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MIDDLE SCHOOL PROCTOR, (Year 10 and 11)

THE POST:

The position is for a full time, Middle School Proctor to work around 35 hours per week, during term time, in a strong and vibrant Boys' Senior School. This is a role for someone who has a passion for finishing the job and a commitment to the welfare of pupils, rather than rigid adherence to specified work times.

THE SCHOOL:

With 2,300 students on site, Bolton School is one of the largest independent day schools in the country. It is situated a mile or so from the town centre in a pleasant wooded campus, surrounded by 32 acres of playing fields. Two adjoining and similar buildings, now attached by a recently constructed, state of the art sixth form centre house the Boys' and Girls' Senior Schools, each under a separate Head and each providing a traditional academic education from the age of 11 years. There are also separate Junior Departments for boys and girls from the age of 7 and a coeducational Infant School and Nursery.

Entry to the Junior and Senior Schools is by competitive testing and interview. Interest in the School remains very strong and numbers have increased in the senior school in recent years. Bolton School selects on academic ability, with around three applications per place in the Boys' Division.

The school, serving a wide area of the North West through over 20 coach routes, has for many years offered some form of fee assistance to a substantial proportion of its pupils. The school prides itself not only on its academic tradition, but on the immense range of other activities which are vigorously pursued both in and beyond the school day.

THE POST

We hope to appoint somebody who will be able to demonstrate outstanding pastoral care for our pupils and have the skills to be able to support teaching and learning both in and out of the classroom. In return, we offer the chance to work with wonderful children in facilities unrivalled in the north of England and the opportunity to be part of a high achieving and professional team.

APPLICATIONS:

We ask candidates to apply online for the position via the School's website at: <http://www.boltonschool.org/i-am-looking-for/vacancies-support-roles/>

The closing date for applications is 12 noon on Friday 16 August 2019. Interviews will be held w/c Monday 19 August 2019.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved and we are sure that you will find it to be a fulfilling place to work. We look forward to receiving your application.

A handwritten signature in black ink, appearing to read "Philip Britton".

Philip Britton
MBE, MA, MEd, FInstP
Headmaster



MIDDLE SCHOOL PROCTOR

The role of the Proctor is to support the work of the Head of Middle School across the whole range of functions related to pupil welfare and pastoral development. They are responsible to the Head of Middle School and work, together with the Lower School Proctor, under the overall direction of the Deputy Head (Pastoral).

The lower school and middle school proctors work as a team and whilst they have a focus on their particular year groups day to day they share the workload between the two posts across all year groups. The role will evolve in the first year as a new system of pastoral support becomes settled. The successful post holder will be able both to adapt to and to initiate those developments. Some flexibility with working hours will be required from time to time.

Key responsibilities:

1. Student Support including:

- Supporting students in their learning; encourage positive attitudes and behaviour, with their presence around school and specific interventions with pupils within class, outside class and during study time;
- Support and advise teachers and departments in relation to behaviour and learning of individuals and groups of students;
- Liaise with the Welfare Room and Learning Support staff regarding student concerns;
- Contribute to the support, guidance and counselling of students;
- Coordinate 'Student Voice' within the Middle School in conjunction with the Head of Section; facilitate the work of the student council;
- Work closely with the teachers and Learning Support department to identify barriers to achievement; guide Form Tutors in the implementation of intervention and support strategies to overcome those barriers;
- Lead and/or assist in the initiatives to improve attainment and progress of students identified as underachieving and/or failing to meet targets;
- Take a lead in the review of specific tutor groups in relation to achievement and behaviour;
- To coordinate friendship group support and initiatives for students who lack those social skills
- Review and implement personalised curricula for students who are struggling;
- Provide necessary information for Form Tutors and teachers regarding the implications of any personalised curricula.
- Manage the practical arrangements around those pupils on Internal Suspensions.
- Supporting pupils in their full engagement with the school through the Extra Curricular activities.
- To carry out basic first aid (following training).

2. Responsibility for promoting good behaviour and standards, including:

- Assist in managing the behaviour of the Year Group, taking detentions and establishing and implementing other sanctions as appropriate;
- Uphold standards within the School regarding appearance, uniform, equipment and behaviour and promote, through actions and personal conduct the ethos of the school

- Be available for students during break and lunch periods (requiring the Job Holder to have their lunch before 1:00 p.m.); take a full part in the lunch time supervision rota.

3. Pastoral Administration and Monitoring, including:

- Monitor student punctuality and attendance, liaising with Form Tutors and Heads of Year as necessary;
- Play a role in the daily attendance check and follow up with parents / guardians.
- Keeping records of welfare and behavioural information on the school management system promptly and accurately.

4. External and Internal Communication and Liaison, including:

- Contribute to a positive team ethos with the Head of Middle School, Heads of Year and Form Tutors in support of their pastoral work;
- Attendance at information evenings and Parents Evenings as appropriate to meet and liaise with parents.
- Ensure that Heads of Year are kept updated on matters pertaining to the Year Group;
- Demonstrate knowledge of confidentiality and information exchange protocols within the School and between the School and agencies;
- Communicate pastoral concerns to relevant teaching staff sensitively and appropriately;
- Provide ongoing information/reports for outside agencies on students (e.g. CAMHS, CAFCASS, Children's Services);
- Encourage and develop parental relationships with the School, and with outside agencies where appropriate;
- Be on call and available to students (and parents) in the Year Group throughout the day as part of a rota of front line pastoral contact staff;
- Facilitate the transfer and induction of students to and from other schools;
- Take notes and action points at tutors' meetings and other pastoral meetings.



TERMS AND CONDITIONS

MIDDLE SCHOOL PROCTOR

SENIOR BOYS' DIVISION

SALARY

The full time equivalent salary is expected to be between £20,000 and £25,000 dependent on experience. Pro rata this will equate to between £15,400 and £19,300 per annum.

HOURS OF WORK

Around 35 hours per week, between Monday and Friday, during term time. Term time work will be for 175 days per year, and will include Inset Days and the Entrance Testing Day. Where term time is less than 175 days, the additional days will be worked during the holidays by arrangement with the Head of Middle School. The hours of attendance will be discussed at interview and some flexibility within the school day will be considered, and likely accommodated.

HOLIDAY

Pro-rata of four weeks' holiday, Public Holidays and a close down period between Christmas and New Year (to be determined annually) as paid leave days each year. All holidays are to be taken out of term-time.

LINE MANAGEMENT

Deputy Head, Pastoral via Head of Middle School.

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.

OTHER BENEFITS

- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus. Where appropriate, fee remission arrangements will be offered for children to attend the Senior School.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.

All offers of employment will be made subject to contract and the successful applicant will need to provide the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references, normally prior to the interview. The successful applicant will be required to complete a six month probationary period.