

Consilium Academies Recruitment Pack

Pastoral/Inclusion Support Officer

Armthorpe Academy



About the Role

Pastoral/Inclusion Support Officer | Armthorpe Academy

Start date: To be agreed

Permanent | Term Time Only | 36 hours per week

Grade 5 | SCP 8 - 12 | Salary £20,493 - £22,183 (to be pro-rated)

Are you looking to work in a friendly, collaborative and dynamic Pastoral/Inclusion Faculty? Are you passionate about supporting young people? We are seeking to appoint a motivated, committed and enthusiastic Pastoral/Inclusion Support Officer.

Armthorpe Academy is a '*truly inclusive school*' (Ofsted 2019). We have high expectations of students, both in terms of their progress and their behaviour. In particular, we expect them to invest in their own learning, and we encourage them to enjoy and make a positive contribution to the wider life of the school. They, in turn, can expect from us the highest possible quality of teaching, care and support.

You will support the Head of Years in providing pastoral care for students and be the first port of call for parents/carers. As a Pastoral/Inclusion Support Officer you will provide support in monitoring and tracking all students in order to contribute to raising achievement, attendance and behaviour.

The successful candidate should be supportive of the ethos and values of the school and have the ability to encourage and motivate our students. We are keen to support your career not only within our school but also across our group of academies that form Consilium Multi Academy Trust.

Completed application forms should be forwarded to Dawn Mckinna at HR@armthorpeacademy.org.uk

Please note we do not accept CVs.

Closing date for applications: 9am on the 12th April 2021.

Interview date: To be agreed

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered. We do not accept CV's.



Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in working at Armthorpe Academy. Do you thrive working as part of a team to achieve a common goal? Are you a leader and a learner? Are you hardworking, passionate, and committed to ensuring all our students maximise their potential? If so, then we would love to hear from you!

We are proud to be a member of Consilium MAT, a trust that prides itself on partnership, opportunity and integrity. We will always put students at the centre of everything we do; inclusion is imperative to us. At Armthorpe, every learner is an individual with a distinctive personality and characteristics. We focus on the whole person, a sense of togetherness and empowering everyone as a leader and learner. We place great value on preparing our students to thrive in 21st century Britain; together we need to ensure our learners are equipped emotionally, socially, and academically to excel through their journey at Armthorpe and beyond.

Staff well-being is very important to us. Happy contented staff leads to a happy and productive school. We strive to create a climate where staff are trained well enough so they can leave, but valued and treated well enough, so they do not want to leave.

This post presents a rare opportunity to join our truly unique school family. I am confident there has never been a better time to work with our community. Applications are welcome from candidates who:

- Are passionate about teaching and learning.
- Have an interest in developing the 'whole' child.
- Are highly effective practitioners.
- Have energy, enthusiasm and enjoy working both independently and collaboratively.
- Are committed to their own professional development and that of others.

In return, we can offer you:

- A committed and supportive leadership team.
- High quality in-house bespoke CPD and collaboration as part of Consilium trust.
- A dedicated and friendly staff body.
- The opportunity to work with our amazing students.

Thank you for your expression of interest thus far. I would encourage you to read the recruitment information and visit the academy to see us in 'action', with confidence that you will receive a warm welcome from our staff and students. If you are as excited about this opportunity and our journey ahead as we are, then we look forward to hearing from you.

Kind regards

Claire Robbins
Headteacher

About the Academy

Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

It seems simple and obvious, but there is nothing more important than the quality of teaching and learning in our classrooms – every minute, every lesson, every day. Staff are learners too. We place significant emphasis on staff development and collaborative partnerships to ensure what goes on in and beyond our classrooms is as good as it can be.

The Armthorpe values permeate all aspects of school life. We are building a culture where we expect everyone in the Armthorpe family to be a leader and a learner. Our ethos is built on the strapline, **Inside Everyone There is a Rainbow Waiting to Shine**. A rainbow is a wonderful sight; a symbol of hope, inspiration, vibrance and dreams coming true. A rainbow only appears however after a storm reminding us that anything magnificent often requires a battle, struggle, resilience and patience. Weathering the storm is a part of life. As such, our values embody characteristics we would want to foster in our own children:

Respect #Communicate with Kindness	At the start of our rainbow because manners and kindness cost nothing but mean so much.
Responsibility #Make Positive Choices	Life is all about choices. It is never too late to make a positive choice; you don't find a rainbow looking down.
Resilience #Never Give Up	In the middle of our rainbow because resilience is a skill not an ability. It can be learnt. It is an invaluable life skill.
Pride #The Best of Me	Nothing replaces hard work, but pride features at this point in our rainbow as it requires the 3 Rs before it, then some inner drive.
Ambition #Dream Big	Ambition is at the end of our rainbow because dreams will come true but only if all our other values are engrained and embed.

In January 2019, we were judged by Ofsted to be 'Good' in every category which is testament to the hard work and dedication of the staff and students. As Armthorpe grows and develops as part of the Trust, this new appointment will play an integral part in shaping the future of the school.

