



**Job Title: Pastoral Lead (Non-Teaching)**

**Location:** Berwick

**Salary: Band 6 \*£24,982 - £27,741\* Pro Rata (term Time plus 10 days**

**Start Date: As soon as possible**

**Contract Type: 37 hrs term Time plus 10 days**

**Contract Term:** Permanent

We are seeking to appoint an organised and enthusiastic Non-Teaching Pastoral Lead to join an experienced and supportive Pastoral Team at Berwick Academy.

Berwick Academy is located midway between Edinburgh and Newcastle on the east coast mainline and serves the beautiful coastal community of Berwick upon Tweed in north Northumberland. We are a co-educational academy for pupils aged 13-18, with 500 pupils approx.

The successful candidate will have a key role in the pastoral, academic and wellbeing leadership of a year group. They will work closely with students, parents, and staff to remove barriers to learning and progress, support the tutors to deliver the highest standards of student behaviour and attendance. There will be a requirement for the post holder to analyse data to inform and implement appropriate interventions, ensuring students connect to their actions and outcomes with our school learning ethos.

The successful candidate will be flexible in their approach, a good listener and communicator, have positive attitudes to young people and good organisational and team working skills. The role includes administration and systems management so experience of using SIMS or another MIS would be an advantage but training can be provided. Experience in safeguarding would be advantage but full training will be provided.

For an application pack [www.berwickacademy.co.uk](http://www.berwickacademy.co.uk), to arrange a visit or an informal chat regarding this post and working at the Academy, please contact Fiona Hall on 01289 333929 or email [hallf@berwickacademy.co.uk](mailto:hallf@berwickacademy.co.uk)

Completed application forms should be submitted by noon on 17<sup>th</sup> May 2021 to Fiona Hall via email.

Interviews will be held week commencing 24<sup>th</sup> May 2021

*Berwick Academy is committed to safeguarding and promoting the welfare of our pupils, and expects all staff, governors and volunteers to share this commitment. You will be subject to an enhanced Disclosure and Barring Service (DBS) check. Berwick Academy has a policy commitment to equal opportunities and diversity in employment and seeks to ensure no employee or applicant receives less favourable treatment than another. All posts are filled on merit.*

**Head Teacher – Tracy Hush**

**Berwick Academy**

**Adams Drive**

**Berwick upon Tweed**

**TD15 2JF**