



**HARTFORD**  
CHURCH OF ENGLAND  
**HIGH SCHOOL**

**PASTORAL TEACHING ASSISTANT—  
THRIVE  
APPLICANT PACK**

**MAY 2025**

# INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the role of Pastoral Teaching Assistant – THRIVE at Hartford Church of England High School. Hartford Church of England High School recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing opportunities for all students to succeed. Moreover, we recognise the need to offer the type of provision that allows some students to achieve their potential outside of what is accessible in the mainstream classroom. To facilitate this individual learning pathway, Hartford Church of England High School has developed its own Internal Alternative Provision; THRIVE (Together, Happy, Ready, Inclusive, Valuing Education).

This new position of Pastoral Teaching Assistant – THRIVE is an integral role in maintaining a consistent and calm learning environment for all students within our Internal Alternative Provision. The role is key to ensuring students feel valued and supported and is also fundamental in the safeguarding of students while on school site. We are looking for a highly motivated, proactive and professional individual, with a passion for supporting young people. The successful candidate will be a key source of support for all students within THRIVE - intervening where students are making poor behaviour choices and ensuring that wherever possible, students are in their lessons learning. This role is pivotal in the development of Alternative Provision at Hartford Church of England High School.

If you believe that you have the skills and attributes to be the Teaching Assistant – THRIVE at Hartford Church of England High School, then this is the job for you!

Rachel Pickerill

Headteacher

## **THRIVE – Our Vision and Values**

At THRIVE, our mission is to create a nurturing and inclusive environment, grounded in our shared set of Christian values of love and truth. THRIVE is a place where every student feels valued, happy and supported. We strive to inspire achievement across all areas – academically, socially and emotionally – while also fostering growth in character.

By working together as a community, we build trust, respect and a shared sense of purpose. Our goal is to prepare students, not only for academic success, but for life beyond school – equipping them with the confidence, skills and mindset to embrace new challenges and contribute positively to society.

With love and truth at the heart of all we do, we work together to foster a culture that values education and empowers each individual to succeed.

**‘Together, Happy, Ready, Inclusively Valuing Education’**



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

## KEY INFORMATION

**Job role:** Pastoral Teaching Assistant—THRIVE

**Starting Date:** As soon as possible

**Salary:** Grade 5 SCP 6 – SCP 11 £25,183 - £27,269 pro-rata (Actual Salary Payable £21,729 - £23,528 per annum)

**Contract Details:** 37 Hours per week, 39 weeks per year (term time plus 5 INSET days). Working hours 8:00am – 4:00pm Monday and Thursday and 8:00am – 3:30pm Friday.

**Closing Date:** 9am Monday 2nd June 2025

**Interviews:** week commencing 2nd June 2025

**How to Apply:** Applications only accepted on completed school application forms and they should be sent to [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk).



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

## JOB DESCRIPTION

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role. In essence, the role of Pastoral Teaching Assistant: THRIVE at Hartford Church of England High School in accordance with the job title Teaching Assistant: AAAE5052 is to:

1. Using acquired skills, support and deliver learning activities by contributing to the development of strong attitudes to learning across the provision, which facilitate effective teaching and learning.
2. Provide input into the planning and delivery of interventions for students within our THRIVE provision.
3. Establish positive working relationships with students and their families, to encourage and motivate students and support the development of self-esteem and independence
4. Work alongside the THRIVE team to monitor the students regularly requiring intervention during lesson time, identifying and supporting their individual needs.
5. Promote the inclusion and acceptance of all students by encouraging positive student behaviour and dealing promptly with incidents of negative and/or challenging behaviour, in line with the schools Behaviour and Attitudes Policy.
6. Work alongside the THRIVE team to contribute to the development of Student Passports, Behaviour Support Plans and Risk Assessments for individual students.
7. Where appropriate, liaise with parents and carers regarding students' wellbeing, progress and attitude to learning. Utilise behaviour data and log behaviour interventions on Arbor, the school's MIS system, to ensure that the school's information systems are maintained.
8. Work alongside the THRIVE team in safeguarding students' mental and physical wellbeing through the reporting of any observations on CPOMs and liaising with key colleagues.
9. Work alongside the THRIVE team to celebrate the successes of students who attend the THRIVE provision, including attending school trips.
10. Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of students work. Ensure a safe learning environment by keeping the classrooms tidy and comply with relevant health and safety requirements.
11. Attend whole staff and THRIVE staff meetings and participate in staff training where appropriate.
12. To be a first aider for the school.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

## HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Teaching Assistant – (Secondary School)</b>	<b>JOB REF NO</b>	<b>AAAE5052</b>
------------------	--	-------------------	-----------------

#### BASIC JOB PURPOSE

To support the teaching staff and work with other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school.

	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.
<b>2</b>	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
<b>3</b>	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
<b>4</b>	Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
<b>5</b>	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' <u>well being</u> .
<b>6</b>	Record pupil information as specified by the teaching staff/line manager to ensure that schools' information systems are maintained.
<b>7</b>	Attend to the personal and physical needs of pupils so that their <u>well being</u> is maintained.
<b>8</b>	Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
<b>9</b>	Display and present the pupils' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
<b>10</b>	Attend staff and other meetings and participate in staff training development work and staff reviews as required
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

# PERSON SPECIFICATION

## Receptionist - Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>Existing holder of a first-aid qualification or be willing to undertake First Aid Training</li> </ul>	<ul style="list-style-type: none"> <li>Teaching Assistant qualification</li> <li>Evidence of recent training</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certificates</li> <li>References</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Record of experience with children with SEMH and challenging behaviour.</li> <li>An understanding of classroom routines and the needs of students who struggle to meet the expectations of a learning environment.</li> <li>Experience of working with children 1:1 in small groups</li> <li>Experience of working in a similar post.</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of Child Protection, Health and Safety and care legislation.</li> <li>De-escalation training.</li> <li>Experience of providing input into the planning and delivery of interventions.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
Special Aptitudes	<ul style="list-style-type: none"> <li>Excellent literacy and numeracy skills</li> <li>Have a genuine interest in supporting young people.</li> <li>Adaptability</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with students with learning needs arising from social communication, social interaction and pathological demand avoidance.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>Professional</li> <li>Ability to defuse difficult situations</li> <li>Confidentiality and discretion</li> <li>Strong communication skills</li> <li>Good sense of humour</li> <li>Proactive</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

# OUR SCHOOL VALUES

## H

### HAPPY

Showing respect to one another.  
Looking after our mental and  
physical wellbeing.

## A

### ACHIEVING

Working towards our goals,  
both academic and extra-  
curricular. Showing resilience  
and not being afraid to fail.

## R

### READY

Being punctual, equipped  
and ready to learn every  
day. Wearing our uniform  
with pride.

## T

### TOGETHER

Working together in all  
things - building a school  
family characterised by  
tolerance and kindness.

## LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they  
may see your good deeds and glorify your Father in heaven."

*John 15:12 and Matthew 5:16*



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL