



Candidate Recruitment Pack

Pastoral Lead St Germans Academy Magdalen, Wimbotsham & Stow Academies (The Bridges)

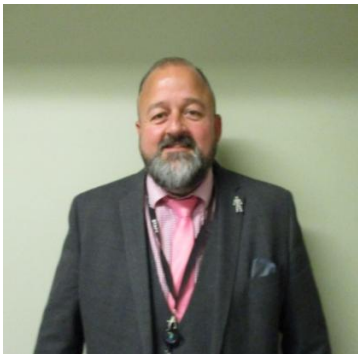
Applications considered upon receipt

www.unityeducationtrust.uk

office@stg.unity-ed.uk

A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

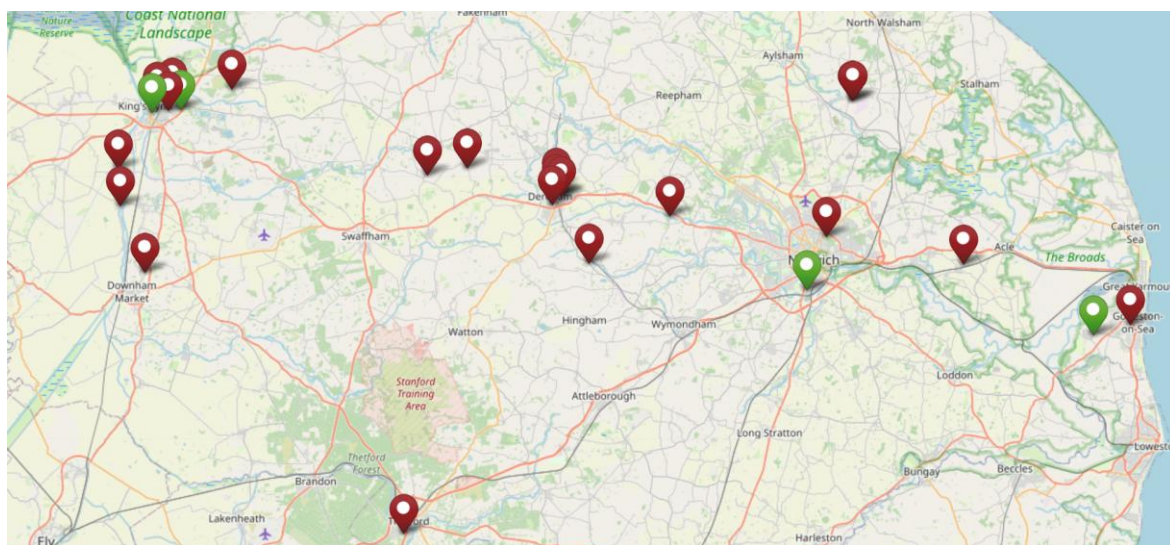
We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

Our School – St Germans Academy



St Germans Academy is a truly unique school with a long history of successfully providing the highest quality education in our village since 1894. In that time there have been many changes to education and indeed our wonderful building but throughout the past 100+ years we have always prided ourselves in making our children feel special and nurtured their talents in all areas of the curriculum.



Underpinning principles





Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



POST TITLE:	
Pastoral Lead	
RESPONSIBLE TO: Headteacher and Deputy headteacher	

Responsible for The day to day support of vulnerable, disadvantaged and high needs pupils. Deputy safeguarding lead and day to day management of safeguarding and attendance.

Purpose of role The Pastoral Lead will lead attendance monitoring and interventions, support the deliver and evaluate a range of interventions which support SEND and SENCOS to vulnerable pupils, including Pupil Premium, ensuring student engagement in access to learning and improved outcomes and aspirations.

As directed by the Head Teacher and/or Deputy, the Pastoral Lead will be supporting and delivering the day-to-day nurture interventions to support children and will liaise with the Headteacher and Deputy to deliver the necessary interventions and pastoral support.

