

CAMPSMOUNT ACADEMY

Recruitment Pack



Position:

Pastoral Support

'Something very special is happening
in this school.....'

'Lead Inspector, Ofsted'





CAMPSMOUNT

RECRUITMENT INFORMATION PACK

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16 July 2021

Dear Applicant,

Thank you for your interest in this exciting position of Pastoral Support at Campsmount Academy. The successful candidate will have the opportunity to have a positive impact on many young people's lives. Within this application pack you will find a job description and person specification, as well as information on the Academy and how to apply. I would strongly encourage you to visit our Academy website on www.campsmount.com and our twitter account @CampsmountAcad, to see up to date information on life at Campsmount.

The successful applicant will be assured of a well-considered induction to the Academy and support for your own professional development. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to be part of a school where 'something special is happening' (Ofsted).

Everyone at Campsmount has a key role in our aim to become 'a truly great school' and our school values of 'PRIDE, AMBITION, INTEGRITY and RESPONSIBILITY' are at the centre of all we do. You will join staff at the Academy whom visitors unanimously comment on positively, highlighting their professionalism, friendliness and absolute commitment to our students. We are very much a school at the heart of the community and as such, staff turnover is very low and 'relationships between pupils and adults is impressive' (Ofsted).

You would be joining Campsmount at a very exciting time in it's development. We have become oversubscribed due to the significant success over the last few years and students at the Academy share this ambition. Despite this success we continually look for ways of becoming even better and all staff aspire to this. As part of the journey, the Academy has developed from a Single Academy Trust (SAT) to a Sponsor Multi Academy Trust (MAT), creating many opportunities for talented individuals.

We hope that you feel Campsmount will be the right school for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable.

Yours faithfully,

Elizabeth Browne
Principal



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GENERAL INFORMATION FOR CANDIDATES

'Something very special is happening in this school'
Ofsted Lead Inspector

Camps Mount is situated in the village of Norton, approximately 10 miles North of Doncaster on the border of West and North Yorkshire and with easy access to both the A1 and the M62. Our catchment area includes Norton and the ex-mining communities of Askern and Campsall, with students also travelling from more rural communities in North, West and South Yorkshire.

The 'highly recommended' Academy benefits from a very attractive site which comprises excellent sports facilities, including floodlit all weather courts. In 2012, we moved into our superb new building that provides outstanding facilities for staff and students.

Camps Mount is an Academy within Leger Education Trust. We are committed to providing a high quality education for students, regardless of ability, and we offer a wide range of learning experiences that will inspire, engage and motivate all learners, leading to success and achievement.

The Academy has had much recent success and as a result is very significantly oversubscribed on entry into Year 7. The most recent Ofsted rated the school 'Good' in all areas with 'Outstanding' behaviour. Alongside this, the school has seen steadily improving results and is now one of the top performing schools in the Authority. In addition, results in the Sixth Form are rapidly improving. The lead inspector stated that 'something very special is happening in this school'.

Despite this success we are committed to becoming a 'truly great school' in every aspect and we believe that quality teaching first will ensure students make excellent progress. We pride ourselves on the atmosphere and ethos around the Academy and inspectors commented that 'the quality of relationships between pupils and adults is impressive'. Our expectations of our students and also ourselves are high, and as a result we are looking for a particular individual who can meet these expectations.

Please look at our website for further information: www.campsmount.com. As well as our very active twitter page @CampsmountAcad. I hope you will consider joining us at this exciting time in our development and see for yourself what is 'special' about Campsmount.



CAMPSMOUNT

Our Organisational Vision

Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive.

Our Strategic Areas

Culture

Thriving Together

Currency

Personal Best

Capacity

Operational Excellence

Character

Preparation for Life

Our Values



Pride

We are the champions of our students, our Trust and our people



Integrity

We operate with honesty, transparency, and serve our community



Ambition

We challenge ourselves to innovate and do better every day



Responsibility

We act responsibly, take ownership for our actions and care for each other

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in everything they do, have high ambitions for themselves and others, take responsibility for their actions and always acting with integrity.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



CAMPSMOUNT

Our Values



Pride

We are the champions of our students,
our Trust and our people

We do our best at all times and present ourselves
positively and respectfully. We promote everything
that is great, celebrate our schools and we believe in
the contribution of every individual



Ambition

We challenge ourselves to innovate
and do better every day

We set the highest of standards for ourselves and others
and we are outward facing and life long learners. We
genuinely show that we want the best for all and are
always eager to embrace self development and
improvement



Integrity

We operate with honesty, transparency,
and serve our community

We have a clear moral awareness and appreciation
of how our actions impact on those around us. We
care for each other and promote altruistic
behaviours



Responsibility

We act responsibly, take ownership for our
actions and care for each other

We know how to achieve our goals and demonstrate the
initiative and independence to reach them. We embrace
challenges and persevere when things get difficult. We
become role models for others whilst valuing and
celebrating diversity



