

## JOB DESCRIPTION

<b>POST TITLE:</b>	Behaviour and Pastoral Lead
<b>POST RESPONSIBLE TO:</b>	Pastoral Lead (ESLT)
<b>SALARY:</b>	SCP 2- 7 £17,711. - £19,554.  (Term time only – pro-rated £15,508 – £17,121)
<b>CLOSING DATE:</b>	Tuesday 3 <sup>rd</sup> September 2019 at 9am
<b>INTERVIEW DATE:</b>	Friday 6 <sup>th</sup> September 2019
<b>START DATE:</b>	As soon as possible

### 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

- Part of first response team on everyday issues for students;
- Provide support and intervention to promote positive student behaviour and well-being;
- Assist in the identification of those students who would benefit most from intervention and, working with others, draw up and implement an action plan for each student who needs particular support;
- 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, outside agencies, education welfare and the police 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 help with general student supervision duties.

### **Support to Teachers**

- Provide detailed and regular feedback to teachers on learners 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**

- Attend Core group or other meetings as directed and provide appropriate feedback in the absence of the Pastoral Lead ESLT.
- 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 parents 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 child protection, 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;
- Appreciate and support the role of other professionals;
- 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:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
<b>QUALIFICATIONS</b>	
L3 qualifications or equivalent qualification or experience in a relevant discipline	E
<b>EXPERIENCE</b>	
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
<b>KNOWLEDGE AND SKILLS</b>	
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
<b>PERSONAL ATTRIBUTES</b>	
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

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

## THE WMG ACADEMIES FOR YOUNG ENGINEERS

*“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”*

*Professor Lord Bhattacharyya, Chairman, WMG*

### **The WMG Academy for Young Engineers Trust**

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 (led by the Warwick Manufacturing Group – WMG) and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, Arup and Balfour Beatty, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the EEF and the Local Authorities Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective.

Both Academies focus on engineering and digital and information communication technologies, catering for approximately 600 students each aged between 14 – 19 years of age.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and computer science, students can select from options which include a modern foreign language, a humanities subject and free option subjects. In addition, all Key Stage 4 students follow the Level 2 Cambridge Nationals course in Engineering worth up to 3 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can choose to take just STEM A-Levels or combine 3 traditional A-Levels with the Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level. Alternatively, students at post 16 can study a larger Engineering qualification such as the BTEC Level 3 Diploma in Engineering and combine it with an A-Level or the Extended Project Qualification.

The ethos of both academies is ‘business-like, business-led’.

### **Our Vision**

We will ensure that our students 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 students 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 students with a professional ethos and culture that is in high demand in today’s working world.

The focus of the Engineering specialist curriculum is a series of projects – real business-focused, practical problems and challenges that reflect fully the world of work. Employers provide mentors to help our students get a full understanding of life in engineering. This ‘better way of learning’ means that education will be exciting for our students. We will give them an experience of real value; one that will lead to a diverse range of positive progression pathways for every single student.

Team working is the norm and students will 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 students in everything that we do.

### **The Role**

WMG Academy is looking for an experienced Behaviour and Pastoral Lead. The successful candidate will inspire and enthuse learners with their passion, ensuring that the WMG Academy’s outcomes in engineering are outstanding.

Reporting to the Pastoral Lead (ESLT), you will be responsible for all aspects of pastoral support.

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