The post-holder will

- Be a designated safeguarding lead across the Federation
- Support parents in developing resilience and independence in accessing support and participating in school and community life (building social capital)
- Implement and deliver Nurture sessions with vulnerable pupils and have a knowledge of attachment and trauma informed practice
- Monitor daily attendance across the school

Duties

- Support the implementation of Step On within the school, working with the SENCO to train staff in the schools therapeutic behaviour policy and in Norfolk's Step On approach to supporting positive behaviour, support staff in classrooms to apply the step on approach consistently and effectively
- Support vulnerable young people through a range of strategies and support the teachers with strategies to enable these pupils access to learning and improved outcomes and expectations
- Act as a point of contact in school for families in need of support.
- Reduce school absence include lateness levels for key vulnerable pupils
- Liaise with parents and outside agencies
- Work with class teachers in order to monitor and support the learning and progress of vulnerable pupils
- Work with identified pupils on a one to one or small group basis to support their educational and emotional progress
- Promote an open door policy for families, including meeting children and families for adhoc or short term interventions
- Meet and maintain contact with the families of the vulnerable pupils who have been identified for support, to gain insight into the family and provide parenting strategies when required
- Run supportive parenting groups for vulnerable families or targeted groups

- Lead day to day safeguarding actions and liaise with outside agencies and designated safeguarding lead
- Lead daily attendance monitoring and actions as part of the attendance team.
- Attend team around the child (TAC) meetings, team around the family meetings (TAF) and other CP related meetings when appropriate
- Liaise with appropriate outside agencies to support the identified children and families, following advice given

In addition the Pastoral Lead will also be required to:

- Carry out home visits when appropriate in line with the school Lone Working Policy
- Attend relevant training linked to the role as agreed with Headteacher
- Work alongside the SLT to maintain a consistent approach to family support across the school
- Support transition work: Under the direction of the Headteacher and Deputy, identify and support vulnerable pupils and their families transitioning into or out of the school.
- Support children within the classroom environment when appropriate
- Carry out other duties as outlined by the Head Teacher pertinent to the post and needs of the school

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all pupils are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Person Specification – Pastoral and Learning Support Mentor	Essential (E) or Desirable (D)
Education	
Good standard of education (3 x GCSE's – English C or above)	E
Education to A Level standard or equivalent	D

Competency in terms of qualifications or life skills equivalent to at least HLTA or prepared to undertake this training.	D
Experience	
Evidence of suitability to work with children and young people	E
Working in a front line service e.g. education, social care, police, health, connexions	E
Working with challenging or vulnerable people	E
Experience of working with children	E
Working collaboratively as part of a team	E
A proven record of accomplishment of working with young people in one of a range of fields, including teaching, early years, youth work, education welfare service, health, social services.	E
The ability to identify potential barriers to learning and to plan strategies to overcome these barriers.	E
Behaviours	
Ability to engage constructively with, and relate to, a wide range of children and their families/carers.	E
Ability to work effectively with, and command the confidence of, teaching staff, school SLT and external agencies	E
Calm, authoritative manner	E
Ability to work effectively and network with a wide range of support services in order to build detailed knowledge of the specialist support services available.	E
Be proactive in adapting the role to its evolving needs.	E
Adaptable and flexible - willingness to go 'the extra mile'	E
Skills	
A commitment to personal reflection and continual development. Enthusiasm, flexibility, reliability, a 'can do' approach.	E
Excellent interpersonal skills	E
Highly effective communication skills; ability to communicate with a wide range of people	E
Excellent organisational skills	E
Ability to empathise with children and young people	E
Excellent IT skills	E
Ability to prioritise and multi task	E
Experience of using school IT systems	D
Good presentation skills	E
Well-developed behavioural management skills	E
Attributes	
Committed to UET aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Occasional work outside normal working hours	E

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located across the three schools St Germans, Magdalen, Wimbotsham & Stow Academies. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative workplaces as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

Salary: £24,999 - £26,683 Annual Actual (£29,064 - £31,022 FTE)

This post is Scale F. Point 13 – Point 17. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

HOURS OF WORK

The normal working week is one of 37 hours, Term Time + 1 week. This is a permanent position.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

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

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve the right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

Visits are encouraged or for an informal discussion about the post please email office@stg.unity-ed.uk or phone on 01553 617246



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