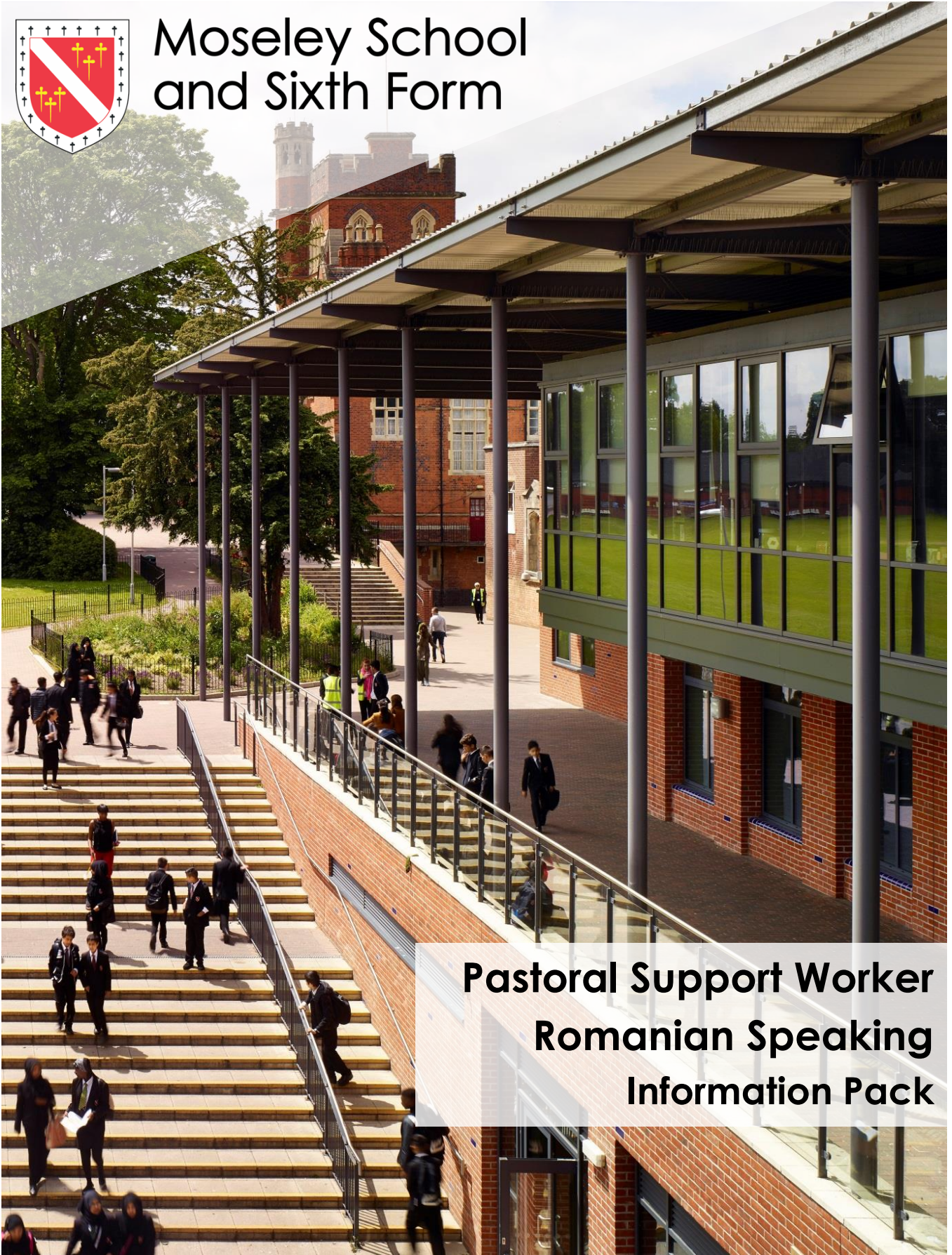




Moseley School and Sixth Form



Pastoral Support Worker Romanian Speaking Information Pack

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.

inspiring excellence in character and scholarship



Moseley School and Sixth Form

Moseley School and Sixth Form
Wake Green Road
Moseley
B13 9UU

T: 0121 566 6444
E: enquiry@moseley.bham.sch.uk

Headteacher: Mr R. McBrien BSc MEd NPQH

Dear Colleague,

I am delighted you are considering joining Moseley School and Sixth Form.

