



WESTCLIFF HIGH SCHOOL FOR GIRLS

Kenilworth Gardens
Westcliff-On-Sea,
Essex, SS0 0BS
Tel. 01702 476026
e-mail vacancies@whsg.info

Roll: 1123 (344 in Sixth Form)

PASTORAL SUPPORT CO-ORDINATOR (SIXTH FORM)

Salary in the range Band 3 (M) Point 17 – 21 (£16,257 - £18,422 actual)

8.00 am – 4.00 pm Monday to Friday during school term time plus 5 INSET days plus 10 days during exam results period.

Payment will also be made for an additional 5 days to cover a variety of evening events throughout the year (42 weeks plus 5.7 weeks holiday pay).

Required to start as soon as possible; a committed individual to work with the Assistant Headteacher (Head of Sixth Form) for the day-to-day pastoral support of our pupils. Specific responsibilities include being the initial point of contact for parents of pupils in Years 12 & 13 and identifying those pupils who need guidance and support; creating systems to ensure that those pupils make progress; the post includes some administration responsibilities.

Excellent communication skills, good word-processing skills and proven experience as a Teaching or Learning Support Assistant would be useful.

Pay progression may be possible through the Performance Management process

Westcliff High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure via the DBS which meets the requirements of the school.

For further details and an electronic application pack, please visit our website www.whsg.info and link to Vacancies

Closing date: Wednesday 15th November 2017, noon