeing Hub. You will need to work well within a team, have excellent communication skills and a flexible approach. Experience of working in a school and first aid experience will be a significant advantage.

What you can expect from us:

- Eligibility to join an excellent pension scheme.
- Option to make additional voluntary contributions to pension for local government pension scheme members which can help boost retirement benefits.
- Access to a range of continuous professional development opportunities.
- Trust wide charity events designed to encourage our people to participate in meaningful activities.
- Access to wellbeing provision which offers information and advice on a range of workplace and personal issues.
- Flexible working opportunities.
- Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance.
- Free car parking.
- On-site catering facilities, all of which provide healthy and nutritious meals at low cost.

**Closing date: Wednesday 23<sup>rd</sup> April 2025 at 9am**

**Provisional Interview date: w/c 28<sup>th</sup> April 2025**

# Job Description



**Job Title:** Pastoral and Welfare Support Assistant  
**Location:** Court Fields School  
**Responsible to:** Pastoral Support Manager/Assistant Headteacher - Pastoral  
**Working Time:** 32.5 hours per week, 38 weeks per year  
**Salary Grade:** Grade 13 (£25,183 - £27,269 FTE)  
**Disclosure Level:** Enhanced

## Key Purpose of the Job:

The main purpose of the role is to support the Pastoral Manager with student reception, first aid and monitoring of behaviour and attendance issues, including administration tasks and reports.

## Duties

### Pastoral:

- Provide support to students with their emotional health and wellbeing, supporting specific needs as they arise each day.
- Enhance achievement and attainment by supporting specific students in relation to their attendance, social skills and personal and social development.
- Work as part of the pastoral team to ensure that students are able to feel safe and enjoy and fully participate in all areas of school life and are given the opportunities to reach their full potential.
- Assist with investigating incidents and disagreements between students and help with facilitation of restorative justice.
- Report incidents to HOY and Pastoral Manager once statements have been taken.

### Attendance:

- Be responsible for the daily registers and sending absence texts.
- Issue paper registers when required and manual input of marks.
- Pursue registers not taken and provide a weekly report to the Headteacher of register issues.
- Check regularly and rectify any missing marks.
- Recode students marks as directed.
- Provide admin support for the Attendance Officer.
- Provide regular attendance reports if requested.
- Notify Heads of Year and other relevant staff when truancy occurs, checking that follow-up sanctions are put in place and the correct data recorded on our MIS system.
- Record all student interventions on the school's welfare tracker.



**Child Protection:**

- Support the work of the Designated Safeguarding Lead and complete delegated administration tasks when requested.

**Medical Services:**

- Support with first aid as required.

**Other Miscellaneous:**

- Assist with the planning and organisation of school events, including annual awards evenings.
- Manage the allocation and administration of school lockers.
- Assist with setting up and reviewing of student medical support plans.
- Update our MIS system with student medical information.
- Be the first point of contact first aider and attend to students, staff and visitors as necessary.
- Organise and coordinate student vaccinations, liaising with health professionals.

Any other duties assigned by the Headteacher, Assistant Headteacher (Pastoral) or Business Manager.

The job description is current at the date shown but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.***



# We believe in the potential of every child

## **OUR MISSION**

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

# Our Schools







