



Pastoral & Welfare Lead Recruitment Pack

Tees Valley Education



Dormanstown Primary Academy

Job Ref: DPA073



**TEES VALLEY
EDUCATION**
www.teesvalleyeducation.co.uk

WELCOME LETTER FROM THE TRUST

Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

Pastoral & Welfare Lead

Status: Permanent (subject to satisfactory completion of a probationary period)

Required: May 2019 or as soon as possible

Hours: 37 hours per week, Term Time Only + 2 weeks

Salary: SCP 28 – SCP 30 £25,718 - £27,632 (pro rata £22,689 - £24,378)

Reporting to: Deputy Headteacher of Dormanstown Primary Academy

We wish to appoint a Pastoral and Welfare Lead to join our academy and work as part of the Pastoral and Welfare Team across the Trust. This will involve working closely with staff whilst also using your own drive and initiative to develop strategies to:

- support families to ensure that their children attend school regularly;
- ensure that children are kept safe and work positively with a range of stakeholders to protect children;
- enable children to be successful through supporting excellent attitudes towards learning and behaviour.

You will be accountable for monitoring registers, verifying reasons for absence and identifying cases of non-attendance that require further investigation. You will be required to contact and visit the homes of children absent from the academy, find ways to build effective relationships with parents and ensure excellent attendance. In addition, you will be required to work closely as part of the safeguarding team, advising on safeguarding issues, preparing reports, making referrals and attending meetings relating to the well-being of children. Together, you will ensure that staff are appropriately trained and follow the policies of the academy. You will also work as part of the pastoral team to ensure and support excellent behaviour for learning through analysing patterns, identifying and addressing concerns and working alongside pupils to support them to access learning, setting high expectations.

You should have an understanding of the statutory nature of education welfare work, a good standard of education and excellent communication skills, both verbal and written. You will need to be confident communicating with parents, children and other professionals. The hours for the role are flexible to meet the needs of the Trust, the academy and its community. As the role involves travel, you must possess a current full driving licence and your own car insured for business purposes.

In return, we can offer you a successful academy which places a high value on its work supporting children's emotional needs and wellbeing. The best interests of the children are central to our decision making. There is an opportunity to innovate and improve the life chances of our pupils. Additionally, each academy in the Trust has their own post holder and the team work together, share good practice and discuss case work. We also work closely with the safeguarding team at Redcar and Cleveland.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an amazing team and help continue the journey towards excellence.

Visits to the academy are strongly encouraged and can be arranged by appointment with the academy office on the following dates:

Friday 15th March 2019 – 9:00 a.m.

Thursday 21st March 2019 – 3:15 p.m.

HOW TO APPLY

Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the Academy. Only applications on Trust's official application form will be accepted.

If you are submitting your completed application, form by e-mail via Recruitment@tved.org.uk please be aware that the academy cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mrs Alison Hill:

Dormanstown Primary Academy
South Avenue
Redcar and Cleveland
TS10 5LY

If you have any queries about the application process or the position please feel free to contact Mrs Ruth Hunter, Senior Academy Business Manager on 01642 483696 or email ruth.hunter@tved.org.uk.

Closing Date: Tuesday: 26th March 2019 - 12 noon

Shortlisting: Tuesday: 26th March 2019

Interviews: Friday: 29th March 2019



JOB DESCRIPTION

Pastoral & Welfare Lead

THE ROLE OF THE PASTORAL & WELFARE LEAD

To provide a comprehensive coverage of daily operations involving welfare, safety and an oversight of pupil pastoral care including punctuality, attendance, behaviour and achievement.

As Pastoral Lead, you will play a vital role in running of systems that provide care and support for students. The aim of this intervention is to break down barriers to learning by liaising closely with all school staff, parents and carers as well as partner agencies.

Working as a team, act in a supportive role in the management of welfare, health and safety of pupils as agreed with the Senior Leadership Team.

MAIN DUTIES AND RESPONSIBILITIES

Safeguarding:

- Work as part of the academy's Safeguarding Team to ensure that all children are protected, following policies and procedures rigorously;
- Offer advice, support and guidance to colleagues to ensure children are safeguarded effectively;
- Attend safeguarding meetings and other meetings related to the well-being of children;
- Write reports and liaise with other agencies to ensure children are safeguarded;
- Demonstrate the effectiveness of safeguarding through annual reviews and act upon recommendations;
- Ensure staff are appropriately trained for safeguarding in line with legal requirements and best practice;
- Liaise with the senior leaders with particular reference to vulnerable students;
- Lead referrals to outside agencies;
- Liaise with parents as required, regarding welfare issues (regular and unannounced home visits are essential to the role);
- Proactively liaising with external agencies involved with the welfare of young people;
- Acting as the lead professional, where appropriate, and provide support to children, families and other agencies.

