



**Unsworth  
Academy**

# **Applicant Pack**

**Pastoral Leader**



INSPIRE.

CHALLENGE.

EXCEL.

# Welcome to our school

As Academy Principal, I am very pleased to welcome you to Unsworth Academy.

Thank you for expressing your interest in the position of Pastoral Leader at Unsworth Academy.

At Unsworth Academy our mission is to work together to inspire and challenge our learners to achieve excellence. This mission is reflected in our school motto: Inspire, Challenge, Excel.

Our Vision is to be 'outstanding in everything we do'. This is our end goal and what we strive to achieve with every action we take.

Our values are reflected in our core principles and standards. We want all members of the school community to have respect, pride and ambition for ourselves, our school and others.

Our principles are completely aligned to the Shaw Education Trust's and we work in conjunction with the Trust, and its network of schools, to ensure the best outcomes for all learners.

I welcome you to visit our school and meet our staff and learners. If you have any questions or would like to discuss the role further, please contact the school office who will book in an appointment for you. We look forward to welcoming you to our school and we are excited by this opportunity to appoint a dynamic and passionate leader to join our team here at Unsworth Academy.

**Sue Armstrong**  
Academy Principal



# Message from the CEO

We are delighted that Unsworth Academy is an integral member of our family of schools.

As a Trust we work with leaders, staff and learners to deliver awesome outcomes for young people; outcomes which open the doors to a world of opportunity. We support learners to aspire to the highest ambitions and improve their life chances by enabling every individual's greatest possible success.

**Together we are stronger and capable of incredible things.**

We are very proud of the journey the school has taken to date and we are wholeheartedly determined that the best is yet to come.

**Jo Morgan**  
CEO Shaw Education Trust



# About our school

We have the highest ambitions for, and expectations of, our learners in all aspects of school life and we work hard to develop these qualities in every learner.

Our dedicated staff members are committed to developing learner's interests and inspiring them to be successful. Our pastoral team consists of enthusiastic staff who ensure that the learning, language, emotional and behavioural needs of all learners are effectively met.

Our brand new, state-of-the-art building will further enable us to create a happy and healthy learning environment in which learners can benefit from high-tech equipment, spacious learning areas and quality sport facilities.

“

**I feel very confident in sending my child to this high school. The staff were brilliant. I'm delighted my daughter came.**

”

- Year 7 parent



# About the role

**Job Title: Pastoral Leader**

**Salary: SET Grade 7, SCP 24 – 28, £23,953- £27,515 FTE, Salary Per annum, £21,318.56 - £24,488.80 pro rate salary per annum.**

**Post: Full time, 37 hours per week, 8.00am – 4.00pm, 38 weeks Term Time Only, plus 2 weeks (40 weeks per year total)**

**Start Date: 1<sup>st</sup> September 2022**

Unsworth Academy is a thriving, oversubscribed, co-educational and non-selective Bury high school. The school is on an incredibly exciting journey of school improvement and when last inspected in November 2019 was judged to be Good in all areas. We are now currently halfway through year one of our three year "Good to Great" journey. The Academy Principal, Senior Leadership Team, Academy Councillors and staff are unreservedly committed to securing outstanding in all areas of school life and the best possible outcomes and life chances for all our learners. We are seeking an exceptional candidate to join our fantastic team and make a significant contribution to ensure our offer to all our young people is world class. We are seeking someone with drive, resilience, and determination; a creative thinker and a lifelong learner. If this ambition appeals to you, we would be delighted to receive your application.

Unsworth Academy is an academy within the Shaw Education Trust. The Trust is led by an Executive Leadership Team steeped in school leadership and improvement experience. They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

We are seeking to appoint highly motivated Pastoral Leader to join our team. The successful candidates will be:

- Fully aware of the importance of good and outstanding school attendance and punctuality on improving life chances and outcomes for learners
- Committed to significantly improving whole school attendance including the attendance of key identified vulnerable groups
- Professional, creative, flexible and innovative with the drive and determination to successfully contribute to whole school improvement



- A dedicated team player who develops excellent relationships with learners and colleagues
- An individual who communicates clear expectations, leads by example and promotes at all times positive behaviour for learning
- Willing to fully support and at all times uphold the policies and positive ethos of the school
- Willing to participate in personal continued professional development

The Shaw Education Trust offer the following benefits with your Teaching or Support Staff employment:

- An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
- Generous holiday entitlement from your first day of employment (28 days holiday rising to 30 days after 5 years' service + Paid Bank Holidays FTE) (Support Staff)
- Access to health and wellbeing support via Occupational Health
- Cycle to work scheme
- Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

Unsworth Academy is dedicated to the safeguarding and wellbeing of learners; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.

