



Pastoral Assistant (Part time)

Application Pack



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About us

Gosfield School was established at Cut Hedge Park in 1929 when the daughter of the textile manufacturer, George Courtauld purchased the land and buildings from the executors of her late father's estate. Constance Cicely Courtauld started a Senior Boy's Boarding School the same year, with pupils relocating from Leigh Hall School in Southend. In 1944, Cicely gifted the School and estate to Headmaster John Turner who continued the work started by Cicely. In 1967, the School became a charitable trust and in 1986, the School became co-educational. A Prep School was opened in 1989 and we welcomed our first Sixth Form pupils in 1994. In 2006, Gosfield School Ltd purchased the freehold of the estate and buildings from the Turner family. In 2015, we opened Meadow Court, a purpose built Prep School, which is home to a Nursery, Reception Class up to Year 5, within the grounds of our 110 acre estate. We continue to develop and upgrade our infrastructure, we opened our Forest School and Cricket Pavilion in May 2017. Our Cricket Academy welcomed its first Scholars in Summer 2018, we opened our new Design Technology workshop in January 2019 and undertook the design led redecoration of the Manor House. The construction of our new Performing Arts Centre has recently been completed. We are committed to the development of our young people in an environment where all pupils feel valued and are able to achieve excellence in all aspects of life. We have non-academic entry criteria and consistently achieve outstanding outcomes when compared to Schools with academic entry criteria. Cicely's founding principles for the School were to create a family environment in which young people would flourish and we remain faithful to those principles today.

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Our Principal

Mr Rod Jackson Mr Jackson became Principal of Gosfield School in September 2021. He has a wealth of experience, having spent more than 30 years working in Independent Schools in Africa, Australia and the United Kingdom. He is a passionate promoter of an entirely holistic approach to learning, in which a rigorous approach to academic education, an outstanding programme of extracurricular opportunities, alongside excellent pastoral care and personal development combine to create a world class educational experience for each child. Mr Jackson believes that it is essential not only that we educate our students to be global citizens but that we ensure they have the skills and the desire to change the world for the better, as future leaders.

Before joining Gosfield, Mr Jackson served as Head of The International Community School in Marylebone and prior to that he was Head of Secondary at The King Alfred School in Hampstead, earlier leadership roles include Head of Classics at Cranleigh School and Senior Housemaster at Aldenham School. Mr Jackson holds a BA (Hons) degree in Classics from the University of Adelaide and a MEd from the University of Cambridge.



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Job Description

Position: Pastoral Assistant [Part time, 20 hours per week]

Line Manager: Head of Pastoral

Remuneration: Highly competitive based on experience

PASTORAL

- To provide high quality care for all pupils
- To support and guide all pupils in their personal development
- To help reduce the social and emotional barriers to learning for vulnerable pupils
- To play a full role in the management of behaviour in the School
- To supervise whole school sanctions such as detention and isolation as part of pastoral duties if required
- To act as a mentor for targeted pupils and monitor their behaviour
- To investigate incidents of poor pupil behaviour as they arise or as directed
- To keep up-to-date records of pupil behaviour, actions taken and parental meetings using the school's management information systems
- To contact and meet with parents where appropriate
- To encourage positive attitudes to learning and behaviour in and around school
- To be on-call and be available to respond as needed throughout the day
- To collect and collate statements relating to incidents, following up directly when appropriate
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children

ADMIN

- To maintain the Safeguarding training records and filing of paperwork
- Check register completion for Activities and daily chasing of students who do not attend and have not signed out
- Administration of Activities Week and residential trips - e.g. chasing payments, health forms, lunches
- DofE administration e.g. producing certificates, uploading evidence and assessors' reports, chasing of students who are close to finishing etc

School Ethos

- To play a full part in the life of the School community, to support its mission and ethos and to encourage and ensure staff and students to follow this example
- To support the School in meeting its legal requirements
- To promote actively the School's policies
- To comply with the School's health and safety policy and undertake risk assessments as appropriate
- To be a leading professional in every way, and provide a role model in terms of effectiveness and standards.

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How to apply

Download an Application Form from our website [www.gosfieldschool.org.uk] and send together with a covering letter to Mrs Sara Bowles, EA to the Principal:
recruitment@gosfieldschool.org.uk

Deadline for applications: Noon, Wednesday 23 April 2025

Interviews: w/c 28 April 2025

Start Date: as soon as possible thereafter

***Please Note to avoid disappointment applicants are encouraged to apply prior to the deadline as we reserve the right to consider applications as they are received and to appoint prior to the deadline.**

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