About the Trust

The Consilium Mission

'Consilium Academies will provide an inclusive partnership within our Trust and with our communities, where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed'

Consilium Academies is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England. Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that our ethos is realised on a daily basis. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by;

- Ensuring that everything we do has a focus on helping children and young people to succeed to their potential academically, socially and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
- focusing on the development of the whole child by providing exciting and challenging learning and extra-curricular opportunities and experiences;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
- ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team which is led by the CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

We are proud to offer the following staff benefits to our employees:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day 7 days a week
- Access to an Occupational Health Provider
- Fleet Solutions Car Leasing Scheme
- Free membership to Perkbox with hundreds of exclusive perks and discounts available online and in store at many shops, gyms and restaurants
- Providing excellent CPD working alongside external experts such as "Ambition"
- Providing free parking on site for all staff
- We have many new build state of the art campuses
- We are a family of academies that are inclusive and embrace diversity

Job Description	
Job Title:	Pastoral/Inclusion Support Officer
Scale	Grade 5 (8 – 12)
Main purpose of the Role	
Provide support in monitoring and tracking all students in order to contribute to raising achievement, attendance and behaviour. Contribute to the safeguarding of students.	
Core Responsibilities & Tasks	
<p>Support for Students</p> <ol style="list-style-type: none"> 1. To support the HOY and be first port of call for parents/carers; 2. Assist HOY in providing pastoral care for students who require it; 3. Work with Attendance Leads to improve attendance and punctuality to school and other academic interventions for students. 4. Work with Behaviour and Inclusion Leads to improve behaviour for students including: assisting with behaviour modification, intervention strategies, and liaising between staff and parents/carers to engage students. 5. Inform Safeguarding lead of any concerns with students and ensure that all student needs are met. 6. Play a lead role supporting the HOY in dealing with inappropriate classroom behaviour, be on call to assist, remove and intervene with students where necessary, including students attending detention and attending the removal room. Contribute (on a rota) as a member of the inclusion team to the staffing on internal isolation and removal provisions. 7. Support the HOY to monitor equipment, if not contact parents/carers; 8. Support HOY to monitor uniform, all students to wear correct uniform and adhere to uniform policy; 9. Support HOY in holding parental meetings re concerns and monitor via report; 10. Support HOY to monitor pastoral interventions 11. Contribute to improving lesson punctuality by being on duty at changeover of lessons; 12. Carry out pre, post and lunch duties daily, ensuring that you welcome and bid farewell to students at the start and end of each day; 13. Coordinate weekly pastoral detentions for repeat offenders, i.e. poor punctuality, low-level disruption. <p>Support for Curriculum</p> <ol style="list-style-type: none"> 1. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the HOY and teachers, to support pupil achievement and progress. 2. Support HOY by meeting with parents/carers re: low level disruption across lessons and monitor via reporting processes. 3. Undertake Behaviour modification 1-2-1 meetings 4. To significantly contribute to the delivery of After School Provision. 5. Support HOY to ensure all students on Alternative Provision receive the appropriate work and support. 6. Assist personal development leads and HOY to raise aspirations and improve mental health and wellbeing of students <p>Support for the school Community</p> <ol style="list-style-type: none"> 1. Carry out lunch duties and break duties daily 	

2. Be around the corridors constantly throughout the day to ensure school in calm and orderly and students are punctual to lessons.
3. Maintain good relationships with staff and work together as a team.
4. Attend Pastoral and Inclusion Meetings, ensuring that HOY and form tutors are kept updated on key students
5. Encourage students to take roles of responsibility;
6. Use SIMS, CPOMS and class charts when needed to track, review and evaluate pupil intervention strategies;
7. Generate relevant reports from SIMS to monitor & inform.
8. Undertake First Aid Training
9. Support HOY and Form Tutors to adopt the school's values
10. Work with SLT lead and HOY to run Year events.
11. Undertake any other tasks as the Head teacher may reasonably require.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Academy

Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Pastoral/Inclusion Support Officer		
		Essential	Desirable
Qualification and CPD			
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)		✓	
Clean Driving Licence			✓
Experience, Knowledge and Skills			
Supportive of the ethos and values of the school		✓	
Excellent interpersonal skills		✓	
Self motivated and organised		✓	
The ability to encourage and motivate students		✓	
Competent use of ICT		✓	
Excellent Literacy and Numeracy skills		✓	
Excellent verbal and written communication skills		✓	
Flexible approach to working		✓	
Willingness to take a full role in the life of the school		✓	
Qualities to be a positive role model to all students		✓	
Experience of event organisation			✓
Excellent health and attendance records		✓	
Experience of working with young people and families		✓	
Experience of working with outside agencies		✓	
Experience of supporting students in lessons, particularly those vulnerable to underachievement		✓	
Knowledge of Safeguarding Policies and Procedures		✓	