



PASTORAL SUPPORT ASSISTANT

GRADE 2 - Permanent

37 hours per week

£24,027 FTE

Term Time only

Codsall Middle School is a popular and friendly school with an excellent staff team, who work together closely and supportively. We wish to appoint a highly motivated member of staff to join our effective pastoral team as a Pastoral Support Assistant.

We are looking for someone who is:

- A great team player with good interpersonal skills
- Friendly, adaptable and approachable
- A calm individual who works well under pressure
- Knowledgeable about the safeguarding and wellbeing needs of pupils
- Enthusiastic and committed to giving the best to every child
- Someone with experience and skills well suited to the attached job description
- Qualified to administer first aid or willing to undergo appropriate training

We can offer you:

- A warm and welcoming atmosphere
- Children who are enthusiastic, keen to learn and demonstrate excellent behaviour
- A strong and supportive wider community
- A dedicated and motivated school staff
- Excellent professional development opportunities

We would like to invite you to visit our school website which should give you a sense of who we are and how we work. We look forward to hearing from you.

If you wish to visit the school please contact Wendy Griffin, Operations Manager, to arrange a mutually convenient time. Tel 01902 843177 or email wg@codsall-middle.staffs.sch.uk

Application packs are available to download below or via the school website and are returnable direct to the school – wg@codsall-middle.staffs.sch.uk

Please complete the application form and the recruitment monitoring form. An additional letter of application is optional. CVs are not accepted. Applications must be made electronically and sent to: wg@codsall-middle.staffs.sch.uk

Closing date: **Monday 31st March, 9am**

Interviews: To be confirmed

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Codsall Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

For further details, please contact Mrs. K Reade, Headteacher

Please email wg@codsall-middle.staffs.ch.uk your application, marked as Pastoral Assistant - CMS

Suitable candidates will be invited in for interview.