



Da Vinci Academy

A L.E.A.D. Academy

Candidate Information Pack

Student Support Manager (pastoral role)

Da Vinci Academy





Welcome from the Headteacher

I am incredibly proud to be the Headteacher at Da Vinci Academy, working with dedicated staff, students, parents, and the wider community to create a supportive and ambitious learning environment.

As part of L.E.A.D. Academy Trust, we are committed to delivering the highest standards of education, ensuring every student reaches their full potential. Our academy fosters a culture of high expectations, respect, and success, where students are encouraged to work hard, aim high, and contribute positively to school life.

If you are looking to join a school that is ambitious for both its students and staff, we would love to hear from you.



Jayne Scattergood, Headteacher

About Da Vinci Academy

At Da Vinci Academy we passionately believe that outstanding education is every child's right and we aim to provide the same breadth and depth of provision as the best schools in the country.

Our journey towards excellence is driven by persistent effort, hard work and patience. We strive for inclusive education with high expectations, excellent behaviour, equal access to a rigorous curriculum and enrichment opportunities to enable all pupils to excel.

We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

As part of [L.E.A.D. Academy Trust](#), we are committed to providing the highest quality education, enabling every pupil to reach their full potential.



Benefits of being part of the Trust



Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Further information about our benefits can be found on the Trust website



Student Support Manager

Location:	Da Vinci Academy, Derby, DE21 4ET
Salary:	NJC 18 - 22 (Pro Rata 40 weeks actual salary range £27,066 to £28,921)
Closing date:	28 March 2025 at 9.00 am
Interview date:	week commencing 31 March 2025
Start date:	immediate

Job Description – Student Support Manager

JOB PURPOSE

- To take a leading role in the organisation and implementation of our internal student support provision.
- To support the effective organisation of the academy's reporting, recording and tracking of students in Student Support so that it provides timely information to help raise standards.
- To support the effective implementation of academy attendance monitoring, systems and home visits.
- To provide administrative support for the online detention system

DUTIES AND RESPONSIBILITIES

To manage:

- Student Support
- Home-school liaison

Liaison with staff:

- SLT for Behaviour & Achievement
- Teaching and Support Staff
- Achievement team
- Attendance team

Job Description



Principal accountabilities:

- Supervise students in Student Support
- Manage Student Support on a daily basis
- Operate, monitor and evaluate behaviour systems which positively impact Student Support
- Liaise with appropriate staff and parents as required
- Monitor and administrate the overview for the online detention system

Specific roles and responsibilities (Student Support):

- Use Class Charts to monitor and record all Student Support incidents and follow up meetings
- Use of Class Charts to monitor and administrate academy's online detention system
- Supervise students in Student Support ensuring they continue to progress in all their subjects
- Maintain high standards of behaviour
- Liaise with curriculum leaders and teaching staff to ensure pupils have appropriate and sufficient work and that all completed work is returned to subject staff
- Develop programmes of work in liaison with curriculum leaders to ensure optimum progress of pupils
- Develop a bank of resources for use in Student Support
- Maintain regular contact with the achievement team, and parents to advise of progress of students within Student Support
- Support the development of whole school restorative practices in order to modify and improve pupil behaviour
- Work with and provide support for the leadership teams (senior and middle) in matters relating to behaviour
- Monitor and evaluate behaviour systems in school and the functionality of Student Support
- Provide home-school liaison with regard to behaviour and Student Support in conjunction with the AL team
- Produce and co-ordinate student reflection documents

Job Description



Training and induction:

- Attend all staff briefings and training as appropriate
- Undertake appropriate safeguarding courses as instructed
- Attend and respond positively to appraisal
- Assist in the training of new staff as appropriate
- Actively seek training as required

Other duties / expectations:

- Undertake general staff duties e.g. breaktime, as directed
- Maintain confidentiality at all times
- Be highly professional
- Have strong attention to detail
- Secure positive staff/pupil relationships
- Observe data protection participate in any relevant meetings/professional development opportunities which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum,organisation and pastoral functions of the academy

Job Description



As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> This role is subject to an enhanced DBS 	<ul style="list-style-type: none"> Educated to at least GCSE Grade C or equivalent in English and Mathematics. A qualification relating to supervising and/or directing pupil/ young people activities. First Aid Qualification. Full UK driving licence.

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> Able to identify barriers to learning and offer and develop strategies to deal with the individual student needs and an understanding of child development and learning principles. Excellent communication skills and an ability to form productive working relationships with colleagues, other professionals and students/parents/carers. Ability to identify clear teaching objectives, set tasks which challenge students and set clear targets for students learning. Ability and a commitment to work flexibly and to respond to unplanned situations, remain calm and contribute to resolution of problems. 	<ul style="list-style-type: none"> Knowledge of specific emotional, behavioural and physical needs with ability to motivate and re-engage disaffected students. Experience of monitoring and report writing and providing/presenting data/information to a group. ICT literate with the ability to word process, accurately record data and produce statistical/graphical outputs. Independent thinking, initiative, forward planning and able to prioritise work and manage own caseload to meet deadlines and the ability to work constructively as part of a team.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> • Experience of working as part of a multi-disciplinary team. 	<ul style="list-style-type: none"> • Proven record of working successfully with challenging students and high needs students in a learning environment • Experience of working in/with an educational establishment. • Experience of effective liaison with parents/carers and other professionals with discretion and tact.

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> • Commitment to inclusion and equal opportunities. • Ability to instill confidence in young and vulnerable children. • Work with commitment and good humour and resilience. Firm, fair and approachable. • Ability to deal confidentially, impartially and appropriately with situations. • Able to empathise with young people and assist them in a supportive withdrawal environment. Patience, tolerance and sensitivity. • Good interpersonal skills and the ability to establish rapport with adults and students. • Efficient and meticulous in organisation. • A desire to develop skills and knowledge through CPD. • Evidence of exemplary attendance and punctuality. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for Health and Safety. • Commitment to the school's ethos, aims and its whole community. 	



How to apply

Closing date: 28/03/2025 at 9.00 am
Interview date: week commencing 31 March 2025
Contact email: vacancies@davinciacademy.co.uk
Contact number: 01332 831515

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary Academies



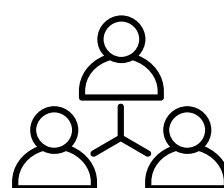
03

Secondary Academies



05

Geographical Regions



11,500

Pupils



1,650

Staff



Da Vinci Academy
A L.E.A.D. Academy

Da Vinci Academy
St Andrew's View,
Derby, DE21 4ET

01332 831515