This is an exciting opportunity to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Moseley School and Sixth Form. We are very proud of the achievements our students make academically and in many other spheres. We aspire to provide the very best educational opportunities and outcomes for all our students. Ofsted recognised that we are doing a good job of this when they inspected in May 2016.

Please explore our website and read through the additional materials included in this pack to find out more about Team Moseley. The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

Your application must be received by **8am on Tuesday 17th October 2017**. Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11. **Interviews will take place on Friday 20th October 2017.**

Yours faithfully,

Roger McBrien
Headteacher



Post Title:	Pastoral Support Worker – Romanian Speaking
Salary & Grade	Grade 3 point 20 – 28 (£16,982 - £21,819)
Contract Type:	Part Time, 0.6FTE, 22 Hours per week and occasional evening duties
Contract Term:	Permanent

We have a thriving and growing number of Romanian students here at Moseley School and Sixth Form and you would be essential in ensuring our students and their families can access the wide range of opportunities we offer. We are looking for an experienced and accomplished Romanian Translator who has worked within a pastoral environment to inspire our students to achieve excellence in character and scholarship.

You would be working with our pastoral and safeguarding team to provide a vital support network for families to ensure the wellbeing of our students. You will attend support meetings, help to monitor attendance and punctuality and work on targeted campaigns to promote safeguarding within the school community.

Our perfect candidate will:

- Be able to provide a professional, efficient and confidential Romanian translation service
- Be able to support the pastoral team with safeguarding and wellbeing for students and families
- Be able to establish and develop outstanding relationships with students, their parents / carers and staff
- Make a significant contribution to our character development programmes
- Contribute to our core vision and values

If this is you come and join 'Team Moseley'. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1300 students, 160 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym.

If you would like to arrange a visit contact Emma Holland, PA to the Headteacher, on 0121 566 6441. Download an application pack from our website www.moseley.bham.sch.uk or contact Emma Holland, PA to the Headteacher, on 0121 566 6441.

Closing date: 8am Tuesday 17th October 2017

Interviews date: Friday 20th October 2017

Completed applications should be returned to Emma Holland, PA to Headteacher, Moseley School and Sixth Form, Wake Green Road, Moseley, Birmingham, B13 9UU or via email to recruit@moseley.bham.sch.uk, with an accompanying letter explaining how you meet the requirements of the role.



Job Description

Post Title:	Pastoral Support Worker – Romanian Speaking
Reporting to:	Pupil Welfare Support Administrator
Salary / Grade:	Grade 3 point 20 – 28 (£16,982 - £21,819)
Actual Salary:	£10,236 - £15,047
Working Time:	Part Time, 0.6FTE, 22 Hours per week and occasional evening duties
Disclosure Level:	Enhanced

Core Purpose: To provide a professional, accurate and effective interpretation service for any Romanian speakers who need to access the schools facilities and support the pastoral team with their work with our Romanian students and families.

Main Duties / Responsibilities

- Provide a professional, efficient and confidential Romanian translation service
- To undertake translating letters and assignments as and when required
- To provide support with the pastoral team to families and students, including attendance, safeguarding and parental meetings.
- Interact and develop working relationships with professionals, staff, students and their families using positive interpersonal, oral and written communication in English and Romanian
- Produce true and faithful quality translation work that meets deadlines and is accurate, without omitting or adding anything
- Facilitate oral communication between individuals and staff by interpreting telephone conversations, conference calls, in-person conversations, etc. during school hours, for parent/teacher conferences, after school activities, meetings, and other school functions
- Translate school-home communications and system-wide documents from English to Romanian
- Deliver excellent customer service at every opportunity

Specific responsibilities of this role:

- To observe impartiality whilst interpreting, abstaining from expressing personal opinions and giving advice, or letting your own morals, religious beliefs or views interfere with the interpreting process.
- Liaising with external agencies and colleagues to support identified students.
- Attend and support at Progress Evenings.
- Regularly review own practice, set personal targets and take responsibilities for own personal development.
- To undertake appropriate professional development including adhering to the principle of performance management.
- Provide the DSL, Head Teacher and Governing Body with any information and support to enable it to meet its responsibilities.

