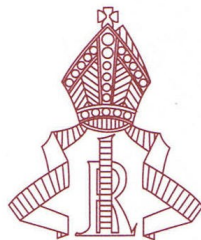


Bishop Luffa School

Pastoral Support Assistant Information Booklet





Pastoral Support Assistant

Grade 6 £23,194 - £24,496 (Actual salary £16,057 - £16,958)

Term time only + 5 INSET days

30 hours per week

Monday to Friday 8.30am - 2.30pm

At Bishop Luffa School we believe that everyone matters. Our Pastoral Support Assistants put that belief into practice.

Person specification:

- You want the best for every child, regardless of their background.
- You care, but you're no push-over.
- You're calm, consistent and level-headed, whatever is going on around you.
- You can relate to adults and teenagers, and communicate with them effectively.
- You work well in a team and value other people's opinions.
- You can also work independently and are good at managing your own time.
- You're resilient - you can handle hearing about and seeing things that shouldn't happen to children.
- You're passionate, but this never stops you being level headed.

The Job:

You will be working with students who are finding school, and sometimes life, difficult. Your job is to clear away the barriers that stop them succeeding at school. Success means that they are happy, comfortable and feel as though they are part of our community.

Your work will help students to become independent - you will know you have succeeded when the child doesn't need you anymore.

You will come across a range of needs and you will need to work with other professionals inside and outside of school to help meet those needs. All of our students deserve our school vision of 'life in all its fullness'. You will be a key person in making sure that everyone has that opportunity.

What can we offer you:

- A great team of people who all want the best for the students we serve.
- Professional supervision - an opportunity to discuss your working life with someone from outside of school.
- Training, both in school and with other organisations.
- A job where you can make a real difference.

What is the job really like:

We asked our existing Pastoral team what a typical day is like. They said:

- You will be interrupted constantly
- You will never finish a cup of tea
- No two days are the same
- You will never have a boring day
- Sometimes you will have to listen to something that is really hard to hear
- You will often be frustrated
- When things go right, there is no better feeling.

What experience do you need for this job:

- Experience working with teenagers is highly recommended
- Admin experience is essential
- Experience of working with computers is essential
- Experience working in schools is desirable
- Experience handling safeguarding issues is desirable
- Experience of providing emotional support or mentoring is desirable.

What qualifications do I need for this job:

- You need to have GCSE or equivalent qualifications in Maths and English.
- You need to be able to demonstrate computer literacy.

How do I find out more:

Please contact Nicky Christopher (blheadspa@gmail.com) and she will arrange a phone call or tour.

How do I apply:

Please fill in an application form and return to us by 12 noon on Wednesday 19th April 2023.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1566 students, including 271 Sixth Formers, serving a wider area around Chichester. Founded in 1963, the School's Church academy status gives our Governors extra powers and responsibilities for the control of the School.

The School is regularly oversubscribed and enjoys a strong reputation for the quality of teaching and of our pastoral care. Our GCSE and A Level results regularly place us within the top 200 mixed comprehensive schools in the country. Most of our Sixth Form students go on to Russell Group universities; a number gain places at Oxford and Cambridge each year. Students, parents and carers are strongly supportive of the school.

Our 97 teachers are organised academically into Faculties and pastorally into eight Houses and the Sixth Form. As an *Investor in People* we are committed to the continuous professional development of all our staff. Faculty coaches support teachers to develop consistently outstanding practice, and lead CPD both in Faculties and across the school.



The Ofsted inspection in December 2022 judged the school to be 'Outstanding', with an Outstanding grade in every category.

The Anglican Schools' Inspection (SIAMS) in February 2015 called the school 'an outstanding Church school' and judges very category as 'outstanding'. Not all members of staff are practicing Christians, but all support the Christian ethos of the school.

As a school we pride ourselves on the opportunities we give our staff to develop and grow. The successful candidate will be encouraged to be part of the CPD programmes to prepare them for the next staff of their career. All our teachers are tutors. Bishop Luffa School is supported by a strong House system, with each House having a distinctive identify. The successful applicant will have the opportunity to contribute to the life of the House and join in the many traditions associated with this, such as Burrows' three legged race, or the Ridgeway Reindeer run!

Bishop Luffa School was founded on the aim of providing local children with the opportunity to experience a rich and diverse education based on Christian values. Our aim is to show our students 'life in all its fullness' (John 10), which means that we are not narrowly focussed on academic goals. Our staff come from many backgrounds and have diverse beliefs, and for some, no belief at all, but all agree with this fundamental aim.

