

BOBBY MOORE ACADEMY

Head of Pastoral - Behaviour

Bobby Moore Academy

NJC12 (Inner)

Applicant Information Pack



Bobby Moore Academy

Bobby Moore Academy is an all through school, providing a world-class education for the children of east London. A school characterised by ambition and drive it is transformational in its impact on their life chances and we all as a community stand firm in our belief that;

We are the drivers of social mobility.
We address social injustice head on.
We are architects of aspiration.
We are unrelenting in our focus on academic achievement.
Our expectations are uncompromising.
We craft good character.
We are custodians of the 'master key'

We are situated across two iconic sites on the Queen Elizabeth Olympic Park, and our Secondary phase is now heavily oversubscribed. We are building partnerships with the new East Bank development, including the BBC, UCL, V&A East which is bringing incredible opportunities to the young people of East London.

Since the school was founded in 2017, we have set ambitious academic standards backed up by exciting enrichment opportunities, whilst nurturing and caring for the wellbeing of every child. At capacity, our two sites will accommodate over 1500 pupils, including a Sixth Form. Built on the legacy of the 2012 London Olympic and Paralympic Games we enjoy world beating facilities including a competition standard 400m running track, full size football pitch and field events space, Astro-turf pitch, and state of the art classrooms and school buildings. Taking leadership inspiration from our namesake and the 1966 World Cup winning team we are inspired to generate transformational change for the young people in our care.



About the David Ross Education Trust

The David Ross Education Trust (DRET), of which the Bobby Moore Academy is part, has a passionate belief that by offering young people an outstanding range of opportunities they will discover what they can excel at and thus transform their life chances.

Such an ethos demands that at Trust and individual school level, we bring together best practice from across the independent and state sectors, to ensure high expectations and outcomes for pupils. In practice, this ethos is driven through four core values, the rules by which our community will thrive:

- Aspiration – Always aiming high
- Ambition – Being the best we can be
- Courage – Nothing holds us back
- Respect – Always leading by example

We are an equal opportunities employer, and as with all roles within Bobby Moore Academy, we welcome and strongly encourage applications from candidates representing ethnically diverse communities.

Benefits of working at Bobby Moore Academy

- World-class facilities
- Comprehensive training, coaching, and mentoring available. We are a school that is passionate about the science of learning and implementing evidence-informed practice
- Supportive working culture
- Competitive salary
- Free staff gym on site
- Interest free loans for season tickets and bicycle purchase
- Access to the London Marathon Community Track
- Local staff discount at the View Tube café
- Opportunities to attend Park events

Job Purpose

- To work under the specific supervision, instruction and guidance of the Assistant Principal for Behaviour and to carry out administrative duties.

Main areas of responsibility

Support for the team

- To liaise with staff, scholars, parents, visitors and external agencies in a professional manner.
- To deal with routine and non-routine correspondence relating to behaviour.
- To assist in maintaining the behaviour diary, scheduling meetings as directed.
- To ensure the maintenance of a clear and effective electronic filing system
- To maintain school records systems, including the accurate input and retrieval of data.

Support to the School

- To be aware of and comply with policies and procedures relating to the child protection, health, safety and security and data protection, reporting all concerns to the appropriate named person.
- To occasionally accompany teaching staff and scholars on visits, trips and out of school activities within contracted hours as required.
- To attend relevant meetings and participate in relevant training and performance development as required.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy and equality and diversity.
- To work with parents and stakeholders.
- To organise all meetings with all stakeholders within statutory timeframes.
- To circulate relevant behaviour paperwork as needed.
- To manage filing and paperwork.
- To manage the diaries and calendars of all behaviour academy staff.
- To gatekeep parent communications and triage as needed.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

Reporting to: Assistant Principal for Behaviour

Liaising with: Executive Principal, Principal, Senior Leadership Team, Scholar Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and other stakeholders.

Person Specification

Education and experience

- Educated to GCSE-level/NVQ-level 2 or equivalent, including English and Mathematics.
- To be a skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint, and Outlook.
- Good numeracy and literacy skills.
- Experience of working with relevant age groups within a learning environment.
- Experience of general clerical / administrative work.
- Experience in a relevant discipline.

Knowledge, skills and abilities

- Ability to work well as part of team.
- Effective communication skills:
 - Spoken: to deal with a variety of people at all levels from within and outside the school, both in person and over the telephone, in a confident manner.
 - Written: to record accurate telephone messages and respond to emails in a professional manner.
- Able to use ICT including computer audio video equipment and photocopier.
- Good keyboard skills and knowledge of relevant ICT packages including Excel.
- Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- Ability to relate well to children.
- Ability to relate well to adults.
- Ability to successfully complete first aid training as required.
- Ability and willingness to identify own training needs and participate in training.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Safeguarding

- Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.
- Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.
- Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.

How to Apply

For more information, please visit
www.bobbymooreacademy.co.uk

If you would like to discuss this opportunity further, in confidence,
or to arrange a visit please contact the Principal, Sarah Donnelly,
via principal@bobbymooreacademy.co.uk

To apply please visit www.dretjobs.co.uk

Thank you for your interest in our school. We look forward to
receiving your application.