



Job Application Pack

Pastoral Leader (non-teaching)

Salary: Scale 6 (£22,050 to £23,867 actual)

Contract: 37 hours per week, term-time plus 3 weeks, 12-month temporary contract with a view to permanent

Closing Date: 5th October 2020 at 9am



Letter from the Headteacher

Welcome.

Thank you for expressing an interest in the post of Pastoral Leader. On behalf of everyone at Newark Academy, I extend you a very warm welcome and hope that you are encouraged to apply after reading the information contained in this pack.

I am enormously proud to be the Head of a vibrant, dynamic and values driven community school where 'working hard' and 'being kind' permeate every aspect of Academy life.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development to ensure that every member of staff can be the very best they can be.

We are a community academy and work in partnership with students, parents and carers to secure strong academic achievement but we are equally passionate about personal and social development outside the classroom and we encourage our students to take an active part in a range of enriching experiences that compliment academic studies as well as opportunities to develop as life-long learners.

Following a very successful OFSTED inspection our Academy is now rated Good in every area with Leadership and Management rated as Outstanding. With a first class, state of the art building and a passionate and committed staff team, the future is extremely bright for Newark Academy. We are in fact oversubscribed for the first time in the history of our Academy which is a clear sign that our community see us as the local school of choice and trust us with the care, guidance and education of their children. Every single member of our Academy team makes a significant contribution to the experience of our students and we are hugely privileged to work within such a warm, caring and compassionate environment where people come first.

If you are encouraged to apply for this position, you will join our team at a very exciting stage of its development as we are about to enter a period of significant recruitment due to the rapid expansion of our transformed Academy.

I do hope that this information encourages you to apply and I look forward to receiving your application.

Chris Fisher

Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Newark Academy and the tremendous opportunities this school offers the young people of Newark.

We aim to be a 'great' school with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Newark Academy, and we look forward to receiving your application.

John Tomasevic

CEO Nova Education Trust



Application Details

Thank you for your interest in the Pastoral Leader vacancy at Newark Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form which includes a covering letter addressed to Mr Fisher, which clearly demonstrates your suitability for this role.

Application forms

These can be accessed from the school website www.newarkacademy.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives 9am on the closing date of Monday 05 October 2020.

Interview

Interviews dates for the role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Newark Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description – Pastoral Leader

Reports to: School Leader – Pastoral

The Pastoral Team

The Pastoral Team currently provides a pivotal link between our high expectations of behaviour, safeguarding and positive engagement in school. We believe that this will enable a more focused and proactive platform for students, parents and staff, providing insight and facilitating intervention and support. The Pastoral Team prides itself on building excellent working relationships with students, teams of staff and parents to ensure every student is given the tools to thrive and become a successful individual within our rapidly developing Academy.

The Vacancy

The successful candidate will work within the close-knit Pastoral Team at Newark Academy, managing the behaviour, welfare and academic achievement of students within a designated group of pupils. The post holder will work closely with students, parents and staff to remove barriers to learning and progress and will support a team of tutors to deliver the highest standards of student behaviour and attendance. There will be a requirement for the post holder to analyse data to inform and implement appropriate intervention, mentoring or counselling, ensuring our students connect their actions and outcomes with our learning ethos.

Our vision for the Academy is for it to be a place where pupils have a love for learning, a place where all pupils believe in themselves and can enjoy the challenges presented to them, understanding the benefits of the progress they make.

We wish for their time and place in school to feel privileged and an extremely positive experience, where pupils are proud to belong to a great community that they cherish and ensure every moment is used to develop their knowledge, skills and friendships that they will depend on later in life.

Finally, and most importantly, we believe that the Academy must provide opportunities for all pupils to be successful and achieve to the best of their ability, giving them the confidence that they are well prepared to follow their dreams and aspirations in future.

We are looking for a passionate individual who can embrace this vision and strive to deliver and communicate it with all parties, to further develop and foster a culture of support and pastoral care and learning progress, where every child can blossom.



Safeguarding Children and Young People

Newark Academy is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Teacher Prohibition Check (for teaching staff)
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)



Job Purpose

To work within the Pastoral Team managing the behaviour, welfare and academic achievement of students within a designated group of pupils. Working closely with students, parents and staff to remove barriers to learning and progress and support the development of high standards in all aspects of pupil behaviour, attitude and learning culture. Regularly analysing data to inform and implement proactive, as well as reactive, intervention, mentoring or counselling to ensure our learning ethos is supported through high quality pastoral care where every child can blossom and make rapid progress.

