JOB DESCRIPTION

POST TITLE:	Behaviour and Pastoral Lead
POST RESPONSIBLE TO:	ESLT Lead for Pastoral
SALARY:	Grade 4, SCP 6 – 11 £20,043 - £22,129 (Term time only – prorated £17,550 – £19,376)
CLOSING DATE:	Monday 18th July 2022
INTERVIEW DATE:	Tuesday 19th July 2022
START DATE:	1st September 2022

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.

Person Specification for Behaviour and Pastoral Lead

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
L3 qualifications or equivalent qualification or experience in a relevant discipline	E
EXPERIENCE	
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
KNOWLEDGE AND SKILLS	
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
PERSONAL ATTRIBUTES	
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
Previous experience within a safeguarding role/multi-agency work	D

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

FURTHER PARTICULARS

"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."

The late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

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 and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, 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 MAKE UK, Coventry and Warwickshire 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. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

WMG Academy Coventry was rated 'Good' by Ofsted in 2017 and WMG Academy Solihull was rated 'Good' by Ofsted in 2019.

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

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can opt to study 3 A Level subjects, Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level or a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, Business, ICT and Science and students can mix qualifications to suit an

Our vision

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

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

WMG Academy for Young Engineers Coventry

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry's sixth form is consistently at the top of the post-16 performance tables for the city.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm timetable (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

WMG Academy for Young Engineers Solihull

Opened in September 2016 the Solihull Academy boasts over £2M of specialist equipment and ICT. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy

through digital technologies. A large Engineering Hall, complemented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull, and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

The Role

The WMG Academy Trust is looking for Behaviour and Pastoral Lead. The successful candidate will inspire and enthuse students with their passion, ensuring outstanding outcomes across the Academy.

We are looking for a different kind of pastoral leader who wants to be at the cutting edge of teaching and learning, working differently alongside employer partners and a team of outstanding teachers, governors, parents and students. We are bringing the curriculum to life with an innovative approach using real life business problem-solving skills and embracing business-like learning behaviours.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

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