



**BRADFORD** ACADEMY  
TRUST



Application Pack

## Contents

- Letter from Executive Principal
- Job Description
- Person Specification
- Information for Applicants

Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:



At Bradford Academy we believe that by developing responsibility, respect, and resilience we will become a shining light in our community. Our vision underpins everything we do and by living it together we are quickly becoming a school that makes a difference to those we serve.

When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community.

We have two internal resourced provisions in our Secondary Phase; one for Physical Disability and one for Autism. We have a provision to support learners in need of additional SEMH support, RESET. We also have a local authority led SEMH provision on site. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. We value our staff's wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville

Executive Principal

**PASTORAL SUPPORT WORKER**

<b>Salary:</b>	SCP4-7 37hrs TTO+5
<b>Post Title:</b>	<b>Pastoral Support Worker</b>
<b>Job Purpose:</b>	To be responsible for the management and pastoral support of a designated cohort of students
<b>Responsible to:</b>	Lead Director for Behaviour and Culture
<b>Responsible for:</b>	Ensuring all the designated students in the year group are supported and that home and academy liaison drives their progress
<b>Liaising with</b> <i>(Working Relationships):</i>	Teaching staff Support staff
<b>Hours of Work:</b>	Term Time + 5
<b>Disclosure Level:</b>	This post is subject to an enhanced DBS disclosure
<b>Main / Core Duties:</b>	To follow academy routines and processes as directed To provide appropriate pastoral support to students assigned to a year group To provide behaviour management support To work as a member of the student support team To be the primary point of contact for parents / cares of designated students
<b>Operational Planning:</b>	To support the implementation of operational/strategic plans relating to student support team
<b>Service Provision:</b>	To ensure that students are appropriately met at the start of each day To visit classes, attend assemblies and supervise students at breaks To ensure that all administration and record keeping for designated students is kept up-to-date and legal responsibilities are fulfilled To monitor report cards, parenting contracts and behaviour contracts as appropriate To liaise with the Attendance Officer and the Safeguarding Officer as part of the student support team ensuring information sharing and collaborative working To work with parents in ensuring students are supported To arrange induction of new students into designated cohort as necessary

To provide callout assistance and manage learner movement

To be the responsible adult for all designated students and provide appropriate guidance and support

To identify where support for students and their families is needed and liaise with other professionals within the student support team and with Achievement Leaders to ensure appropriate provision

Provide academic mentoring for designated students

Understand and monitor student progress targets

Support the academy's reporting processes and attend open evenings

Identify students who require additional academic mentoring and liaise with Key Stage Achievement leads to ensure this is put in place

To provide First Aid within the Academy

To support students with medical conditions as required.

**Service Development:**

To continually seek to develop service improvements

To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

**Quality Assurance:**

Ensure that parents and students understand and are able to act upon academic reports provided by the academy

Support designated students in order that their attitude and behaviour in lessons contributes to delivering excellent teaching and learning

Ensure that all designated students follow the behaviour and uniform policies of the academy and represent the academy well in the community

**Management Information and Administration:**

To ensure all documentation relating to the pastoral progress of designated students is kept up-to-date and legal responsibilities are fulfilled

To undertake administrative duties as required to perform the role

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person

<b>Communications:</b>	To ensure that all communications with service users demonstrate the values of the Bradford Academy
<b>Marketing and Liaison:</b>	To develop, nurture and maintain the positive image of the Bradford Academy To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Bradford Academy
<b>Management of Resources</b> <i>(Other than People):</i>	To take responsibility for the safe use and safe keeping of resources
<b>Corporate Responsibility:</b>	To abide by and implement all policies and procedures of Bradford Academy, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures
<b>Other Specific Responsibilities:</b>	To contribute to the overall ethos, work and aims of Bradford Academy To carry out all duties in the most effective, efficient and economic manner  Ensure that all communications with parents demonstrate the values of Bradford Academy  Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of Bradford Academy are exemplified in attitude, language and behaviour
<b>General Statement:</b>	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title

**PASTORAL SUPPORT WORKER**  
Person Specification

	<b>Criteria</b>	<b>Assessment Basis</b>
<b>Qualifications:</b>	<p><u>Essential</u></p> <p>Level 3 qualifications</p> <p><u>Desirable</u></p> <p>A degree or post graduate qualification</p> <p>Safeguarding training / qualifications</p>	Application
<b>Professional Experience &amp; Understanding:</b>	<p><u>All Essential</u></p> <p>Understanding of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School attendance systems and processes</li> <li><input type="checkbox"/> A basic knowledge of the work of a school</li> <li><input type="checkbox"/> Pastoral support for students</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Experience of working effectively with children/ young people in either education, social work, youth work or another related area of work</li> <li><input type="checkbox"/> Experience of working effectively with the parents /carers of children / young people</li> <li><input type="checkbox"/> Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare</li> <li><input type="checkbox"/> Experience of working in a multi-agency environment</li> <li><input type="checkbox"/> Experience of undertaking a range of clerical duties</li> <li><input type="checkbox"/> Experience of a range of computer applications</li> <li><input type="checkbox"/> Ability to produce concise and complex reports</li> <li><input type="checkbox"/> Management Information Systems e.g. SIMS</li> </ul>	



	<b>Criteria</b>	<b>Assessment Basis</b>
<b>Professional Abilities:</b>	<p><u>All Essential</u></p> <p>Ability to think strategically</p> <p>Ability to communicate effectively to a variety of audiences</p> <p>Ability to persuade and influence</p> <p>Ability to communicate complex ideas simply to a wide range of audiences</p> <p>Ability to plan effectively</p> <p>Ability to evaluate</p> <p>Ability to provide comprehensive reports</p> <p>Ability to manage time effectively and meet deadlines</p> <p>Ability to work effectively with stakeholders and within a corporate environment</p>	<p>Application,</p> <p>Interview and</p> <p>Reference</p>
<b>Personal Qualities:</b>	<p><u>All Essential</u></p> <p>Honesty and Integrity</p> <p>Discretion</p> <p>Flexibility</p> <p>Resilience</p> <p>Commitment to making a difference</p>	<p>Interview and</p> <p>Referenc</p>



## Information for applicants

### Safeguarding

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children's barred list check and section 128 check (where relevant). Please see our DBS Policy in the Academy Info/Policies area for our policy pertaining to the recruitment of ex-offenders.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

### Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

### Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact [recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk) to arrange an appointment.

### Applying

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of the form.

Please email to;

[recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk)

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

### Interviews

Shortlisted candidates will be contacted within two weeks of the closing date.