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Our Strategic Areas

Culture – *Thriving Together*

It is our belief that a strong culture is the cornerstone to a successful Trust. A core aspect to Leger Education Trust's culture is the promotion and development of everyone being a leader in their respective roles and responsibilities. By ensuring that this is a fundamental aspect to everyone's practice, we are able to effectively support each other and in doing so, *thrive together*. This approach enables us to meaningfully build capacity where everyone is provided with the opportunity to lead others and genuinely change lives. We are leaders who know ourselves, who know our own strengths and limitations and who genuinely care about making a difference. We all embrace the 'mundanity of excellence' where the basics are performed consistently, collectively and brilliantly every lesson, every day. We are empowered to challenge each other so that we all share and aspire towards achieving the highest standards of educational provision. Our Trust is staffed by radiators not drains; our people light up a room; bring energy, ideas; and an optimistic, positive attitude. Our culture ensures that we do not wait for someone else to act; we do not make excuses or take the easy option.

Currency – *Personal Best*

Our strategic area of 'Currency' focuses on ensuring that all students achieve their *personal best* during their academic careers. When students move on from our Trust, it is our hope that they will have the currency they need to succeed in life. This currency is embedded in academic achievement and the wider experiences students have during their time with the Trust. These experiences contribute to the development of a well-rounded individual who embodies a broad range of skills. It is the acquisition of these skills that enable our young people to be dynamic and capable of opening a number of exciting doors in their future. 'Black Box Thinking' creates long-term sustainable improvement and raises achievement as we honestly, bravely and brutally reflect on what we are doing, across the entire Trust. We share and promote the positives, whilst equally creating a culture where achieving the best outcomes for our students is at the heart of what we do. To do this, a professional culture of self-improvement is adopted where we question everything to ensure that it is the right approach for all. In our Trust it is our job to ask why, how and what, whilst identifying weaknesses and challenging the norm to support innovation and risk-taking, seek opportunities and celebrate success.

Capacity – *Operation Excellence*

Our Trust has built the foundations for *operational excellence* and continues to thrive and grow. It is important that this growth is strategically managed to ensure capacity exists at every level. In order to create this capacity and support the 'business' and quality of education we provide, we focus on the identification, recruitment and retention of talent. The foundations for operational excellence also relate to the quality of our Governance. Our Trustees and Governors understand our community, embrace our culture and as Carter (2020) states 'ask the right questions, at the right time'. Ultimately, operational excellence where capacity is evident at all levels, is achieved through a combination of high quality governance, a great Trust team and outstanding academy leaders who are driven by our vision and values.

Character – *Preparation for Life*

It is our belief that we successfully prioritise personal empowerment and social transformation in what Tierney (2020) calls '*preparation for citizenship*'. On a Trust wide level, we focus on character and personal development in all of our schools, ensuring that every young person engages with the many aspects of life and society. We enable every student, particularly our most vulnerable, to experience outstanding extended and super-curricular opportunities from the moment they start school, to the time they leave and go on to the next phase of their journey. Across the Trust, innovation is prioritised to ensure that best practice is continuously shared within our schools and beyond. Carter (2020) discusses the dangers of being 'islands of ordinariness' in schools. He advises leaders, at all levels, to research, enquire, take risks and be open to new ideas. A commitment to go 'beyond the ordinary' guarantees that our schools become truly great and students leave us ready to take their place in the world.



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The Application Process

Further details about Campsmount Academy can be found on the school website: www.campsmount.com and also the twitter feed @CampsmountAcad

Completed application forms should be emailed to dnl@campsmount.com or by post to
Ms E Browne, Campsmount Academy, Ryecroft Road, Norton, Doncaster, DN6 9AS.

All applications submitted electronically will receive an email acknowledgement.

A telephone call will be made to shortlisted candidates, followed by an email detailing the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information, please contact the Academy.



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Post: Pastoral Support

Salary Scale: Grade 6 (£16,731 - £18,472)

37 hours per week, Term Time plus 2 days

Permanent

Required from September 2021, the Academy Local Governing Body is seeking to appoint an enthusiastic, motivated and flexible individual to support the education, supervision and care for students in the Academy by providing high quality administrative support and assisting with the range of pastoral responsibilities.

The successful applicant will be responsible for contributing to the Campsmount approach to standards of behaviour, expectations and build positive relationships within the school. They must be committed to working in a cohesive, supportive and forward-thinking team of colleagues, who share the ambitious vision to continue to raise and transform standards.

In addition, the successful applicant will be prepared to work flexibly and support colleagues in other areas of the academy, including contributing to High Profile duties, supporting the day to day running of the inclusion hub, communication with parents and members of school staff, supporting the organisation of school events and activities and taking a lead role in the monitoring of rewards and sanctions using SIMS and other school systems.

