

st Chris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

“

A dynamic and rewarding place to work.

”

SEMH Pastoral Assistant

35 Hours per week,
term time 36 weeks of the year

Apply by 12.00pm on 17 May 2024

Hello! Thank you for taking an interest in our SEMH Pastoral Assistant role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



SEMH Pastoral Assistant

Salary

FTE £24,246 – £25,605 (actual £18,348 – £19,377, point 21 – 23 professional Services salary scale) dependent on skills and experience.

Contract

Monday – Friday 08:30 – 16:00
35 hours per week, term time for 36 weeks per year.

Location

On-site, Letchworth Garden City
Hertfordshire

Life at **stChris**

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 550 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

The SEMH Pastoral Assistant plays a pivotal role in supporting the social, emotional, and mental health needs of students. This involves collaborating with school teams and external services to ensure a comprehensive approach to student support. They will support training of staff, develop personalised support plans, run and monitor the impact of interventions to ensure effectiveness. Additionally, this role includes engaging with parents, facilitating open communication to support students' wellbeing. The role also entails facilitating inclusive activities to promote a sense of belonging among students and fostering a nurturing environment for students' holistic wellbeing and academic success.

The post holder will also take a role in monitoring the Mulberry Building, our pastoral hub, and at times in recording and following up on student attendance.

Line Management Responsibility

This role will have no line management responsibility and will report to the Assistant Head Pastoral.



Respect is at the core of how the staff treat each other, and how students and staff talk to each other. It's been fun to be at a school that has that ethos.

Flora, Head of History (maternity)

What will the SEMH Pastoral Assistant do?

Here's an overview of the SEMH Pastoral Assistant's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

- To support early identification of students showing signs of SEMH challenges throughout the Senior School
- To support staff in teaching students who have been identified with SEMH needs, to raise awareness and develop the confidence of staff in meeting these students' needs in the classroom
- To work alongside the School's Director of Individual Needs, Pastoral team, safeguarding team and members of teaching staff in coordinating support for students who present with SEMH difficulties
- To keep up to date knowledge of local services supporting students with SEMH challenges and assisting in the triage and referral for students to support services
- To support the delivery of training and resources on SEMH for staff
- To assist in the monitoring and record keeping of students who have SEMH challenges and the creation of support plans
- To be the key 'go to' person for a designated group of students identified as having SEMH challenges
- Establish therapeutic relationships with students, and interact with them according to their SEMH needs
- To support students with SEMH needs in developing resilience, raising self-esteem and increasing independence
- To develop own expertise in supporting students with complex SEMH needs by working collaboratively with internal and external professionals
- To plan and deliver appropriate small group and individual interventions/booster groups for students with SEMH needs
- Engage positively with parents to develop home/school relationships by providing support and advice to families



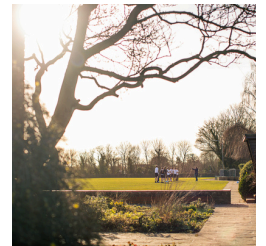
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- Support the identification of students with SEMH by completing questionnaires, gathering evidence, and conducting observations of students suspected of having SEMH
- To monitor the impact of any interventions, reporting this regularly to the Director of Individual Needs
- To accompany students with SEMH on trips and activities, as required
- Act as a link person to outside agencies and specialist services for SEMH students.
- To assist in the day to day running of the Mulberry building (pastoral hub)
- To assist with attendance and record keeping as required.

Additional Duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures
- Ensure the highest degree of confidentiality and data protection of all material.

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their manager.





stChris

Person Specification



Qualifications, training and experience

- Maths and English GCSE or equivalent
- Previous experience working with children or young people in a pastoral or support role, particularly those with social, emotional, and mental health needs
- Experience implementing behaviour strategies, therapeutic interventions, or social skills programs within an educational setting.
- Experience working with students with autistic spectrum disorder.