Responsibilities for all staff:

- Promote the values, ethos and aims of the school
- Follow all relevant school policies
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- Create and maintain effective partnerships with parents and carers
- Assist with duties, including administrative support as appropriate

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.



- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed
- Attend meetings as required
- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up-to-date with current educational developments and legislation affecting your area of responsibility
- Contribute to school development through identified communication and consultation channels
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To respect the confidential nature of information relating to the school, students and visitors
- Be aware of and support difference and ensure equal opportunities for all
- Develop constructive relationships and communicate with other agencies/professionals
- To comply with the school's Health and Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post.

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.



Personal Specification

POST TITLE: Pastoral Support Worker – Romanian Speaking

Qualifications & Experience	Essential Desirable D	E/ D
<ul style="list-style-type: none"> • A Degree in Translation Studies or equivalent • Fluency in both English and Romanian • A working knowledge of schools • A good working knowledge of the key terminology used in schools both in English and Romanian • Experience in a social support/pastoral position • Experience of working with 11 – 18 year olds • A good understanding of the importance of confidentiality and the ability to adhere to a strict confidentiality policy • The ability to communicate effectively with people from a wide range of linguistic and social backgrounds • Previous interpreting experience • Safeguarding training 	<p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	
Skills and Abilities		
<ul style="list-style-type: none"> • Excellent interpersonal skills, confident individual who can communicate in a professional manner • Able to work alone or in a team, able to use initiative • Excellent administrative, IT skills, Word and Excel or equivalent systems. • Excellent telephone manner • Strong numerical skills. • Excellent written and oral communication skills • Excellent organisational skills • The ability to remain impartial and professional at all times • Excellent time management skills and the ability to organise your diary effectively 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Other Attributes		
<ul style="list-style-type: none"> • Proven translation skills • Proactive, flexible and adaptable • Punctual and conscientious • Excellent attention to detail and accuracy • Discretion, tact and confidentiality at all times. • Able to work under pressure and to deadlines, and produce accurate results • A sense of proportion and humour • Can Do attitude • Passionate about helping our school community • A flexible approach to work and a willingness to be available at short notice • The ability to remain calm whilst working under pressure 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.



Moseley School and Sixth Form's purpose is to inspire excellence in character and scholarship.

Our vision for Moseley School and Sixth Form in 2018

Moseley School and Sixth Form is an inspirational place to learn, where passionate teachers nurture the curiosity, creativity and imagination of students. All the School's systems are geared to support the progress of all students. The curriculum, assessment, staffing, timetable, technology and other resources enable each student to receive personalised support to achieve ambitious goals. A global perspective that celebrates diversity and respect for individual rights pervade the school and nurture responsible citizens and independent thinkers. The School is a place in which all staff develop as leading professionals and make a significant contribution to the educational community in Birmingham and nationally. Staff and students receive support and guidance to prepare them for the next step in their careers.

Moseley School and Sixth Form is a safe and healthy school that enables students to thrive. We want to work in an emotionally intelligent school where we acknowledge the fallibility of human beings and recognise the impact our actions and words have on others. Our pastoral system ensures that each student is cared for and their needs are met through effective partnerships with all our stakeholders, especially parents and carers. All students have opportunities to broaden their social and cultural horizons. The school provides a clear moral framework based on shared values in which the students feel safe and can flourish. Students are able to reflect on their own beliefs, appreciate different views and develop understanding of their own identity and their own self-worth. The School values its long history whilst being dynamic and forward looking; a place where staff and students enjoy memorable experiences.

