

Key Stage 3 Pastoral Support Officer**Required for May 2023**

Salary Grade:	SO1, points 23-25
Salary Range:	£33,351- £34,341 FTE per annum pro rata
Actual Salary:	£31,491 -£32,425 per annum
Working Hours:	Full Time, 36 hours per week, 40 weeks per year, Term Time Only, 8 am - 4pm (negotiable for the right candidate)
Contract:	Permanent

Highgate Wood School wishes to appoint a well-qualified, knowledgeable, resourceful, and flexible Key Stage 3 Pastoral Support Officer from May 2023. We are looking for individuals with a talent and enthusiasm for working with young people and achieving excellent outcomes. You must enjoy working in a busy, high paced and challenging role, but also have the ability to maintain an upbeat and optimistic presence withing the school environment.

The role will also require excellent communication and organisational skills and the ability to work flexibly withing our busy school environment. The post holder will need a good level of ICT competency and the ability to learn new skills where appropriate.

The successful candidate will have:

- The ability to develop positive and professional relationships with all stakeholders
- Knowledge of pastoral support and strategies
- Have knowledge of working in a school environment or similar
- Experience of using a variety of ICT systems and programmes

We can offer:

- A friendly work environment and a supportive leadership team
- Pension, Cycle scheme, Season ticket loan, Tech scheme, EAP
- Continuous CPD
- Happy and confident children who enjoy being at school
- A committed Governing Body and an inspirational Headteacher

Candidates are encouraged to visit the school by prior arrangement. Please contact Emily Issitt, Assistant Headteacher, at eis@hws.haringey.sch.uk for further information or a visit.

Closing date for applications: 9am on 17th April 2023

Interview date: W/C 24th April 2023

How to apply:

- To apply for this post, please visit our website for an application pack and form, <https://hws.haringey.sch.uk/about-us/join-us/vacancies/>
- Please note that CVs are not accepted in line with Safer Recruitment practices.

Highgate Wood School is committed to Safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. This post is subject to an enhanced DBS check. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating up to 4 continuous years with local government/schools. The starting salary will be calculated based on the individual circumstances of the successful candidate.