General Responsibilities

1. Support the overall ethos of the Academy.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
3. Be aware of, and support, difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Academy.
5. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

- Regularly monitor the individual progress, behaviour and attendance of all students in the designated group and take or support appropriate intervention to facilitate progress in line with target grades.
- Monitor, record and evaluate the impact of various interventions for students within the designated group, ensuring use of, and feedback for, the most effective interventions by the Pastoral and Department Teams.
- Identify students in need of specialised mentoring, and provide mentoring sessions where appropriate or facilitate alternative mentoring opportunities.
- To be proactive in establishing strong attitudes to learning across the school.
- To access student voice via year group or key stage assemblies, focus groups, interviews and questionnaires analysing student feedback to promote the learning experience and inform best practice for Pastoral and Department teams.
- To co-ordinate home / school links over a range of issues e.g. attitudes to learning, attendance, behaviour and individual progress.
- Proactively use the schools information management systems to regularly monitor behaviour and learning of all pupils, analysing any sub-group patterns and feeding back to key staff and stakeholders as appropriate.
- Meet with parents / carers to establish a strong sense of culture and the learning purpose within the Academy.
- Support and contribute to the review of parents' evenings, celebration events and whole school events.



- Improve and monitor attendance of year groups in liaison with the attendance officer.
- Be involved in the creation and establishment of Pastoral Support Plans and support the SENCo in collating information for EHC plans and JCQ access assessments.
- Champion an ethos and culture of high standards, resilience and self-belief within the student group through positive communication and coordination of a variety of speakers and topics for assembly.
- Attend identified activities in the evening and at weekends.
- Conduct school duties before, during and after school as prescribed.
- Liaise with external agencies.

Staff Conduct

We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community - adults and students. Physical violence, verbal abuse and swearing is unacceptable and not tolerated at the Academy.

Employees are in loco parentis and also expected to maintain a professional relationship with students. Staff will be fully supported by the Academy at all times in carrying out the behaviour policy.

Dress Code

At the Academy we expect staff to wear professional business clothes not casual clothes.

Newark Academy

Newark Academy is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.



Person Specification

The Person

The Academy invite applications for the post of Pastoral Leader from enthusiastic and committed individuals with excellent communication skills and the experience and commitment to work effectively alongside young people.

	Essential	Desirable
The post offers opportunities for continued professional development and provides an excellent platform for further career development.		
Education and Training		
Further or Higher Education	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Experience		
Previous experience of working within an educational setting		*
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
Experience of teaching, counselling, youth work, careers, social service or other relevant work	*	
Knowledge of SEN, EAL, PP		*
Professional Skills		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	



The ability to understand a child's educational and pastoral needs	*	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	*	
Ability to develop a coaching role as a long-term activity designed to achieve the goals in the learning action plan	*	
Ability to engage in joint goal setting with the individual child	*	
Personal Qualities		
Confidence and independence to work using own initiative	*	
Competence in the skills of networking, counselling, facilitating and developing others	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding school roles and responsibilities and their own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	



Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPL provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

Overview of the School

Ethos

Newark Academy has a very clear ethos focused on the achievement and well-being of our students. We believe that a school should be at the very heart of the community and place high value on collaboration, partnership and service alongside a range of core values that compliment academic success. Our GREAT core values permeate through everything that we do at Newark Academy and through both explicit strategy and implicit activity where all academy community members regularly reflect on them. We invest time to teach our students about these values and the importance of their reflections against them. Our GREAT values are:

Gratitude

Responsibility

Excellence

Aspiration

Tenacity



We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

To Summarise

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.

Achievement

At Newark Academy we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences possible so they are fully equipped for their next steps.

Should a student require additional support, Newark Academy provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Pastoral

At Newark Academy we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a system led by Achievement Leaders and supported by the Pastoral Leaders, Crew Leaders and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.



Crew leaders play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data and Achievement events which can be up to twice yearly.

Newark Academy is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

Curriculum

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our newly redeveloped programme covers all National Curriculum subjects. Students are taught in ability groups in the majority of subjects and these are regularly evaluated to ensure students are able to make rapid rates of progress throughout their time at the Academy.

During our Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science and a humanities subject such as Geography, History or Modern Foreign Languages.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve their full potential in all their chosen qualifications and work hard to support them to do so.

Extra-Curricular

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Newark Academy our after-school 'enrichment' programme provides students with an impressive range of courses and sessions across the week.

Opportunities include Photography club, Science, Journalism, Canoeing, Debating, and a comprehensive range of sporting activities including football, Cricket, Netball, Rugby, Basketball, Tennis and Athletics are also available. Newark Academy students regularly compete at county level and our sports teams have a strong tradition of success.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity. In 2018 our students performed Sister Act to a packed audience in our Lecture Theatre alongside a range of other productions including Christmas Carols and our annual Halloween community event 'Spooktacular'



In addition, there are regular opportunities to travel including a netball and football trip to Disney Land Paris.

Student Voice

Student voice is active within the school with each year group choosing student representatives that meet through our student council.

There are additional opportunities for students to be leaders through our Prefect system which encourages students to apply for both junior and senior prefect roles.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings and events. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.