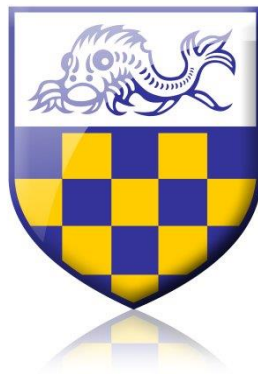


**Longhill High School
Rottingdean
Brighton**



Information Pack 2025

**Pastoral Support Assistant
Full Time**



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
Fax 01273 303547

July 2025

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement that they receive and feel that it is helping them to improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk. Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Mrs R Otulakowski
Headteacher

Headteacher: Rachelle Otulakowski
Email: admin@longhill.org.uk
Website: www.longhill.org.uk

JOB DESCRIPTION

JOB TITLE: C Grade Pastoral Support Assistant

SECTION: Schools

Reports To: Head of Year/Senior Teacher

Department: Children, Families & Schools

Section: Schools

Specific Role Description for the post of Pastoral Support Assistant at Longhill High School

- To provide assistance to the Head of Year to support the pastoral needs of the pupils at Longhill High School
- Under the supervision of the Head of Year to take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning
- To respond to behaviour issues within the school throughout the school day including break and lunchtimes
- To provide administrative support to the Head of Year

1. Purpose of the job

To work with the Head of Year, who heads a team of year Mentors to ensure the welfare and progress of students in their learning, personal development and transition from key stage to key stage.

To generally support the whole school approach to behaviour and attendance at Longhill High School.

2. Principle Accountabilities

Support for the Pupil

- To maintain high levels of attendance and punctuality and work towards improvement
- Be the first point of contact for students and families when personal matters affect their learning
- Work with agencies in school and beyond to support students and their families
- Contribute to students personal development as a mentor and coach
- Contribute to the successful transition of students through the Key Stages
- Provide lunchtime and break supervision each day, being available or and interacting with students whilst ensuring good order is maintained
- Maintain and establish positive home school relationships

- Assist the Education Welfare Officer in contacting home with regards to attendance and punctuality

Support for the Head of Year

- Provide confidential administrative support for the Head of Year
- Receive and make telephone calls to and from parents on behalf of the Head of Year making appointments on behalf of the Head of Year where necessary to ensure good home/school communications
- Maintain student behaviour/attendance records and provide relevant information to the Head of Year and other staff where necessary
- Support the investigation of all incidents, including the taking of statements and ensure consistency
- Support and supervise detentions within the school behaviour policy
- Respond in a timely manner to poor behaviour by our students within the school and community
- Work strategically to reduce the level of poor behaviour by our students within the school and community
- Assist with the organisation of social events for year groups where necessary
- Support assemblies where necessary

Support for the School

- Support other Year Heads in the event of colleagues being absent and generally work as a team with other Pastoral Support Staff where necessary
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- **Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils**
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- **Recognise own strengths and areas of expertise and use these to advise and support others**
- **Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate**
- **Undertake planned supervision** of pupils' out of school hours learning activities
- **Supervise** pupils on visits, trips and out of school activities as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: C Grade Pastoral Support Assistant

| CRITERIA | ESSENTIAL CRITERIA |
|---|---|
| Job Related Education and Qualifications and Knowledge | <ul style="list-style-type: none">• NVQ 3 qualification or experience• Training in the relevant behaviour strategies.• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation• Appropriate First Aid training (Training to be provided) |
| Experience | <ul style="list-style-type: none">• Experience of working with children of relevant age• Experience of SIMs and PAR's (Training provided) |
| Skills/Abilities | <ul style="list-style-type: none">• Very good numeracy / literacy skills• Ability to self-evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Ability to plan effective actions for pupils at risk of underachieving• Ability to self-evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Can use ICT effectively to support pastoral support• Work constructively as part of a team• Ability to establish constructive and positive relationships with students and interact with them according to individual need |
| Equalities | <ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy. |

Pastoral Support Assistant

You will work directly with a Head of Year supporting the pastoral needs of that year group.

The Pastoral Support Assistants plays a vital role within Longhill High School in promoting the ethos of the school and supporting students and staff.

The team consists of five Pastoral Support Assistants who are each managed by a Head of Year.

The team has evolved over a number of years to meet the changing needs of the school and the role of the Pastoral Support Assistant is demanding but rewarding. Relationships are not only built with students but with parents to try to ensure the best outcomes.

The year team work to support students with finding solutions to issues that they may be encountering at school to promote positive behaviour for learning and increased engagement.

The Pastoral Support Assistant plays a pivotal role in whole school attendance. They monitor the attendance of students within their allocated year, make first day absence calls, run attendance groups and are involved in various strategies to help students improve their attendance at school. The team also provide the Heads of Year with data to identify where school action is necessary. The school is supported with ensuring good attendance by Education Welfare Officers employed by the school.

The team support staff by responding to calls for assistance, and on occasion removing students from the class to enable learning for others to continue.

The Pastoral Support Team works closely with the Focus Centre Team and the Head of Inclusion and each assistant is line managed by the Head of Year who in turn are line managed by a member of the Senior Leadership Team.

You will work the following hours:

The vacancy is for a full time post 37 hours a week term time only.

- 8.00 a.m. to 4.30 p.m. with a 20 minute paid break less 30 -minute lunch break Monday (8 Hours)
- 8.00 a.m. to 3.45 p.m. with a 20 minute paid break less 30-minute lunch break Tuesday to Friday (7 1/4 hours)

Additional Salary Information

Salary

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

In this case you will be asked to work 39 weeks per year.

Annual Full Time salary ÷ 52 weeks' x paid weeks per year (47.36) ÷ full time hours (37) x actual hours worked (37).

Therefore, the starting salary for this post is in the range of

£28,163 ÷ 52 x 47.36 = £25,650 raising to £27,377 per annum

The vacancy is for a full time post 37 hours a week term time only.

- 8.00 a.m. to 4.30 p.m. with a 20 minute paid break less 30-minute lunch break Monday (8 Hours)
- 8.00 a.m. to 3.45 p.m. with a 20 minute paid break less 30-minute lunch break Tuesday to Friday (7 1/4 hours)

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.