Campsmount is a successful 11-18 Academy situated in a semi-rural area on the outskirts of Doncaster and benefits from an attractive site and fantastic modern facilities. The most recent Ofsted rated the school 'Good' in all areas with 'Outstanding' behaviour. The lead inspector stated that 'something very special is happening in this school'. As a result of this success, the Academy has moved from a Single Academy in 2018 to a Sponsor Multi Academy Trust with currently four individual Academies and a clear growth plan.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and application form please visit the vacancies page of our Academy Website; www.campsmount.com

Application forms should be accompanied by a letter of application and must be received by the closing date of **Friday 6th August 2021 at 9:00am**

Interview date: Tuesday 10th August 2021



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Job Description

Pastoral Support

Salary Scale: Grade 6 (£16,731 - £18,472)

37 hours per week, Term Time plus 2 days

Permanent

Responsible to: Pastoral Support Manager

MAIN DUTIES

- To provide support for all students across the academy in terms of removing barriers to learning and to developing their full potential.
- To support the education, supervision and care for students in the academy by providing high quality administrative support, assisting with the pastoral responsibilities of the academy, supporting the day to day running of the inclusion hub and providing personalised learning support to promote the learning and welfare of our vulnerable students.

GENERAL DUTIES

- To contribute to the removing of barriers during 'High Profile' duties by dealing with issues, supporting colleagues, following up incidents and completing necessary administrative duties.
- To make a positive contribution to High Profile, by visiting students, supporting in and out of lesson time, being a positive role model and meeting their needs.
- To support the day to day running of the Inclusion Hub.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues, which shares an ambitious vision to continue to raise and transform standards and secure outstanding status for Campsmount.
- Deliver personalised learning support programmes that positively impact on student behaviour and wellbeing, this could be in small groups or on a one to one basis.
- Be prepared to work flexibly and support colleagues in other areas of the academy.
- Contribute to the Campsmount approach to standards of behaviour, expectations and build positive relationships within the school.
- Ensuring good communication with parents and members of school staff by the use of letters, telephone calls, emails etc.
- Oversee the admin of detentions within the Academy.
- Interviewing students following referrals related to school work, behaviour, bullying, student concerns, crisis or other incidents.
- Supporting the organisation of school events and activities including Parents' Evenings, Review Days, Parent Surgeries, Presentations, Awards Ceremonies, Student Proms, Alternative Curriculum Days, Uniform Sales and Open Evenings etc.
- Supporting the organisation of pastoral admin.
- Assisting students requiring support from members of the pastoral team, liaising with staff, parents and outside agencies as appropriate.
- Take a lead role in the monitoring of behaviour using SIMS and other school systems.
- Responsible for the administration of medication to students in accordance with school policy and procedures.



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- The provision of high quality administrative support to management and other school staff, in particular the pastoral team, utilising school management information systems and available technology, ensuring that all work is completed on schedule.
- Assisting with the maintenance of appropriate confidential records and filing systems, both manual and computerised.
- Typing letters, minutes, reports and other forms of documentation as required on a day to day basis, primarily to support the Pastoral team.
- Accessing and utilising information held on the school database for the purpose of assisting with the production of reports, issuing letters, including the use of mail-merge facilities.
- Participate in training, other learning activities and performance development as required
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.

*These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities without changing the general character of the post in order to meet the needs of the organisation.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with the Leger Education Trust's policies on health and safety.

Person Specification Form

Pastoral Support

Requirements	Essential (E) or Desirable (D)	Identified by: application form (AF) or interview (I)
Qualifications		
Good standard of education including literacy and numeracy qualifications	E	AF/Certificates
3 GCSEs (grade C or above) or equivalent including English and Maths	D	AF/Certificates
Knowledge, skills and experience		
Experience of working in an education setting with children of secondary school age	D	AF/I
A flexible approach to undertake a wide variety of duties within the school	E	AF/II
Good working knowledge of Microsoft Office applications	E	AF/I



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Experience of using databases for data input and retrieval	D	AF/I
Ability to work as part of a team and on own initiative	E	AF/I/
Excellent written, verbal and non-verbal communication skills	E	AF/I
Ability to see tasks through to a successful conclusion	E	AF/I
Efficient and effective organisational skills	E	AF/I
Ability to work under pressure, meet tight deadlines and pay attention to details	E	AF/I
High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents	E	AF/I
Excellent IT skills	E	AF/I
Efficient and effective organisational skills	E	AF/I
Willing to undertake training and development	E	AF/I
A commitment to safeguard and promote the welfare of students	E	AF/I
Personal and Professional Skills and Attributes		
Tactful, respectful and sensitive to the needs of others	E	AF/I
Patient and persistent	E	AF/I
Enthusiastic with a positive and optimistic outlook and a sense of humour	E	AF/I
Committed to excellence	E	AF/I
Hard working with high expectations of self	E	AF/I
Ability to establish relationships with internal and external stakeholders	E	AF/I
Ability to work effectively as a member of a team and display excellent interpersonal skills	E	AF/I
First class communication skills on all levels	E	AF/I
Highly organised, motivated and enthusiastic	E	AF/I
High professional and personal standards	E	AF/I
A commitment to working to strict deadlines	E	AF/I
Willingness to play a part in the wider life of the Academy	E	AF/I

Requirements from confidential references:

Written reference(s) only	*
Confirmation of professional and personal knowledge, skills and abilities	*
Positive recommendation from current employer	*
Good health and attendance record	*

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.