



**Pastoral Support Officer  
SO1 (Points 29-31)**

**Required as soon as possible**

**Recruitment Information Pack**  
Bradford Forster Academy  
Fenby Avenue, Bradford BD4 8RG

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December 2017

Dear Colleague

**Pastoral Support Officer**

Thank you for taking an interest in joining my staff team here at Bradford Forster Academy. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1<sup>st</sup> September 2015. The Academy started with year 7 students, working up to five year groups in 2019.

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students experience high levels of economic and social disadvantage. As Head of School I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There will be a strong emphasis on relationships between staff, students and parents; the Learning Guide will be the first point of contact with the family. The Christian ethos of the academy will support and encourage students and staff to explore their own and other faiths and develop their spiritual awareness. This will be integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for learning and would like to visit us at our best, then please get in touch.

The appointment will be effective as soon as possible. I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes.

**Wendy Adeniji**  
**Head of School, Bradford Forster Academy**

## **Vision and Ethos**

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.
- Establishing an outstanding Academy (Ofsted Grade 1) within 3 years of opening.

## **Ethos and Culture**

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

## **Pastoral Team**

### **Current Pastoral Team Structure**

Assistant Principal (Student Support)

Pastoral Manager

Pastoral Support Officer x 2

Attendance Officer

Pastoral Administrator

The pastoral staff at Bradford Forster Academy are a proactive team, overseeing a range of student needs. These include behaviour, attendance, safeguarding and student wellbeing.

The team is currently responsible for supporting 540 students, and this will continue to grow as the Academy expands.

The team meets formally once a week, alongside the SENCO and Academy Chaplain to discuss issues within the student body and develop strategies to ensure ongoing student support.

## **Application Process**

The closing date for all applications is **9.00 am on Friday, 12<sup>th</sup> January 2018**.

Completed applications must be returned to Barbara Blackham at Bradford Forster Academy ideally by email to: [b.blackham@bradfordforsteracademy.co.uk](mailto:b.blackham@bradfordforsteracademy.co.uk)

Postal applications should be returned to Barbara Blackham, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

**All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 019501.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

### **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

**All appointments will be subject to an enhanced criminal records check.**

## **Bradford Diocesan Academies Trust (BDAT)**

### **About BDAT**

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

### **General Information and Background**

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### **Our mission statement**

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

### **Our growth**

As of September 2017, the Trust has Academy orders to support 14 Church and non- Church academies across Bradford. This includes four secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and ten primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

### **Our Christian ethos**

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

## Job Description

Post title:	Pastoral Support Officer
Salary:	SO1 (Points 29-31)
Hours:	37 hours per week – Term Time Only plus 15 days (7.45 am – 3.45 pm)
Responsible to:	Pastoral Manager

### **Purpose of Role:**

- To provide support to the Pastoral Manager to ensure the safety and well-being of students at the academy and work proactively with colleagues to establish and maintain a culture that promotes safe working practices.

### **Main duties:**

- Working with the Assistant Principal (Student Support) and Pastoral Manager to support the delivery of high standards of progress and achievement for all students.
- To work with the Pastoral Manager to lead inclusion procedures across the academy.
- Support attendance procedures to ensure academy targets are met.
- Liaise with the multi-agency team.
- To be a proactive member of the Pastoral Team.
- Undertake relevant training and work as part of the Safeguarding Team.
- Work with all staff to remove the barriers to learning our young people face.
- Arrange and attend parental meetings as appropriate.
- Recognise and reward pupil success.
- Attend and support student reviews and CAF/Social Care meetings as required.
- To produce pastoral reports as required.
- Attend and support academy events (including after school/evening events)
- To contribute and participate in the academy professional development programme
- Representing the academy internally and externally as required.
- Providing a visible presence in the academy and provide a good role model for staff and students alike.
- To uphold the high aspirations and expectations of the academy and support other staff in doing so.
- To support the academy ethos, which is explicit about Christian truths and teaching and in which each individual can freely explore their own faith and spiritual matters.

**Other Specific Duties:**

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of, and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

**Any Special Conditions of Service:**

**Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of normal working hours and off academy premises, as required by the Head of School. The academy operates a strictly no smoking policy.

## Person Specification

### Post Title: Pastoral Support Officer

Summary of post as outlined in attached Job Description

	Essential	Desirable	Evidence base
<b>Qualifications</b>	<p>5 A* - C GCSEs (including English and Maths) or equivalent</p> <p>2 A levels, NVQ level 3 or equivalent experience</p>	Additional qualifications relating to practical skills, education, health/ social services	Application form Interview
<b>Experience</b>	<p>At least two years of working with similar age students in a school or similar setting</p> <p>Experience of supporting young people from challenging communities</p>	<p>Experience of working in a learning support unit or pupil referral unit</p> <p>Working collaboratively with external agencies</p>	Application form Interview
<b>Training</b>	<p>Willingness to undertake training in relevant areas</p> <p>Relevant safeguarding training</p>	DSL training	Application form Interview
<b>Specialist knowledge and experience</b>	<p>Behaviour management techniques, target setting and monitoring</p> <p>Understanding of how to respond flexibly to young people's learning needs</p> <p>Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</p>	<p>Experience of the common assessment framework</p> <p>Experience of working with multi-agencies</p>	Application form Interview

	<p>Ability to work successfully with students who demonstrate challenging behaviour</p> <p>Good IT skills</p> <p>Understanding of the needs of students in a multi-cultural society</p>		
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This person specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the person specification.

## **PASTORAL SUPPORT OFFICER**

**37 hours per week (7.45 am – 3.45 pm)  
Term Time plus 15 Days (Permanent)**

**Salary: SO1 (29-31) Actual Salary Point 29 - £23,667.31 p.a.**

**Start Date: Required as soon as possible**

**Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1<sup>st</sup> September 2015 and now has 550 students on roll in years 7, 8 and 9. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.**

We are seeking to appoint a talented, inspirational, creative and ambitious individual who can make a sustained and substantial contribution to the growth and development of the Academy.

### **The successful candidate will:**

- Support the learning of all students so that they make at least expected progress, with many exceeding this.
- Provide a visible presence in the Academy and provide a good role model for students.
- Have high levels of enthusiasm, energy, resilience and determination.
- Be ambitious, with a desire to work in a dynamic organisation which is determined to provide the highest quality of learning and achievement for its students.
- Be committed to the ethos and culture of Bradford Forster Academy.

### **We can offer you:**

- An attractive, very well resourced working environment.
- Effective and supportive colleagues.
- Friendly and well behaved pupils.
- Opportunities for personal and professional development.

**Closing Date: 9.00 am Friday, 12<sup>th</sup> January 2018**

**Interview Date: w/c 15<sup>th</sup> January 2018**

For full details, application form with information pack, please visit our website  
<http://www.bradfordforsteracademy.co.uk/job-vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).