

## Candidate Briefing Pack

### Pastoral Officer - Nuneaton Academy



Dear applicant,

***Who can know the limits of any child's potential?***

All of us at Nuneaton Academy firmly believe that every child is a special individual, capable of extraordinary things and deserving of an excellent education. Nuneaton Academy will become a beacon of educational excellence, unwavering in its commitment to nurturing young minds and bringing out 'the best in everyone.' Working with us means **being part of one of the most transformational school improvement journeys in the country**. We foster a respectful culture, where kindness and courtesy are the cornerstone of every interaction. We are resolute, looking for people who exhibit unwavering dedication to the growth and success of our students; showing determination through hard work.

***"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has." - Margaret Mead***

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. Our central, regional and cluster teams ensure that technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that school leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin.

If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being we encourage you to apply. We welcome the opportunity for prospective applicants to visit us and we invite you to get in touch with any questions you may have ahead of submitting your application.

Thank you so much for considering a post with us.

We look forward to hearing from you.

**Mark Dalton**  
**Principal**  
**Nuneaton Academy**

**About United Learning**

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

### **Our Ethos**

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

**AMBITION** – to achieve the best for ourselves and others.

**CONFIDENCE** – to have the courage of our convictions and to take risks in the right cause.

**CREATIVITY** – to imagine possibilities and make them real.

**RESPECT** – for ourselves and others in all that we do.

**ENTHUSIASM** – to seek opportunity, find what is good and pursue talents and interests.

**DETERMINATION** – to overcome obstacles and achieve success.

### **Our Framework for Excellence**

To achieve our mission, our schools prioritise five key principles:

- **THE BEST FROM EVERYONE**
- **POWERFUL KNOWLEDGE**

- **EDUCATION WITH CHARACTER**
- **LEADERSHIP IN EVERY ROLE**
- **CONTINUOUS IMPROVEMENT**

### **Continuing Professional Development**

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

### **Benefits**

- Perkbox - access to resources such as a discounted shopping platform and wellness hub including discounted gym membership
- Access to a dedicated employee assistance counselling and advice line
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments and optical services (eligible after 6 months service)
- Cycle to work scheme
- Car lease scheme
- LGPS Pension

### **Job description**

**Job Title:** Pastoral Officer  
**Responsible to:** Director of Behaviour  
**Rate of Pay:** Full time equivalent £ 26,000 - £28,500 (Pro Rata £22,435 - £24,592)  
**Hours of Work:** 8.00am - 4.00pm. Term Time, including Inset days (a total of 39 weeks).

### **Role Summary:**

To support staff in maintaining high standards of behaviour throughout the school by supporting whole school student behaviour, pastoral administration and managing a well-run and highly disciplined Reflection Room. The aim of this role is to enable students to continue to learn and to improve their behaviour without disrupting the learning of others.

**Main activities:** Pastoral/Admin support of the school

### **Reflection Room Support**

- To supervise students whilst in the Reflection Room, maintaining a disciplined and purposeful working environment.
- To explain to students what is required and what tasks and/or exercises they will be expected to undertake
- To establish positive and productive working relationships with students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills.
- To ensure students keep the Reflection Room tidy during the day and at the end of the day.
- To liaise with parents and carers as required regarding behaviour, Reflection Room outcomes and pastoral concerns.

### **Pastoral Administration:**

- To undertake administration duties in support of the Behaviour Team, including maintaining accurate records and documentation.
- To undertake administration duties in support of the Pastoral Team, contributing to effective tracking and monitoring of student behaviour and wellbeing.
- To keep accurate records of attendance in the Reflection Room and update the school MIS accordingly, including contributing to a behaviour log.
- To oversee Fixed Term Suspension paperwork, ensuring documentation is completed accurately and within required timescales.
- To support the organisation, scheduling and preparation of pastoral and behaviour-related meetings, including arranging appointments with students, parents/carers and relevant staff.

### **Pastoral Role**

- To manage the behaviour of students.
- To encourage students to reflect on their behaviour and to accept responsibility for their actions whilst supporting student Individual Support Packs.
- To implement strategies to support students with social, emotional and behavioural difficulties, setting challenging and demanding expectations and promoting independence.
- Working as part of the school duty, lesson change over and on call team.

**All**

- To attend Line Management meetings as appropriate.
- To be responsible for safeguarding and promoting the welfare of students and young people for whom the post holder is responsible for.
- To liaise with parents as necessary; direct communication is necessary, either by phone or in person.
- Assist with after school detentions as appropriate.

**Other duties and responsibilities:**

- Contribute to the overall ethos/work/aims of the school.
- Attend staff meetings to maintain an awareness and understanding of current issues within the school and to provide and receive information, contribute to and inform discussion.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request, from the principal, members of the Senior Leadership Team or their line manager, to undertake work of a similar level that is not specified in this job description.

**Professional Development and Staff Support:**

- To attend meetings and CPD sessions as required by the Vice Principal - Behaviour.
- To participate in a personal staff development/appraisal process in accordance to policy.
- Support effective teamwork and good relationships between all academy staff.

For more information regarding the role, please contact [natalie.blair@nuneatonacademy.org.uk](mailto:natalie.blair@nuneatonacademy.org.uk)

Nuneaton Academy is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to a satisfactory Disclosure and Barring Service check.

We reserve the right to close this requisition early if we receive a high volume of applications.

## PERSON SPECIFICATION

Criteria
<b>Education and Experience</b>
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• A minimum of Grade C in GCSE (or equivalent) in English and Maths</li> <li>• Have experience of working with students of secondary school age</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Post 16 education preferably to degree level</li> <li>• Level 3 qualifications and above</li> <li>• Successful experience of behaviour management within a secondary school, with particular understanding of students who exhibit challenging behaviour on a regular basis</li> <li>• Have experience of working within an administrative environment</li> </ul>
<b>Knowledge and Understanding</b>
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• A working knowledge of Microsoft Word, Excel, Outlook and other software packages necessary to carry out the key tasks described</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Knowledge of the school's computer systems</li> </ul>
<b>Skills and Abilities</b>
<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• The ability to work in a busy school environment</li> <li>• The ability to work within a high-pressure environment and to keep calm when under pressure</li> <li>• The ability to work individually as well as part of a team</li> <li>• The ability to use your initiative</li> </ul>
<b>Personal qualities</b>
<ul style="list-style-type: none"> <li>• A person of integrity</li> <li>• Confident and professional</li> <li>• The ability to maintain confidentiality</li> <li>• The ability to remain impartial</li> <li>• To be sympathetic to the needs of others</li> <li>• A willingness to attend appropriate training and development.</li> <li>• A flexible approach to working hours.</li> <li>• Be committed to Nuneaton Academy's equality and diversity policy.</li> </ul>