Moseley School and Sixth Form is a place where staff and students are aware of how personal and political decisions affect the future of the environment and of their responsibility to help to sustain our planet. We are a caring community where positive personal relationships have a civilising influence. We recognise the potential in everyone and we support and challenge everyone to achieve their potential. We provide opportunities for everyone to develop leadership, organisation, resilience, initiative and communication skills. All of the School's diverse communities share the vision and purpose of the school and through developing character and scholarship achieve excellence.

Moseley School and Sixth Form Values:

We expect all members of our school community to embrace our core values: **Respect, Endeavour and Compassion**



2017 Results

Key Stage 4

63% of students achieved a Pass (Grade 4) or above in English.

44% of students achieved a Pass (Grade 4) or above in Mathematics.

57% of students achieved a C or above in Science.

49% of students achieved A/A* grades.

Progress of our lower ability students is in the top 30% of all schools nationally.

Key Stage 5

92% of students achieved 3 passes with an average of a grade C.

88% of students achieved a grade A* - B.

79% of vocational students achieved Distinctions or Distinction*.

Progress for our vocational students is expected to be in the top 20% of all schools and colleges nationally.



Hadeel
A*, A, A

**Accounting
and Finance
at University
of Birmingham**



Curriculum

The curriculum seeks to maximise the achievement of all our students. It aims to provide a broad and balanced education, which meets the requirements of the National Curriculum, and is also tailored to the specific needs, interests and aspirations of our students.

The curriculum contributes to the good spiritual, social, moral and cultural development of students. This is achieved through the taught curriculum and through the programme of enrichment activities which help to deliver key aspects of personal, social and health education, as well as citizenship. The curriculum provision is also supported by a strong commitment to impartial careers information, advice and guidance.

Key Stage 3

At Key Stage 3 all students will study the following subjects

English	Religious Education
Maths	Design Technology
Science	Art
PE	Computing
Modern Foreign Language	Drama
History	Music
Geography	PHSE

Key Stage 4

At Key Stage 4 all students follow a core curriculum of English, Maths, Science, Religious Education and PE. They also have the opportunity to study four more subjects to GCSE level. There is a wide range of subjects to choose from which we will discuss with you and your child during our pathways events. Currently 25 subjects are on offer for your child to discover their passions.

Sixth Form

The Sixth Form at Moseley School offers a wide range of academic A level subjects as well as vocational subjects at both Level 2 and Level 3, all providing opportunities for progression on to higher education or apprenticeship programmes. **98% of our students achieved places at their first choice university in 2016.**



Pastoral Care

Student Welfare

Student welfare is supported through vertical tutoring and the house system, both of which enable students to develop positive relationships with their peers and with students from other year groups in school. Students are placed into one of six houses. Each house is led by a pastoral team consisting of an Assistant Headteacher Head of House and a non-teaching House Pastoral Manager.

There are seven tutor groups in each house and each tutor group is made up of students from Year 7 through to Year 11. Although sixth form students do participate in house activities, they are placed in separate Year 12 and Year 13 tutor groups. A wider team of pastoral staff are on hand to provide more personalised support for students who are struggling with their studies or who are facing challenges outside of school. It is our intention to provide early help and support to our students and their families to ensure that all barriers to learning are removed, enabling our students to achieve their very best.

Celebrating Success

Students Excellence, Character & Scholarship is celebrated as we believe it is important to promote an ethos of success. We celebrate all successes through our Moselette rewards system. Students have the opportunity to earn awards through demonstrating excellent attitudes to learning (Scholarship) and positive conduct (Character).

Our rewards are broken up into short, medium and long term celebrations. Every week students are acknowledged and praised during house assemblies and awarded Mosettes and postcards home. For consistent excellence over each half term we promote students through our success posters around our school site and via termly awards assemblies. As long term rewards each term students aspire to earn places on our Gold, Silver and Bronze rewards trips where they will gain new cultural experiences. We also have two awards evenings during the year for KS3 and KS5 awards where students can become a part of the school's history.

