

JOB DESCRIPTION

POST TITLE:	Behaviour and Pastoral Lead
POST RESPONSIBLE TO:	Senior Behaviour and Pastoral Lead
SALARY:	Grade 4, SCP 6 – 11 £19,698 - £21,748 (Term time only – prorated £17,592 – £19,812)
CLOSING DATE:	Friday 30th October 2020
INTERVIEW DATE:	Week commencing 2 nd November
START DATE:	ASAP

JOB PURPOSE

To enable students and young people to achieve their potential by providing support to overcome barriers to learning both inside and outside the academy.

Support for Students Year 10-13

- To respond to everyday issues for students
- To support well-being and positive student behaviour.
- To assist in the identification of those students who would benefit most from intervention, and, working with others, design and implement an action plan for individual students
- To develop a 1:1 mentoring relationship with students needing particular support where necessary aimed at achieving the goals defined in the action plan;
- To maintain regular contact with families/carers of students in need of extra support, to keep them informed of the student's needs and progress, and to secure positive family support and involvement;
- Meeting and reporting students who are late
- Support students who may have attendance/truancy issues;
- Attend regular meetings with appropriate senior staff;
- Deal with any issues raised by students during confidential discussions promptly and inform relevant staff of the issues and the action taken;
- To liaise with parents and outside agencies with regard to confidential/sensitive information and complex issues;
- Support the tracking of student's attainment and achievement and offer intervention support to maximise student outcomes;
- To support general student supervision duties.

Support to Teachers

- Provide detailed and regular feedback to teachers on learner's pastoral needs/progress, problems etc
- Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour
- Support and promote the academy policies including rewards, attendance and punctuality.

- Organising work for students who have been taken out of lessons or are absent long-term;
- Establish de-escalation routines in line with the behaviour policy of the academy
- Establish constructive relationships with parents/carers and external agencies
- Helping with pastoral administration when necessary.

Support for Organisation

- To be part of the safeguarding team of the academy and train as a Deputy Designated Safeguarding Officer
- Attend Core group or other meetings as directed and provide appropriate feedback in the absence of the Behavioural and Pastoral Lead
- To be a point of contact for accessing a range of community and business-based programmes and specialist support services, for example the Social and Youth Services, CSAWS, the Probation Service and YOT, and out of academy study support and business and community mentors;
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students;
- Produce appropriate records of meetings, incidents that arise, and telephone conversations with external agencies and Parents as appropriate;
- Keep a daily work log to enable other colleagues to be kept up to date with pastoral issues; maintain child protections files and all records of work with external agencies.
- To undertake appropriate professional development including adhering to the principle of performance management;
- Attendance at appropriate staff meetings and parent's evenings.

Support to Academy Ethos (this list is not exhaustive and should reflect the ethos of the academy)

- Promote and safeguard the welfare of students and young persons you are responsible for or come into contact with;
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of, support and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the academy;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Assist with student needs as appropriate during the academy day.

Any other duties commensurate with the level of this post and as directed by the Executive Principal or Associate Principal.

Person Specification for Behaviour and Pastoral Lead

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
L3 qualifications or equivalent qualification or experience in a relevant discipline	E
EXPERIENCE	
Experience of working in an education setting committed to the inclusion agenda	E
Experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances	E
KNOWLEDGE AND SKILLS	
Good ICT and record keeping skills	E
Good numeracy and literacy skills	E
Ability to work constructively as part of a team	E
Ability to relate well to young people and to adults	E
Excellent communication skills	E
Have the ability to deal with sensitive issues in a professional manner	E
Ability to prioritise effectively	E
Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication	E
PERSONAL ATTRIBUTES	
Can build personal relationships with stakeholders, through regular contact and consultation	E
Can coach and empower team members to take responsibility for ensuring customer care	E
A commitment to safeguarding learners in the academy	E
Can accept, support and quickly implement change	E
Can identify and promote best practice and encourage the sharing of ideas	E

Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members	E
Works with others to resolve differences of opinion and resolve conflict	E
Previous experience within a safeguarding role/multi-agency work	D

All offers are subject to clearance of references and enhanced DBS checks

FURTHER PARTICULARS

“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important.”

The late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

Each WMG Academy focuses on engineering, information, digital and communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire and Solihull. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

Our vision

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

The Role

The WMG Academy is looking for an enthusiastic and empathetic person who will work in partnership with teachers to support the learning and wellbeing of individuals and small groups, in line with codes of practice and academy policies and procedures. You will assist in the promotion and development of safe and inclusive learning throughout the Academy in order to give students every opportunity to achieve their best.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding

teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.