



Assistant Pastoral Leader

**Stoke Damerel Community College / Scott
Medical & Healthcare College**

Contents

- **Candidate Letter**
- **Introduction - Greenshaw Learning Trust (GLT)**
- **GLT Mission Statement**
- **GLT Employee Benefits**
- **Terms and Conditions**
- **Main responsibilities and duties**
- **Job description**
- **Person specification**
- **The recruitment process**

Introduction

Thank you for your interest in the post of Assistant Pastoral Leader at Stoke Damerel Community College and Scott College Campus, based at Scott College.

This is a unique and exciting opportunity to join the campus and further contribute to the life chances of young people in the school and across the Trust.

Stoke Damerel Community College and Scott College are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

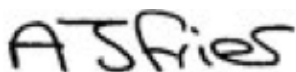
The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Stoke Damerel Community College and Scott College are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The college websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email info@sdcc.net or telephone 01752 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Anita Frier
Headteacher
Stoke Damerel Community College and Scott Medical and Healthcare College

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Pastoral Leader
Line Management:	N/A
Contract:	Permanent
Salary:	Salary calculated in line with NJC Grade D pay scale, points 8 – 14 £24,702 – £27,334 fte, per annum Actual salary: £21,822 - £24,147 per annum (<i>Starting point and salary will be determined on appointment, subject to experience</i>)
Hours of Work:	37 hours per week x 40 weeks per year Monday – Friday 8am – 4pm / 8:30am – 4:30pm
Place of Work:	The successful candidate will undertake work across both Stoke Damerel Community College and Scott Medical and Healthcare College. No additional travel is required as the sites are next door to each other. This post will be focused at Scott College primarily.
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Holiday Entitlement:	The annual holiday entitlement is 23 days plus 2 extra-statutory days. This is a term time only appointment therefore your annual leave entitlement is paid within your annual salary.
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description – Assistant Pastoral Leader

Job Purpose

To provide pastoral and welfare support and guidance for all students within the Key Stage 4 year groups. To work with the Pastoral Leader to maximise student achievements and attainment across the college. You must be able to establish excellent relationships with pupils, parents and colleagues, and work well within a team.

The post holder will report to the Pastoral Leader, as part of the overall pastoral team managed by the link member of the Senior Management Team.

Main duties and responsibilities

Accountabilities

- To ensure students feel safe in school and follow school safeguarding policies and processes required.
- To provide welfare support to young people and link with parents / carers as needed
- To work alongside the safeguarding team to keep children safe.
- To liaise with parents/carers, staff, students and other stakeholders as needed in a timely and professional manner in relation to all aspects of students' pastoral care.
- Have a visible presence around school, during breaks and lunchtimes and in tutor groups to reinforce school expectations and standards.
- To work with the Pastoral Leader to ensure that the tutor time reading programme and curriculum collapse is being delivered to a high standard in a consistent way by the tutor team.
- To work with tutors and Pastoral Leader to ensure that students are ready to learn and equipped appropriately for their learning, including pencil cases, reading book and homework.
- To actively enforce the uniform policy with the Pastoral Leader and take daily firm and consistent action to ensure that students wear appropriate uniform at all times.
- To support year assemblies as relevant and develop a year group ethos with the Pastoral Leader.
- To actively supervise students whilst on duty during the school day.
- To deputise for the Head of Year in their absence.

Behaviour of Students

- Support with the consistent application of the disruption free learning policy and any relevant policies related to student behaviour.
- To ensure effective communication with parents/carers.
- Advise staff on behaviour issues and behavioural traits of individual students.
- To support students in developing individual behaviour plans and disseminate these amongst staff.
- To support duties and the detention system.
- To support the school's rewards system and attend rewards assemblies where necessary.

Cover Supervisor

- Cover classes for absent staff across the college as required.
- Support students during lessons to complete tasks set.
- Follow college policies for behaviour management and supervision of students.

Attendance and Punctuality

- Be responsible for the consistent application of the Attendance Policy and promote good student attendance across the year groups through the rewards policy and attendance displays.
- Liaise with the Attendance Officer regarding communication over attendance with students and support interventions to tackle students with attendance below the school target.
- Liaise with parents and any appropriate agencies on attendance issues.
- To take an active role in the application of firm procedures for managing the punctuality of students to school in the mornings and to lessons throughout the day.
- Collect students if required from home to support reintegration back to school.

Personal Development

- Participate in a programme of CPD

Trust Standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation
- To uphold and promote the ethos and values of the Greenshaw Learning Trust

These responsibilities may be varied from time to time to meet the changing needs of the college.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Strong academic record, including English and Maths GCSE at Grade C or equivalent • Experience of working with/supervising students including knowledge of behavioural and learning difficulties • Ability to initiate, develop and maintain good working relationships with teachers, students, parents, staff and agencies • Understanding of relevant policies/codes of practice and awareness of relevant legislation • Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour 	<ul style="list-style-type: none"> • Experience of working with support agencies • L2 or L3 safeguarding
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Ability to maintain confidentiality at all times • Ability to work in a team and as an individual • Good verbal and written communication skills • Good level of computer literacy with the ability/potential to analyse and use data • Ability to organise work, prioritise tasks and manage time effectively • A passion and commitment for working with young people, including lunchtime and after school clubs/activities and residential activities • Ability to promote and support the inclusion of all students in the learning activities in which they are involved • Commitment to participate in development and training opportunities • Ability to be flexible and supportive to colleagues • Resilience, tact and diplomacy, even when under pressure • Be personable and set a good example to colleagues and students. 	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Monday 8th January 2024**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisted applicants will be invited by telephone or email to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interview date to be confirmed. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact the Plymouth HR team via email: hr@sdcc-smhc.net

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.