

Primary Behaviour and Pastoral Officer (Maternity Cover)

Pay Range: **SCP 8-13**

Hours: **37.5 per week: Monday to Friday 0800-1600, term time plus two inset days**

Approximate starting salary: **£25,992 (FTE) £20,539 (actual)**

Deadline: **8am Friday 10th January 2025**

Start Date: **February 2025**

We are seeking an exceptional candidate with the energy, passion and creativity to work as a Behaviour and Pastoral Officer in the Primary phase of our thriving All-Through school. This is a maternity cover (anticipated 1 year) for a February 2025 start, or as soon as possible thereafter.

CFS is a happy, collaborative and forward thinking school for 4-16 year olds, where the personal development of our pupils is just as important as the academic curriculum. In our recent Ofsted, inspectors observed that CFS is a vibrant, ambitious and inclusive school, where our respectful and friendly pupils are thriving and are well prepared for their adult lives. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and genuinely permeate all areas of school life. If you share our values and ideals, we strongly encourage you to find out more about CFS via a visit to the school or through our school website www.chichesterfreeschool.org.uk.

Whilst this is a Primary post, there is something extremely unique and special about working in an All-Through environment; the successful candidate will have the opportunity to work creatively with colleagues from both phases helping to develop a cohesive and truly progressive educational experience for all learners.

CFS follows national pay scales and the starting point within the range listed will be agreed on appointment with the successful candidate.

The School

CFS is now entering its second decade and is fully established in our state-of-the-art facilities on the Carmelite Convent Site on the Hunston Road in the south of Chichester. Our PAN is 60 in Primary, and 120 in Secondary; in almost all year groups we are oversubscribed with waiting lists. Due to demand, we have a bulge intake of Year 7 who started in September 2023, with over 150 pupils currently on roll in this year group.

The School joined Sussex Learning Trust in September 2023 – a move that we personally initiated through the desire to collaborate with a like-minded family of schools. The Trust is currently small and based in Haywards Heath; CFS are well placed to launch a new Chichester Hub of the Trust, which is really exciting.

As a Free School, we are the same as any other academy; we are both held and hold ourselves to the same exacting and rigorous standards as all state-funded schools. We follow the national curriculum, and are proud of our ambitious, inclusive and varied curriculum offer. Our pupils engage with SATs and GCSE assessments. In May 2024 we received a very strong full graded Ofsted Inspection – graded at least a strong Good in all areas and Outstanding in Personal Development. As a school we are now striving for excellence in all areas, and to achieve above average outcomes in both phases.

CFS is open to pupils of all abilities. We do not have a catchment area, thus ensuring the School is fair and inclusive. We take part in the West Sussex County Council (WSCC) admissions process. As a school we benefit from longer holidays, specifically at October half term, Christmas and during the summer.

Our Values and Vision



At CFS, we create a safe, inclusive, environment through our **culture of kindness** where we **nurture**, **challenge** and **inspire** all learners.

Our team of passionate educators, working with our **community**, offer a broad range of **opportunities** and **experiences through cultural capital**, alongside **excellent**, evidence based, teaching.

As a result, our young people develop a **love of learning** and are empowered to achieve accelerated **academic progress**, to find personal fulfilment and to become **resilient**, responsible **global citizens**.

The Team

Consisting of two classes per year group from EYFS to Year 6, the Primary team are a close, passionate, talented and fun-loving group. They have developed an exciting integrated curriculum, with strong foundations in English and Maths. Our collaborative approach to planning, and our supportive staff team lead to strong outcomes and high aspirations for every child. The successful candidate will be joining a forward thinking, highly effective and happy Primary team.

The Role

The successful candidate will offer both reactive and proactive support to help maintain high standards of behaviour, and support with pastoral needs throughout the Primary phase. They will establish productive working relationships with pupils and acting as a role model and oversee the use of CPOMS and SIMS (behaviour monitoring) in the Primary phase, working directly with the School's DSLs.

Key accountabilities include:

- Be a consistent presence in the Primary phase, supporting class teachers and the Senior Leadership Team with any pastoral or behavioural matters.
- Develop and implement targeted behaviour plans to support pupils in their learning and encourage positive attitudes and behaviours
- Assist staff with the development and implementation of individual Education/ Behavioural/ Support/ Mentoring plans and behaviour management strategies
- Work with individuals, groups of children and parents where necessary, to implement actions or recommendations from TAC process and school leaders
- Mentor and support vulnerable pupils or those who are struggling to access the full curriculum, working with other staff (e.g. ELSA, LSA and 1:1 team) to find alternative ways for pupils to engage with their learning (including the use of Tree House)
- Ensure the smooth transition for pupils into Key Stage 3 and embrace whole school strategies and cross phase working to help further develop our 'All Through' approach
- Develop friendly but professional relationships with parents and carers
- Support the School admin team with matters relating to attendance and inclusion to ensure an efficient service to everyone in our school community
- Regularly share praise information with all primary staff, and action praise communication with parents.
- Complete miscellaneous duties with regard to Primary events and functions, including sending out invitations, tickets
- Support the main office in liaising with the primary phase (including collecting/returning pupils and/or passing on messages)
- Support the use of CPOMS and SIMs to log/monitor behaviour and pastoral concerns.

All staff at CFS commit to fully contributing to the ethos and life of the School in and outside the classroom.

CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Executive Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

The Recruitment Process

For further information and an informal discussion about this post, please do not hesitate to contact us via recruitment@chichesterfreeschool.org.uk or on **01243 792690**.

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to recruitment@chichesterfreeschool.org.uk by **8am, Friday 10th January 2025**.

Early applications are encouraged, and we reserve the right to interview and appoint prior to this deadline.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.

Person Specification

Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate	Essential
Ability to relate well to children and young people, remaining calm in situations that may be challenging, seeking appropriate solution for all	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	Essential
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
Excellent written and spoken English	Essential

Knowledge Base

An understanding of basic first aid and medical procedures	Desirable
A clear understanding of behaviour management strategies and methods that can be used to engage pupils with a greater level of need	Essential
Good knowledge of computer systems used to hold information in school settings	Desirable

Qualifications/Attainment

GCSE maths and English (or equivalent)	Essential
Experience of SIMs / CPOMS	Desirable

Experience

Some experience of working in a school environment	Essential
Some experience of pastoral care and pupil management	Essential

Attitude/approach

A sensitivity to the needs of young people	Essential
Adaptable and patient	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience and creativity	Essential
A willingness to give generously of their time to support school events and activities	Essential
Commitment to personal development and lifelong learning	Essential
Ability to enthuse young people	Essential
Enthusiasm for promotion of the School	Essential
Tact and diplomacy	Essential
Approachable and helpful attitude towards colleagues	Essential
A person who is able to command respect from students	Essential
Commitment to an 'all-through-school' approach to learning	Essential