The six houses of Moseley also compete for our four house cups for Attendance, Punctuality, Conduct and Attitude to learning. These are presented to the house student leadership teams each half term by the head teacher and cups are displayed in our main hall.

Student Conduct and Attitudes to Learning

Students are aware of the clear expectations regarding their conduct in and outside of school and we have an established system of rewards and sanctions to support behaviour. With support from parents, we work in partnership to instill the positive values of respect and compassion into our students so that they conduct themselves as excellent ambassadors for the school and the community. Appropriate guidance and support is available for students who require additional help to maintain a high standard of conduct.

Students are provided with regular opportunities to develop positive attitudes to learning in order to secure excellent progress and conduct in lessons. Our focus on Attitudes to Learning is based around helping students to develop the following attributes: passion for learning, focus, initiative, leadership, resilience, reflection and readiness to learn.



At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.



Support for Learning

We believe every member of Team Moseley has a key role to play in creating an inclusive learning community and promoting pride in scholarship. All students can become successful, independent learners able to integrate effectively into society as responsible citizens, confident throughout their lives in their ability to learn. At Moseley School and Sixth Form your child's safety and well-being are paramount. We are committed to ensuring that no student is left behind or feels that they are at a disadvantage to their peers and we are able to create individual support plans to meet the needs of every student. All children are treated equally with respect and expectations are high to enable all to achieve or exceed their potential.

SEND/EAL

Our SEND (Special Educational Needs or Disability), Literacy and EAL (English as an Additional Language) teams sit at the heart of our school improvement plan and provide excellent support to students, families and carers to remove barriers to learning. Through close relationships with the pastoral and curriculum teams, we are able to make provision for a wide range of needs. Students are identified for targeted interventions, including EAL, literacy and numeracy 'catch up' sessions. These are delivered by our team of specialist graduate coaches during the school day and after school in enrichment clubs. The EAL team lead, manage and work collaboratively with mainstream teachers and graduate progress coaches to plan and deliver effective English Language support to students with EAL, including those who are International Newly Arrived. Their expertise enables students to accelerate their acquisition of English facilitating their access to a broad and balanced curriculum. Occasionally these students have SEND needs too and we work collaboratively across teams to secure the most appropriate provision.

Assessment and Specialist Provision

We recognise that all students may require support at some stage in their education whether it is social, emotional, behavioural or academic. The views, wishes and experiences of students, parents and staff are integral to the planning and review of the support we allocate to our students. For students with pre-identified SEND or literacy needs, we scrutinise all progress data following every assessment point. For students with high-focus SEND needs we also use a range of assessments, in addition to requesting additional expertise from external agencies. For students who require additional support to improve their literacy skills a team of graduate Literacy coaches work with individuals and small groups. Focused interventions from the Literacy team enable students to make rapid progress and enjoy success in class and examinations.

For students arriving with English as an Additional Language, a comprehensive programme of support is available to meet the individual needs of students. This ranges from an intensive English induction course, to short term language lessons all of which are designed to allow students full access to the curriculum as quickly as possible.

We also offer a large number of extra-curricular activities and clubs at lunch times and before and after school.

Quality First Teaching and Learning

In addition to support from the SEND, Literacy and EAL teams, teachers at Moseley School and Sixth Form are fully committed to maximising inclusion by differentiating teaching methods and resources. The key characteristics of Quality First Teaching and Learning are: highly focused lesson design with sharp objectives and outcomes; high demands of student engagement with their learning; high levels of interaction for all students; appropriate use of teacher questioning, modelling and explaining; an emphasis on learning through dialogue, with regular opportunities for students to talk both individually and in groups; regular use of praise to motivate and regular professional training opportunities for staff. Our superb, stimulating learning environments are accessible and fully resourced with state of the art ICT equipment.

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What we can offer you

Following a recent staff survey, 100% of the 160+ staff here at Moseley School and Sixth Form agree or strongly agree that they are proud to be a member of staff here.

