



Chislehurst
& Sidcup
GRAMMAR SCHOOL



Helping the learners of today become the leaders of tomorrow



Key Stage 4 Pastoral Support Assistant Recruitment Pack



Dear Applicant,

Thank you for your interest in the position of KS4 Pastoral Support Assistant at Chislehurst & Sidcup Grammar School. This is a fantastic opportunity for a passionate and organised individual to work with our Heads of Learning by supporting them in their work with students and parents/carers.

Chislehurst & Sidcup Grammar School is one of the top performing grammar schools in the South East, based in the London suburb of Sidcup. We are a heavily oversubscribed mixed selective school where students excel, with many going on to Oxbridge or other Russell Group universities.

My vision for this School is to make Chislehurst and Sidcup Grammar School the very best place for a young person to grow up. To achieve this, it is essential that I meet three key targets.

Firstly, to ensure that all students are safe and feel safe at all times. Safeguarding is a priority at this school. Secondly that students are happy and ready to learn. Finally, that all students maximise their academic potential to enable them all to achieve their goals in life. Clear and committed professional advice and guidance is part of daily life for the students on their individual pathways to their chosen university, apprenticeships or employment.

If our vision is one you share then please do read on. We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Chislehurst & Sidcup Grammar School soon.

Nigel Walker, Headteacher





Our school

The school opened in the Autumn Term of 1931 and has been at three different sites since then. CSGS has been at the current site for over fifty years and has undergone considerable building development, ensuring that we have purpose-built buildings for Art and Design, Performance and Sixth Form study. There has also been the development of sporting facilities with flood lit netball courts and full gym equipment (which staff are able to use after school).

CSGS aims to educate and prepare for life, able students from all backgrounds. This mission is dynamically carried forward within a caring, happy and supportive community. We look to develop the character of our students focusing on resilience, intellectual curiosity, courage, creativity, commitment, responsibility, gratitude and compassion. The ingrained idea of excellence in school life allows students to reach the highest academic, sporting, cultural and aesthetic standards.

The special quality of learning in the classroom is equally matched by the richness of teaching that students experience. We aim to help our students to leave the school fully prepared for the future ahead of them and, as our school motto states, we believe that 'from hard work character grows'. *Abeunt studia mores.*

Whilst healthy academic competition is central to the CSGS ethos, there are also many opportunities for students to enter into the wider life of the school. Service to the school and community is enthusiastically performed and high levels of leadership and responsibility are actively taken on by students at all levels. There is a supreme belief that building CSGS's tradition of excellence comes not from dwelling on yesterday's successes but performing tomorrow's tasks.

Take a tour of our school. <https://virtuelschooltour.co.uk/chisandsidgrammar/>





Why join the staff of Chislehurst and Sidcup Grammar School?

Academic success



CSGS is one of four grammar schools in Bexley and as such our students all pass an entrance examination in order to attend the school. Our results reflect both the hard work of the students and the teachers with the GCSE results for 2024 giving us a Progress 8 score of 0.82 and our A level students continuing to move on to top institutions.

The focus on the academic progress that the students make in the school is evident from the school's priority to ensure that the academic and pastoral support is on offer with the role of Head of Learning for each year group and a Learning Manager to provide a key link with parents.





Continuing Professional Development

As well as outstanding students who are keen to learn we look to have a happy staff who are able to develop professionally.

We offer an internal CPD programme that is personalised for a teacher's needs and considers the needs and wants of the teaching staff. There is a clear focus on Teaching and Learning with staff delivering thoughtful and thought-provoking sessions that always include opportunities for sharing of good practice and working together collaboratively. This sharing of good practice is encouraged further through all teaching staff being given time to visit another school to share ideas which can be brought back to their curriculum areas. There is also a specific training programme for any Early Career Teachers.

All new staff are also given a mentor to enable them to have a member of staff that they can go to for any additional support or questions that they may have as well as a member of the Senior Leadership Team being responsible for the Induction of New Staff. Working parties have also been used when staff are looking to develop a key issue.

Wellbeing

It is of vital importance to us that our staff are happy and enjoy coming to work. In order to enhance this, we offer wellbeing sessions where staff have the opportunity to learn a new skill and spend time with other staff. Staff here at CSGS are also a close community with free gym access to onsite facilities. The staff society also organise a Christmas party every year.

Our continued commitment to the wellbeing of our staff and students is further evidenced by achieving a Wellbeing Award for the support of the wellbeing of our staff and students.

We offer a comprehensive Wellbeing employee assistance programme 24/7.



Additional benefits

Further to this, we offer a competitive pay and pension scheme and to support parents we offer a priority to children of members of staff to join this school (subject to passing the 11+ examinations). All staff will also receive a tailored induction programme as well as a professional development scheme (as mentioned above) with the possibility of funding for additional qualifications. We offer discounted local gym membership (in addition to free use of our on-site facilities), free car parking on site, cycle to work and on-site dining with superb food.





Job Description

The role: Key Stage 4 Head of Learning Pastoral Support Assistant

Start date: September 2026

Salary: Bexley 06.1-06.4 (£30,288 - £31,611) FTE per annum. Actual £25,383 - £26,492 per annum

Contract: Part Time, Permanent

Hours: 36 hours per week, Term Time Only (Monday - Friday)

PURPOSE

To provide support for the Heads of Learning in tracking the progress of students and supporting their behavioural, emotional and social needs.

