



URSULINE HIGH SCHOOL

YEAR 9 & 10 PASTORAL SUPPORT ASSISTANT

BACKGROUND INFORMATION

Post Title: Year 9 & 10 Pastoral Support Assistant

Grade: ME7, points 12 – 15, £25,578 - £26,985 [paid pro rata]

Responsible to: Assistant Head Teacher Inclusion

Date: May 2022

The Ursuline High School has been established for over 125 years in Wimbledon and is an outstanding Roman Catholic Girls school in the heart of Wimbledon. The Ursuline has a strong Catholic identity and mission based on the charism of St Angela Merici.

The school currently caters for 1404 girls aged 11-18, which includes approximately 342 students in our Sixth Form.

Pastoral Structure

Each Year group has a Head of Year and 7 tutors. The Pastoral Support Assistant [PSA] works with Heads of Year 9 & 10. The PSA is also a member of the safeguarding team and has specific safeguarding duties. The Assistant Headteacher manages the student services team of which the PSA is a team member. The PSA is based in the Student Services office. The team comprises of 6 staff.

Person Specification

The person appointed must be numerate, accurate, well organised and possess very good communication skills. (S)he must be able to work on his/her own initiative and be capable of working as part of two small dedicated teams. The Student Services team and the Safeguarding team. This is an extremely busy and varied position and the ability to prioritise, work under pressure and make good decisions is crucial. This position calls for a person with a mature attitude who is positive, motivated, flexible and with experience of problem solving. An understanding of the importance and application of safeguarding procedures as well as experience of working with young people is crucial. The need for confidentiality is paramount in this position.

Salary

Salaries are payable on or about the 15th of each month. The current salary for this post is ME7, points 12 – 15, £25,578 - £26,985 per annum. Please note, however, that these figures are for a full-time post, whereas this position is term time only [a total of 39 weeks] and therefore you will be paid pro rata.

General Information

This position is subject to enhanced DBS disclosure.

The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

The position is subject to a six-month probationary period.

The main duties attached to the post are listed on the enclosed sheet.

Training will be given on the specialised software packages used at the school.

The post is superannuable with the option of a 6% contributory pension scheme.

The person appointed will be required to work throughout the school term time for 35 hours per week for 39 weeks p.a.

The hours of duty will be 8.00 am – 4.00 pm Monday to Friday with one hour a day for lunch. Flexibility will be necessary during certain times of the year.

On your supporting statement, please relate to the main duties on the job description, giving examples of your skills, abilities and experience.

Application forms to be returned to Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA or by email [rachel@ursulinehigh.merton.sch.uk] by **12.00 pm on Thursday 19th May 2022.**