



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

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Details about the post: Pastoral Assistant	
Salary:	Grade C, Actual Salary £16,610 to £17,494 p.a. Full time Equivalent: £18,933 to £19,941 p.a.
Contract Type:	Permanent, 37 hours per week. Term-time only plus one week (40 weeks) Working pattern: 8.15 am to 4.15pm Monday to Thursday 8.15am to 3.45pm Friday
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	September 2021 (earlier start date possible).
Terms and conditions:	
School statement:	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
School statement:	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with students and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will, wherever possible, make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	<p>Please email your completed application form to recruitment@portchester.hants.sch.uk by noon on 1 July 2021. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch with the title: 'Confidential - equality monitoring form'.</p> <p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk</p>
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	Fully completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps.
6	Proof of academic and professional qualifications.
7	Occupational Health check.
8	Professional character references.

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.