

Vacancy - Behaviour and Pastoral Support

(Part Time - 2 days per week, term time only)

Temporary to 18th July 2025

Grade 4, SCP 5-11 – £24,790 - £27,269 FTE

Term time only – prorated for 2 days per week – 15 Hours

(£8,682.40 - £9,550.80)

Actual £8,682.40 - £9,550.80

Term time only, 15 hours per week

About us

WMG Academy Coventry/Solihull is a thriving 'business like, business led' academy for aspiring young Engineers in key stage 4 &5, emphasising science, technology, engineering and maths, offering GCSEs including core subjects and A Levels or Technical qualifications or both. The career-based education on offer engages students, helping them find their niche, reach their potential and kickstart a career in the real world.

From the business dress to the structure of days, as well as opportunities to work with companies on real-life projects, parents see their child's confidence grow and their employment potential soar.

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 reinforce positive student behaviour.
- To assist in the identification of those students who would benefit most from intervention, and, working with others, design and implement a pastoral 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 pastoral 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
- 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;
- To have day to day oversight of attendance patterns and coordinate interventions as appropriate;
- To liaise regularly with the externally sourced Academy Attendance Support Service.

Support to Teachers

- Liaise with 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;
- Supporting pastoral administration when necessary.

Support for Organisation

- To be part of the safeguarding team of the academy and train as a Deputy Designated Safeguarding Lead;
- Attend Core group or other meetings as directed and provide appropriate feedback in the absence of the Pastoral Lead;
- To be one of the points 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;
- 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;
- Ensure all Bromcom and CPOMS records pertaining to pastoral concerns are kept up to date;
- Ensure all CPOMS transfers are actioned in line with timescales outlined in 'Keeping Children Safe in Education'
- To undertake appropriate professional development including adhering to the principle of performance management;
- Attendance at appropriate staff meetings and parent's evenings;
- To liaise with the Business Engagement and Student Destinations Manager to identify students who have a higher or more urgent need for CIAG.

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 Chief Executive or Associate Principal.

You will have: (list as appropriate)

- 5 A*- C (or 9-4) grades at GCSE including English and Maths
- L3 qualifications or equivalent qualification or experience in a relevant discipline
- Experience of working with young people
- Good IT skills, communication skills, mature approach, organisation skills, professional and exceptional people skills including empathy.
- Evidence of continuous professional development.
- A commitment to safeguarding.

What we can do

Professional development is key to our ongoing success, so we continually invest in our employees through our learning and development opportunities, mentoring and progression opportunities across academies and engaging with our team of leading education experts.

We can also offer you a range of benefits, including competitive salaries, hybrid working where this is appropriate, flexible working, pension scheme and generous holiday entitlements.

Key Dates

Application Closing Date & Time: 22nd November 2024

Interview Date(s): TBC

Proposed Start Date: ASAP

Application Process

To apply for this vacancy please use the 'Apply for job' link below/complete the Application Form fully and return this to Julie Bird at solihullrecruitment@wmgacademy.org.uk

You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

Our Commitment

WMG Academy is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks. You will be required to provide evidence of identity, right to work in the UK, complete an enhanced DBS clearance and provide proof of professional qualifications. Online searches will be carried out as part of the recruitment process.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected. We oppose all forms of unlawful and unfair discrimination.