



Hitchin Boys' School

Head Teacher: Mr T E Bennett BA (ED)
Grammar School Walk, Hitchin, Herts SG5 1JB



PASTORAL SUPPORT WORKER



32.5 hours/week 8:30am - 3:30pm
Monday to Friday, Term Time only
Grade: H3.5 (FTE £23,500)
Actual Starting Salary £17,260

Hitchin Boys' School (HBS) is an outstanding and over-subscribed comprehensive school with a mixed sixth form, which forms part of the highly successful Hitchin Schools' Consortium. Located in the historic and picturesque market town of Hitchin in North Hertfordshire it is conveniently located 25 minutes from London by train and close to the A1(M) and M1.

We are now seeking an enthusiastic Pastoral Support Worker to join our school as part of our outstanding team of support workers.

The work involves supporting individual and small groups of students both in terms of personal development and in careers awareness. The job is highly varied, very active and offers the potential for further development.

No previous experience is required but applicants should be able to communicate information and ideas effectively to a range of audiences. Applications from those wishing to contribute to other aspects of school life outside the classroom are particularly welcome.

Key responsibilities include:

- support individual and/or small groups of students who require emotional care and support as directed by the Pastoral Analysis and Interventions Manager (PAIM) and Deputy Headteacher.
- investigate student issues as appropriate and to ensure there are effective outcomes.
- provide effective mentoring/coaching for individuals and small groups of students.
- liaise with external agencies where students have additional support.
- support the Heads of Year/Heads of Key Stage with the administration of behaviour management systems and administration of sanctions.
- communicate with parents regarding pastoral issues where appropriate.

Person Specification:

- good written and excellent oral communication skills
- prior experience of office-based IT systems (MS Office and ideally Google Drive)
- quick to pick up new software and apps
- able to work on own initiative and organise own workload.
- a positive and enthusiastic outlook is essential as is a willingness to learn and get involved in all aspects of the school.

What can HBS offer you?

- The opportunity to work in a secure, supportive environment.
- SLT commitment to supporting the mental, physical & emotional wellbeing of staff/students.
- A school with great traditions, excellent reputation but with a modern outlook.
- A campus that combines state of the art facilities with historic Grade II listed buildings.

Applications should be submitted via [My New Term](#)

Previous applicants need not apply.

Application deadline: 9:00am, Friday 18th October 2024

Interviews: w/c 21st October

Candidates are encouraged to submit their applications as soon as possible as we reserve the right to close this advert early if a suitable candidate is identified

HBS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be carried out for all posts.

HBS welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.