

EAST LONDON ARTS & MUSIC



THE INDUSTRY ACADEMY

# Pastoral and Professional Development Lead

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Start Date: September 2018

Application Deadline: Friday 29th June, 2018

## About East London Arts & Music (ELAM)

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ELAM is a world-class 16-19 Academy which opened in September 2014. ELAM offers young people everything that they will need to lead successful lives within the music, games design and film and television sectors.

Our vision is to better the creative industries of tomorrow. We believe this can be achieved by increasing the access routes into those industries for talented young people. The creative industries in the UK continue to do well and are currently worth £92 Billion to the economy, while growing at more than double the speed of the wider economy. However, unlike many other industries, it is not always clear how to get into these jobs and therefore there is often lack of diversity within these sectors. Increasing the access routes to everyone will therefore increase the quality of talent and the continued growth of the sector long term.

ELAM seeks to achieve this by providing industry standard courses for our trainees in Music, Games Design and Film and Television. We have partnered with sector leading organisations including YouTube, Universal Music and Creative Assembly to devise a curriculum that will develop the future leaders of these sectors by meeting the relevant knowledge, skills and cultural demands. In addition, all trainees at ELAM undertake a study of Maths and English as we identified the skills provided by these subjects, such as written and oral communication, problem solving, data analysis and research are the key traits of the current leaders of these fields.

We had our first full Ofsted inspection in May 2017 and received a grading of Outstanding in every category and while this is a huge achievement and something that we are immensely proud of, we are also still a long way from meeting our vision. There is still a lot of work to do and as a school we are restless in the pursuit of achieving this.

Please do read the person specification below as it should give you a good summary of what life at ELAM is like and what to expect. ELAM is an exciting place to work and probably different from many other institutions. Our staff culture is incredibly important to us and is one of our key strengths. This is held together by a shared approach to working really hard but also an acknowledgement that our work and relationships as a team should and can be fun.

If you're excited by this then please do apply as you will get the chance to come in and meet the team and get a feel for what we do in person.

Best wishes,



Charlie Kennard - Principal

## Role Purpose & Description

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The candidate will work directly with the Vice Principal to take responsibility for the organisation of the tutor system and tutorial programme and the development of the PSHE/PDP programme/curriculum according to ELAM priorities. The Pastoral and Personal Development Lead will lead on the organisation of assemblies, events and visits to support with the promotion of ELAM vision, values and ethos including equality of opportunity.

The Pastoral and Personal Development Lead will work with the Vice Principal to ensure all trainees with special educational needs and disabilities (SEND) are supported appropriately. This will be done through the development of individual educational plans for each trainee identified as having a special educational need of disability. The Pastoral and Personal Development Lead will lead on the process of monitoring and evaluating these trainees to ensure they are receiving the support within the curriculum to ensure they have the same opportunities to achieve as their peers. The Pastoral and Personal Development Lead should be committed to working towards a formal SENCO qualification while in post, funded by ELAM.

The leader will also support with the implementation of the Safeguarding policy (in consultation with Safeguarding Lead) and liaison with external agencies to support Trainee welfare.

## Role Responsibilities

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- ☐ Work towards a SENCO qualification.
- ☐ Lead on the development and completion of individual educational plans for trainees on the SEND register
- ☐ Actively monitor and evaluate the progress of trainees on the SEND register across Music, Digital Media, English and Maths (No subject specialism required here).
- ☐ Propose and lead on solutions to support trainees with special educational needs of disabilities.
- ☐ Manage and respond to trainee welfare issues.
- ☐ Coordinate and manage all the support services employed by ELAM e.g. external counsellor and life coaches etc.
- ☐ Plan, prepare and deliver a well-structured Personal Development Programme, including lessons and assemblies
- ☐ Contribute to recruitment and assessment days overseeing baseline testing on entry
- ☐ Engage with parents/guardians to maximise engagement of all Trainees in ELAM provision
- ☐ Take responsibility for all recording and reporting relevant to the personal development programme

- ☐ Make accurate and productive use of assessment, reporting to students and parents, through documentation and by attendance at consultation and open evenings.
- ☐ Set high expectations which inspire, motivate and challenge both Trainees and staff
- ☐ Maintain an up to date awareness of the subject area, educational/industry advances, and personal and professional development.
- ☐ Encourage whole school activities and participate in relevant initiative meetings
- ☐ Report to SLT, Governors, Parents and others as required
- ☐ Ensure performance management for staff is carried out effectively and in a timely fashion (relating to PDP provision)
- ☐ Manage the budget and resources for PDP in an efficient manner
- ☐ Attend whole staff and departmental meetings and INSET.
- ☐ Exercise a commitment to the school's equal opportunities policy, health and safety policy and all other current school policies
- ☐ Undertake any other duties or delegated one-off tasks at the reasonable request of the SLT

## Person Specification

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Characteristics are to be considered essential unless marked otherwise.

### **Qualifications**

- Undergraduate degree (essential)
- Teaching Qualification (desirable)

### **Experience**

- ☐ Experience with IT and technology, we use IT and specifically the Google Suite (Google Classroom, Gmail, Docs etc.) extensively across the school. We are not looking for programmers but for people that will be comfortable in such an environment;
- ☐ Experience of using data and other contextual information to inform practice;
- ☐ Experience of working with young people aged between 16-19 (desirable)
- ☐ Experience of working in a values driven environment (desirable)
- ☐ Successful experience of managing an effective classroom environment to support pupil development
- ☐ Experience of responsible, effective and motivated tutoring skills

### **Skills and Characteristics**

- ☐ Evidence of the ability to work cooperatively with multi-disciplinary professionals.
- ☐ Evidence of the ability to consult and seek advice and professional support as necessary

- ☐ A commitment to the Academy's mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.
- ☐ Excellent communication and organisational skills
- ☐ Ability to use own initiative and as part of a team
- ☐ Passionate about using ELAM's Vision to deliver outstanding outcomes;
- ☐ Ability to take an honest, respectful and empathetic approach to people and situations;
- ☐ Willingness to have a strong, open and honest relationship with colleagues
- ☐ Ability to demonstrate high levels of professionalism.
- ☐ Ability to take a proactive approach to their professional work and regularly go the extra mile;
- ☐ A belief in the capacity for achievement in spite of circumstance;
- ☐ A commitment to continual professional development
- ☐ A strong aptitude for learning to continuously develop personally and professionally; and
- ☐ Ability to take a solutions focused approach to problems they encounter.

## Salary and how to apply

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Salary: £24,000 - £30,000 (*dependant on experience*)

The start date for this role would be **September 2018**, with ELAM looking to engage with the appointed candidate prior to this.

This post is subject to receipt of a satisfactory Enhanced DBS Check.

**To apply for this role please send a covering letter and CV to Mik Nelson, Vice Principal at [mnelson@elam.co.uk](mailto:mnelson@elam.co.uk)**

### Recruitment Process:

Recruitment for this role is a two stage process. The first round is a review of CV and covering letter. If applicants are successful, they will be invited into ELAM for a final round interview.

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