



Pastoral Assistant (non-teaching)

Job details

Salary:	Canbury School pay scale
Contract type:	Part-time (term time)
Reporting to:	Assistant Head Pastoral and Head

Why Canbury School?

We do things differently at Canbury - because we understand that everyone is unique, as such we know that the manner in which we educate and support our students must also embrace those differences to ensure that we harness their individual talents.

If you thrive on seeing the opportunities in a situation, rather than the challenges, then we want to hear from you. We are seeking a talented individual with a 'can do' attitude. The pastoral aspects of the school are integral to our ethos and aims, and we pride ourselves on the provision we offer to students.

All staff here act, teach, foster and mentor in a way designed to bring out the very best in every one of our extraordinary students. We expect the utmost mutual respect from all, and working as part of a team is vital. You should be able to work constructively within a cohesive and busy school.

At Canbury, the students are genuinely at the heart of everything we do, and everybody goes the extra mile. It is, therefore, essential that you enjoy working for the benefit and enrichment of neurodiverse students.

Purpose of post

The purpose of the Pastoral Assistant is to provide essential support to the Assistant Head Pastoral and facilitate the smooth operation of pastoral initiatives within the school. This role is responsible for developing and implementing various pastoral initiatives collaboratively to enhance student well-being and inclusivity. You will also be involved in coordinating charity events, co-curricular activities, visitor programmes, and marketing materials for the school. The Pastoral Assistant contributes to a positive school environment that prioritises student wellbeing, fosters collaboration among staff and enhances the overall pastoral care experience for all our students.

Duties and responsibilities

Visitors and events

- In liaison with the nominated school charity prefect, devise and run the school's yearly charity events and speakers calendar

- In liaison with the Assistant Head Pastoral, devise and run the school's yearly pastoral speakers, visitors and events calendar
- In liaison with the Assistant Head Pastoral, support the administrative aspects of any pastoral school trips
- In liaison with the Assistant Head Pastoral, develop resources and activities to promote inclusivity and diversity awareness across the school

Co-curricular

- In liaison with the Assistant Head Pastoral, create the staff duties and homework club timetables
- In liaison with the Assistant Head Pastoral, oversee the administrative aspects of the co-curricular side of the school
- Support the Assistant Head Pastoral with any administrative tasks linked to the running of the school house system, which includes student rewards and house events

Marketing

- Lead on the creation of the weekly school newsletter
- Lead on the creation of the yearly Whole School Yearbook and leavers hoodies

Working with students

- Provide ad-hoc support to students in the Wellbeing Hub by giving time to listen to their concerns to enable students to feel valued and respected

Other responsibilities

- Provide general administrative support to the Assistant Head Pastoral
- Attend relevant meetings, such as pastoral team meetings and general staff meetings

Other Professional Requirements

- Support the aims and ethos of the school
- Attend and participate in Open Morning and all School Marketing events
- Set a good example to the students through personal presentation, professional conduct
- Assist in the overall raising of standards and achievements for students with SEND and SEMH through raising students' self-esteem, expectations and aspirations
- Support and implement the schools' policies and practices to promote positive student behaviour
- Work with and act upon guidance provided by colleagues and other professionals, such as Speech and Language Therapists and Educational Psychologists, among others
- Ensure compliance with all statutory Health and Safety requirements
- Be aware of and comply with policies and procedures relating to child protection and Safeguarding and all school policies including security, confidentiality and data protection, reporting all concerns to an appropriate person
- Cover for absent administrative colleagues when required
- Undertake other duties appropriate to the post as required by the Head and Assistant Head Pastoral that may be reasonably required from time to time.

Person specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade C/4 in English and Maths 	Degree level, for example Psychology, English, Journalism or Education.
Experience	<ul style="list-style-type: none"> Experience working with colleagues and external stakeholders (e.g. from external agencies) 	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health)
Skills and Knowledge	<ul style="list-style-type: none"> Excellent listening skills Effective written and verbal communication skills Good influencing skills Able to use IT systems Able to foster effective working relationships Safeguarding of children and young people 	
Personal Qualities	<ul style="list-style-type: none"> Patient and calm Wants to provide the best possible opportunities for all students Organised, good time management, proactive and self-motivated Upholds and promotes the ethos and values of the School Able to work under pressure and prioritise effectively Maintains confidentiality at all times Committed to safeguarding, equality, diversity and inclusion Sensitivity and wisdom in managing relationships with students, parents and staff Openness, sense of humour, energy and enthusiasm Willing to roll up your sleeves and help colleagues in a small school environment 	

This job description should be seen as enabling rather than restrictive; it is not to be regarded as exclusive or exhaustive, and does not form part of a contract of employment. It is an outline of the areas of activity

and responsibility of the role and, like all such documents, will be amended from time to time to reflect the changing needs of the School.

Benefits of working at Canbury School

- Knowledgeable and supportive colleagues
- High ratio of classroom support staff
- 34-week school year
- Maximum class sizes of 15
- Generous PPA time
- Good work/life balance - actively promoted
- SW London location with excellent transport links
- Salary on the Canbury independent school scale
- Defined Contribution pension scheme with flexible contributions
- Excellent CPD opportunities
- Employee Assistance Programme, which includes:
 - 24hr Health & Medical Information Service
 - Legal Advice Helpline
 - 24hr Counselling Helpline Service
- Free eye tests and flu vaccinations
- Cycle to Work scheme
- Each SLT member and teacher has their own school laptop
- Regular staff social events and clubs

Extra-Curricular Activities

All members of staff are asked to contribute to some areas of the extra-curriculum and, from time to time, to assist with one of our occasional evening events to help support events like the school production.

Staff Induction, Staff Review and Continuing Professional Development:

A full induction training programme is offered at the start of the first term and continues throughout the first year.

The School is committed to the continuing professional development of its staff, and there is an annual review procedure, conducted by a line manager.

We have a strong track record of staff development, with meaningful opportunities offered across the school and at various stages of career development.

Canbury School is committed to the proper safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Application process

Deadline for application: 30 April 2025 at 17.00

We reserve the right to hold interviews and appoint before the deadline.

Please return your completed application form to the Bursar at bursar@canburyschool.co.uk. CV will not be accepted.

Canbury School is committed to safeguarding and promoting the welfare of children, and this post is subject to child protection screening, including checks with past employers and an enhanced DBS check.