We are fully inclusive and provide a wide range of programmes to enhance employee wellbeing. This includes heavily discounted membership to our fully equipped Health and Fitness centre and a car parking space on site for every member of staff.

Moseley School and Sixth Form is committed to providing a supportive and developmental culture for all staff, through an extensive CPD programme. The school strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members. Over the last two years there has been a deliberate shift to a school-based model, increasing collaboration and the opportunity for reflection.

In order to create and sustain this culture the school has implemented and delivered a range of strategies: lesson collaboration, joint-practice development, Lesson Study, Moseley Teaching Programme, and other initiatives focusing on teaching and learning.

We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs, team building events, sports and health classes.

We pride ourselves on being friendly and welcoming to everyone visiting our site and provide comprehensive induction processes to ensure that your transition into Team Moseley is as smooth as possible.

We have a very positive ethos and excellent staff/student relationships; we value our staff both as individuals and as professionals and are committed to their personal and professional development.

Moseley School first opened its doors in 1923 and we still use the excellent facilities housed in our grade two listed building along with a modern building which opened in 2012. We cherish our proud history and are excited about our bright future.

We are based in Moseley, Birmingham, on a large and beautiful site. The 600 year old suburb recently topped the list of Britain's top 50 urban districts and was praised for its "village community". Moseley School and Sixth Form is based 4 miles from Birmingham City Centre with a train station a 20 minute walk away and buses running every 4 minutes from the city.



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inspiring excellence in character and scholarship



Extra-curricular opportunities

At Moseley School and Sixth Form we believe in excellence in scholarship and character. We provide our students with opportunities to develop their character through many extra-curricular activities.

After lessons finish each afternoon there are opportunities for students to extend their learning and also explore other interests. Chess Club, Debate Mate, Game Design, International Club and Games Clubs are just a small sample of opportunities available.



There are also many sports clubs available for student to try out new sports as well as opportunities to represent the school in competitive sport. Students also have the opportunity to watch live sports events. Students have been to Edgbaston to watch England play cricket, to the NIA to watch the National Basketball Finals, are due to attend 2017 British Gymnastics Championship and to Edgbaston Tennis Club to watch the AEGON tennis classic, which is the warm up event for Wimbledon.

In 2017 our production of 'The Witches' by Roald Dahl, achieved local acclaim and awards, as did our 2016 production of 'Our Day Out'. There are regular opportunities for students to perform music and drama through 'Moseley's got talent'.



In Year 7 all students have the opportunity to go on a residential to an outdoor activity centre in surrounding countryside. This experience builds confidence and friendships which help new students to settle quickly and form good relationships with staff and other students.

Junior Award Scheme for Schools (JASS) is a progressive learning programme for young people; a key aim has been to meet the challenges of the transition from primary to secondary. JASS develops the whole individual by offering recognition in four key areas – regular physical activity (**Get Active, Stay Active**), exploring a personal interest (**My Interests**), working for the good of the community or the environment (**Me and My World**) and completing an outdoor activity or challenge (**Adventure**) and is designed so that participants move from **Bronze**, to **Silver** and then to **Gold** with increasing levels of, commitment, learning, and challenge.



The prestigious Duke of Edinburgh's Award is recognised by universities and employers for its emphasis on character building. Students from Year 9 onwards can start training and preparing for a bronze, silver and ultimately a gold award. Planning and organisation are essential but resilience and leadership are also developed through the demands of the programme.

For our students who are not yet old enough to join the Duke of Edinburgh Award, we give them the opportunity to complete Moseley Edge. The scheme has been designed to develop key life skills and attributes that employers are looking for. These include: leadership, organisation, initiative, resilience and communication. Completing will give students an accreditation, which will acknowledge the personal achievements made by the students outside of their traditional academic studies. This accreditation is offered at three levels, Year 7 will begin at the Apprentice level, as they get older they will move onto the Graduate and Masters programmes.

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