Attendance and Punctuality:

- Monitor attendance daily, checking that all children have been accounted for and making phone calls or home visits to ensure children are safe;
- Identify attendance problems and work with children, families and external agencies to find solutions;
- Prepare regular attendance reports and discuss them with the SLT;
- Undertake investigations commensurate with the Police and Criminal Evidence Act 1984 and the Codes of Practice thereto, and provide the best evidence as necessary for court action;
- Supporting the academy in fulfilling its statutory duties in relation to attendance and be capable of instigating legal action following appropriate protocols.

Supporting Children and Families:

- Develop a 1:1 mentoring relationship with students needing particular support in overcoming barriers to learning;
- Work with staff and children to ensure excellent behaviour for learning;
- Work with the academy counsellor and other agencies to ensure children's pastoral and emotional needs are met;
- Oversee the rewards and sanctions system operating in the academy and support pupils to develop positive learning behaviours;
- Analyse patterns in behaviour and provide feedback to the leadership team;
- Support the work of the children's Junior Leadership Team.
- Find ways to build good relationships with parents, carers and families to support their children's education and well-being;
- Be a point of contact for parents and carers;
- Help parents, carers and families find support by 'sign posting' them to appropriate agencies;
- Work with external agencies (eg; Early Help, Social Care) in the best interests of the children;

General Responsibilities:

- Be available and visible to parents and carers at the start and end of the academy day;
- Support children and staff at lunchtimes, breaktimes and extended school activities;
- Carry out pupil supervision duties immediately before and after the Academy day, and at break and lunchtimes when directed.
- Participate in Pastoral Team meetings and other meetings relevant to the Academy;
- Participate in annual reviews of performance providing clear evidence of impact and case studies;
- Participate in training as appropriate;
- Ensure all appropriate information and communications are disseminated to appropriate staff;
- Work as a trainer for Positive Handling;
- Support the co-ordination of any holiday provision across the academy.
- Take initial responsibility for Safeguarding matters working with the Deputy Headteacher and/or the Executive Headteacher as appropriate.
- Directly work and report to Senior Leaders on a daily basis

Maintaining Professional Competencies:

- Operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them;
- Ensure high level of professional competences by attending regular training;
- Maintain the dignity and respect of children, families and colleagues through professional behaviour and appropriate levels of confidentiality.

The post holder may be required to undertake additional duties as could be reasonably required.

The post holder will be expected to have an agreed flexible working pattern which will be within the hours of 8:00 a.m. and 6:00 p.m.

The post holder may be required to work across the academy group, including for Trust wide initiatives.

The post holder may be required to undertake additional training.

PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE

Good standard of education in English and Maths (GCSE grade C or above)	E (1)
Significant experience of working in a related area of work	E (2)
Driving Licence and access to a car	E (3)
An appropriate professional qualification	D (1)

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislation relating to academy attendance, safeguarding and child protection and family support	E (4)
A knowledge and understanding of the education system, the local education authority and academies	E (5)
Ability to assimilate, analyse and action information from a variety of sources	E (6)
Excellent oral and written communication skills, including the preparation and sharing of a range of reports	E (7)
Ability to relate to and deal effectively with parents, outside agencies and other adults at all levels	E (8)
Ability to form effective relationships with pupils to support learning and behaviour	E (9)
Ability to work as an effective team member, supporting colleagues and contributing to the safeguarding and welfare team	E (10)
Ability to prioritise workloads and manage time effectively	E (11)
Evidence of using Microsoft software e.g. Word, Excel, Outlook (e-mail)	E (12)
Ability to provide appropriate training for colleagues	D (2)
An ability to improve practices / policies / procedures to enhance academy provision	D (3)
A proven track record of innovation of improving outcomes for children and their families.	D (4)
Experience of using database systems e.g. SIMS	D (5)

QUALITIES

Excellent interpersonal skills	E (13)
Ability to work independently using own initiative	E (14)
Ability to work accurately and methodically with attention to detail	E (15)
Professionally assertive and ability to remain calm under pressure	E (16)
Proactive and enthusiastic with a positive mindset and a solution focused attitude	E (17)
Ability to maintain confidentiality and integrity	E (18)
Committed to equality and diversity	E (19)

E – Essential

D – Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.