Candidate Briefing Pack

**Pastoral Leader**

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Dear Applicant

**About George Eliot Academy**

George Eliot Academy joined United Learning in December 2023. George Eliot Academy is a rewarding and professionally stimulating place to work. George Eliot Academy is a mixed secondary school where pupils feel a real sense of belonging and there is a culture of mutual respect. We are passionate about our vision to develop successful pupils who are independent, well-rounded, behave well and with integrity and live happy and fulfilled lives.

Our Ofsted Good (September 2021) academy is looking for a Pastoral Leader to build on our successes, and further enhance the work of the George Eliot Academy. Our vision is “we aim for excellence and improve pupils’ achievement, through an inclusive academic culture based on high aspirations and expectations. Our excellent daily practices embed our culture of kindness, gratitude and hard work; our STAR values and family ethos shape the character of our pupils.” If you share our vision and would like to work in our close knit and family-orientated school, we would be delighted to hear from you.

Our offer:

* You will be working in an academy that “….places kindness alongside ambition in the values it promotes” (Ofsted 2021)
* You will be working within an experienced, ambitious, forward thinking and highly effective team
* You will have the opportunity to work collaboratively with other United Learning schools
* We will support your ongoing continuing professional development
* You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

Homeira Zakary

Principal

George Eliot Academy

**About United Learning**

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

**Our Ethos**

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

**Our Framework for Excellence**

To achieve our mission, our schools prioritise five key principles:

**‘THE BEST FROM EVERYONE’**

We expect the best from everyone, all the time, we are all capable of extraordinary things. So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best. We also expect this from our staff; they must be determined and resilient, they must pass those expectations on to the children in all they do. We act with the utmost love, care, and good faith – the highest standards come with the greatest attention to the wellbeing of all.

**‘POWERFUL** **KNOWLEDGE’**

Our most important purpose is to teach young people things they would not learn outside school, which frees them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject- based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think, and learn.

**‘EDUCATION WITH CHARACTER’**

Academic success is very important, Exam passes are an important aspect of that. But we believe there is more to a good education; we aim to develop character, compassion, and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

**’LEADERSHIP IN EVERY ROLE’**

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone, and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children. All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams, and create the space for others to lead. All leaders listen, develop relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

**‘CONTINUOUS IMPROVEMENT’**

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren’t working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

**Continuing Professional Development**

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out ‘the best from everyone’. We work on the basis that each of us, however effective, can always learn and develop. This role is given a particular priority, given the wide-reaching impact that leaders have on the life of staff and students alike.

You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities. We are passionate about transparent professional development which is achieved through a supportive and robust PDR process and through processes such as 360-degree feedback.

**Job Description for Pastoral Leader**

**Hours of work:** 37.5 per week, Mon to Fri, 8am – 4pm

**Contracted weeks:** 39 weeks pa

**Salary:** United Learning Support Staff Range Band 2 – £31,395 - £33,000 FTE (£27,097 to £28,475 Pro Rata)

**Reporting to:** Assistant Principal

**Role Purpose:**

We wish to appoint a Pastoral Leader working within a supportive and positive pastoral team under the Assistant Principal. You will ensure that pupils are supported to the best that they can be. The Pastoral Leader will address matters that arise skillfully and promptly dealing with behaviour, attitude, standards and engagement. The successful candidate will engage with parents to build and maintain positive relationships with the community and maintain excellent records of intervention, supporting the graduated approach to pastoral support.

Pastoral Leaders model good pupil conduct, dress code and professionalism. They are supportive of the school culture and instrumental in removing barriers to enable pupils to meet the demands of the classroom.

**Main Duties and Responsibilities:**

**Support our Pupils**

To work as part of the Pastoral Team at the direction of the Assistant Principal to support pupils learning

* Monitor and intervene where appropriate and upload the academy standards including behaviour, attendance, attitude, uniform
* Carry out daily culture walks and monitor the academy climate and culture
* Communicate clearly with parents with regards to praise, sanctions and interventions
* Ensure prompt and accurate record keeping of pupil files and entries onto recording systems such as CPOMS, Classcharts and SIMS
* Undertake investigations into more complex cases as required to resolve points of conflict
* Develop the academy’s range of interventions to support pupils
* Support the Behaviour Manager and provide cover in this area when needed
* Work with the Attendance team to improve pupil attendance through monitoring, phone calls, home visits and attending meetings as necessary
* Under the guidance of the Vice Principal and Assistant Principal, work with individuals and groups of pupils to help them achieve to the best of their ability
* Attend morning line ups to complete welfare checks on key pupils and focus groups

**Support the School and Community**

* Demonstrate the importance of inclusion, equality and diversity when working with pupils and colleagues and when representing the school at all times.
* Build respectful and trusting relationships with pupils and families, acting as a role model for our professional behaviours and high aspirations.
* Proactively engage with activities outside the classroom, working as part of a team to oversee pupils and support with activities such as; breakfast club, play times and lunchtimes.
* Supervise pupils on visits and trips outside of school as required.
* Collaborate with teaching staff and department heads to ensure a smooth transition and effective communication about lesson progress and pupil behaviour.

**Person Specification Pastoral Leader**

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| --- | --- | --- |
| Qualifications |  |  |
| GCSE English and Maths (grade C/4 or higher) | Essential | Application |
| Willingness to participate in training, particularly First Aid/Team-Teach | Essential | Application/Interview |
| Level 3 or equivalent qualifications, relevant to the role | Essential | Application |
| Support Teaching and Learning Qualification | Desirable | Application |
| Experience |  |  |
| Working with children across the age and ability range appropriate to the role | Essential | Application/interview |
| Working in a similar role | Desirable | Application/Interview |
| Supporting pupils with additional needs | Desirable | Application/Interview |
| Skills and Knowledge |  |  |
| Ability to recognise potential barriers to learning and an ability to develop strategies to overcome these | Essential | Interview |
| Implementing different strategies to manage behaviour and social skills development | Essential | Application/interview |
| The ability to use IT effectively and familiarity with educational software and resources | Essential | Application/interview |
| The ability to establish effective, positive relationships with children, families and other professional colleagues | Essential | Application/interview |
| Knowledge of the role of external agencies and the role that they can play to provide support for pupils | Desirable | Application/Interview |
| Other |  |  |
| Committed to the safeguarding of young people | Essential | Application/interview |
| Excellent written and verbal communication skills | Essential | Application/interview |
| Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture | Essential | Application/interview |

*The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline many duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used, in which case all the usual associated duties are included in this job description.*

*This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.*

**How to Apply**

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **8am on** **Monday 8th January 2024**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

**Further information**

To arrange an informal discussion regarding the role please email the [marie.adams@georgeeliotacademy.org.uk](mailto:marie.adams@georgeeliotacademy.org.uk) (this email will be monitored from 3rd January 2024)

**Terms and Conditions of employment**

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

* **Location:** George Eliot Academy
* **Start date:** As soon as possible
* **Starting salary**: United Learning Support Staff Pay Range Band 2 £31,395 - £33,000 FTE (£27,097 to £28,475 Pro Rata)

In addition to the above, we are also committed to providing exciting employee benefits, for example a Cycle 2 Work Scheme and a Car Lease Scheme. We also give you access to Perkbox; a scheme that offers a huge range of perks including discounts and meaningful resources, for example workout videos and sleep stories; a scheme designed to add value to every lifestyle.