Skills and abilities

- Excellent communication with the ability to build rapport and establish positive relationships with students, parents, and colleagues.
- Strong understanding of social, emotional, and mental health issues affecting young people, along with knowledge of relevant support strategies and interventions.
- Effective problem solving abilities, with the capacity to assess situations quickly and implement appropriate responses, particularly in crisis situations.
- Organisational skills and the ability to manage multiple tasks and priorities effectively, while maintaining attention to detail and accuracy.
- Empathy, patience, and resilience, with a genuine passion for supporting the well-being and development of young people.
- Commitment to safeguarding and promoting the welfare of children.

Benefits of Working at St Chris

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At St Chris, I have the opportunity and autonomy that I've always longed for.

Maddie, Marketing & Communications Manager



Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

St Chris is a lot of things, all at the same time.

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

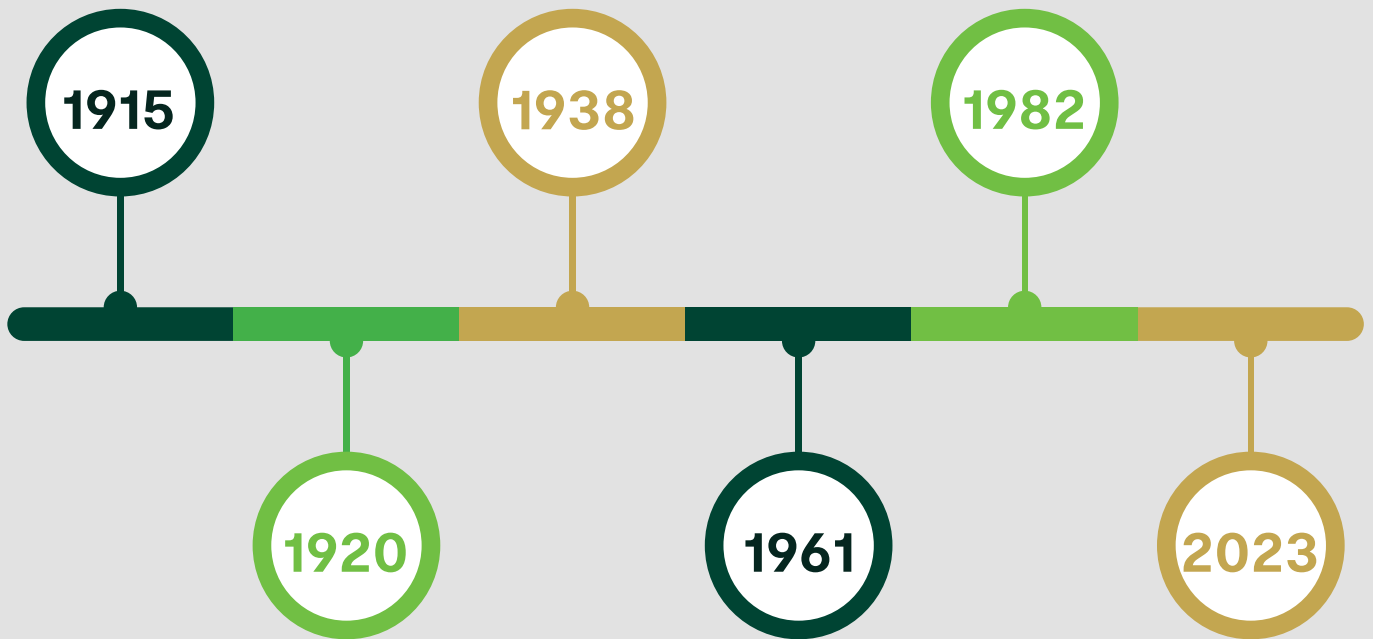
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Alistair Phillips, Assistant Head (Pastoral) at 01462 650962.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

The closing date for applications for this role is 12.00pm on 17 May 2024, Interviews will take place on 22 May 2024.