REPORTING TO Office Manager

HOURS: Term Time Only

Main activities:

Assisting Heads of Learning by supporting them in their work with students and parents/carers. The duties include:

- To provide support for students whose challenging behaviour or personal circumstances impact on their learning and the learning of others
- To reinforce school procedures and enforce actions for student behaviour
- Monitor student lateness
- Facilitate report cards for students and support HoL in monitoring progress of students on report
- Liaise with HOLs/CLs with regards to student intervention classes. Encourage attendance and escort students to intervention classes when needed
- Attend/lead meetings with parents/carers out of hours when required
- Supervise students on trips. Escort students with SEND when required
- Attend and contribute to Student Support meetings. Take a lead on cases when required. Liaise with outside agencies. Take professional lead when required on CAF cases
- Organise and deliver KS4 transition support classes and liaise with HOLs to compile cohorts
- Organise and deliver KS4 self-esteem classes and liaise with HOLs / SENCo to compile cohorts
- In HOL's absence, assist SLT attached in the organisation and the smooth running of the year group
- Issue of daily reports, as and when required by the Head of Learning and/or SLT
- Monitoring of students on report
- Assisting with behaviour management support
- Provide cover supervision for allocated classes when necessary
- Liaise/inform parent/carer of C4 sanctions and record information
- To have Level 3 safeguarding training and support the safeguarding team



Establishing supportive relationships with identified students

- To encourage acceptance and inclusion of supported students in all aspects of school life
- To assist in the school's methods of promoting/reinforcing students' self-esteem
- Where appropriate, to develop relationships to foster links between home and school
- To emotionally support students as and when required
- To work with individual students to monitor their progress towards agreed goals and targets
- To develop a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students
- To work in a variety of ways to support, motivate and challenge students to raise self-confidence. These may include support in class, one to one counselling, helping individuals and groups with work and developing skills, as well as developing and implementing Individual Action Plans
- To keep a detailed monitoring and progress record for specified students and to make these available to the relevant Head of Learning, Assistant Headteacher
- Work with Heads of Learning in assemblies
- Provide frequent pick up for students who need social & emotional support

A wide range of administrative tasks

- Assisting in the compiling of pupil incident reports and paperwork regarding behaviour incidents
- Reminding students of detentions
- Arranging and being present at post exclusion meetings, when required
- Monitoring reports and data input
- Supporting the induction of new students throughout the year including preparing for the initial meeting with the child and parent/carer
- Filing and retrieval of students' files
- Assist in completion of paperwork for group events/trips relevant to the year

General Duties

- To keep abreast of appropriate new developments and initiatives relevant to the service
- To liaise, advise and consult with other members of staff as and when required
- To attend regular meetings to support students and families
- To help supervise students who are internally excluded, when required
- To attend relevant INSET, induction and professional training
- To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately
- To attend regular meetings such as annual reviews, support plans, etc. when required
- Be qualified first aid trained and administer when necessary.
- Any other reasonable activities e.g exam invigilation as and when required



The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.



Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> 5 GCSEs A* to C (or equivalent) including English and Maths 	
EXPERIENCE , SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> Strong literacy, numeracy, ICT (i.e., MS Word), and communication skills Experience of working in an office environment orientated towards public and in-house needs Maintaining office systems (electronic and paper based) Evidence of strong organisational and record keeping skills Good understanding of office and school health and safety requirements Appropriate first aid training (or willingness to be trained) 	<ul style="list-style-type: none"> Previous School Office experience Proficient in use of SIMS, MS Excel and Outlook Experience of working with students from KS3 to 5
PERSONAL QUALITIES	<ul style="list-style-type: none"> Ability to quickly build a rapport with students, parents and staff as well as initiate ways to support young people Work effectively as part of a team, and under the direction of different staff members Able to command respect from colleagues Able to relate to pupils and their learning and support needs Broad knowledge and common sense approach Ability to prioritise your work and frequently multi-task 	
SAFEGUARDING	<ul style="list-style-type: none"> Suitable to work with children. All positions subject to a satisfactory enhanced DBS disclosure. Knowledge of relevant and up to date safeguarding procedures 	



How to apply

Further details together are available either from the school website www.csgrammar.com (Vacancies) or by emailing csgshr@csgrammar.com. Please complete your application form via www.TES.com. Applications will be considered on receipt and interviews may occur at any stage.

If you have any questions, please contact csgshr@csgrammar.com

References

Please note that it is our practice to take up references before shortlisting for interview. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your current/most recent employer. References from relatives or friends are not acceptable.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

CSGS is an Equal Opportunity Employer. We do not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity or sexual orientation.

We are fully inclusive and actively promote equality of opportunity for all. We welcome all applicants from a wide range of candidates.

Selection for roles will be based on individual merit alone.

How to find us

The school is located within a 5-minute walk from Sidcup train station which provides a quick connection to London, has local bus services and is close to both the A2 and M25.

<https://www.google.co.uk/maps/dir//Chislehurst+%26+Sidcup+Grammar+School%2CDA15+9AG>