Please click on the following link to refer to SET [Safeguarding and Child Protection Policy](#)

**Closing Date:** Monday 22<sup>nd</sup> August 2022 – 9am.

**Interview Date:** Wednesday 24<sup>th</sup> August 2022

Please forward completed application forms to:

Mrs R Owen, Business Support Assistant at [information@unsworth.set.org.uk](mailto:information@unsworth.set.org.uk)

**In accordance with our safer recruitment policy CV's will not be accepted. Applications received after the closing date will not be considered.**



## **JOB DESCRIPTION**

**Job Title:** Pastoral Leader

**Grade:** 7

**Salary:** SCP 24 – SCP 28

**Conditions of Service:** Support Staff Contract of Employment

**Responsible to:** Deputy Principal

### **Statement of Purpose**

To work under the direction and instruction of senior staff to provide specific pastoral support to the school

### **Responsibilities**

- Liaise with form mentors in the care, support and development of learners in your assigned year
- Support Year Progress Leaders in the care, support and development of learners in your assigned years
- Ensure that the School's Positive Behaviour for Learning (PBfL) policy of rewards and sanctions is actively promoted, including your role within that policy.
- Ensure the detention system works in line with the School's PBfL policy including the supervision of relevant detentions.
- Have full regard for and comply with all policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Ensure teachers are monitoring learners' personal, social, moral, spiritual and cultural development. This includes planner, equipment, uniform and appearance checks in form time.
- Liaise and communicate with subject staff any individual learner issues.
- Ensure the maintenance of accurate and up to date information concerning learners on the school's information system i.e. SIMS
- Work in partnership with Year Progress Leaders to co-ordinate any programme of extra-curricular and voluntary activities for the year group such as trips, charity work etc. in line with school policies
- Assist with attendance and punctuality by inspecting attendance records and checking reasons for absence, truancy and lateness, and to liaise with other agencies, Year Progress Leaders and SLT link as appropriate.
- Support as appropriate Year Progress Leaders with form mentor meetings and communicate concerns/achievements regarding individuals to Year Progress Leaders and form mentors.



- Arrange meetings with parent/carers in order to acquaint them with the school policies, or to discuss the welfare and general problems arising with any particular learner.
- Communicate with parent/carers and other outside agencies when necessary.
- Provide support and advice for Year Progress leaders and form mentors when necessary.
- Work in partnership with Year Progress leaders to communicate concerns/achievements regarding individuals to form mentors.
- Encourage and support identified learners to fully engage in extra-curricular activities, to build their confidence, self-esteem and resilience, and inspire them to believe they can achieve anything they set their mind to, including academic excellence.
- Work with the Curriculum Support Department (SEN) in order to identify and to support learners.
- Be part of a team who may be required to cover lessons and supervise the internal exclusion unit if necessary.
- Support learners in any examination process they participate in, e.g. invigilation if required
- Make a positive contribution to enrichment activities.
- Fully support and at all times uphold the policies and positive ethos of the school.
- Participate in personal continued professional development.
- Accompany teaching staff and learners on visits, trips and out of school activities as required.
- Undertake such duties as their respective Line Manager or the Principal may determine as reasonably falling

**Support to School (this list is not exhaustive and should reflect the ethos of the school)**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

**Health and Safety**

The post-holder will be expected to observe safe working practices in carrying out the required duties.

**Professional Responsibilities**

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



The post holder is required to be an ambassador for Shaw Education Trust and display high levels of high professionalism, confidentiality and integrity.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***



## Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<p><b>Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>• Level 3 qualification i.e. A Level or NVQ 3 in appropriate subject area/ or significant suitable experience.</li> <li>• 5 GCSEs or equivalent (Grade C or above including English &amp; Maths)</li> <li>• First aid qualification or willingness to attend first aid training</li> </ul>	APP/I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a school or with young people in similar environment.</li> <li>• Working with parent/carers to support learners' welfare and achievement.</li> <li>• Ability to attend planned evening meetings to support the school and learners and their families.</li> <li>• Working with challenging learners in a professional and supportive manner.</li> <li>• Effective collaboration with external agencies in relation to pupils and their learning or attendance at school.</li> </ul>	APP/I
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> </ul>	APP / I



	<ul style="list-style-type: none"> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
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**MEASURED BY KEY:**

APP = Application form    ASS = Assessment activities    I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**SS 20/10/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

