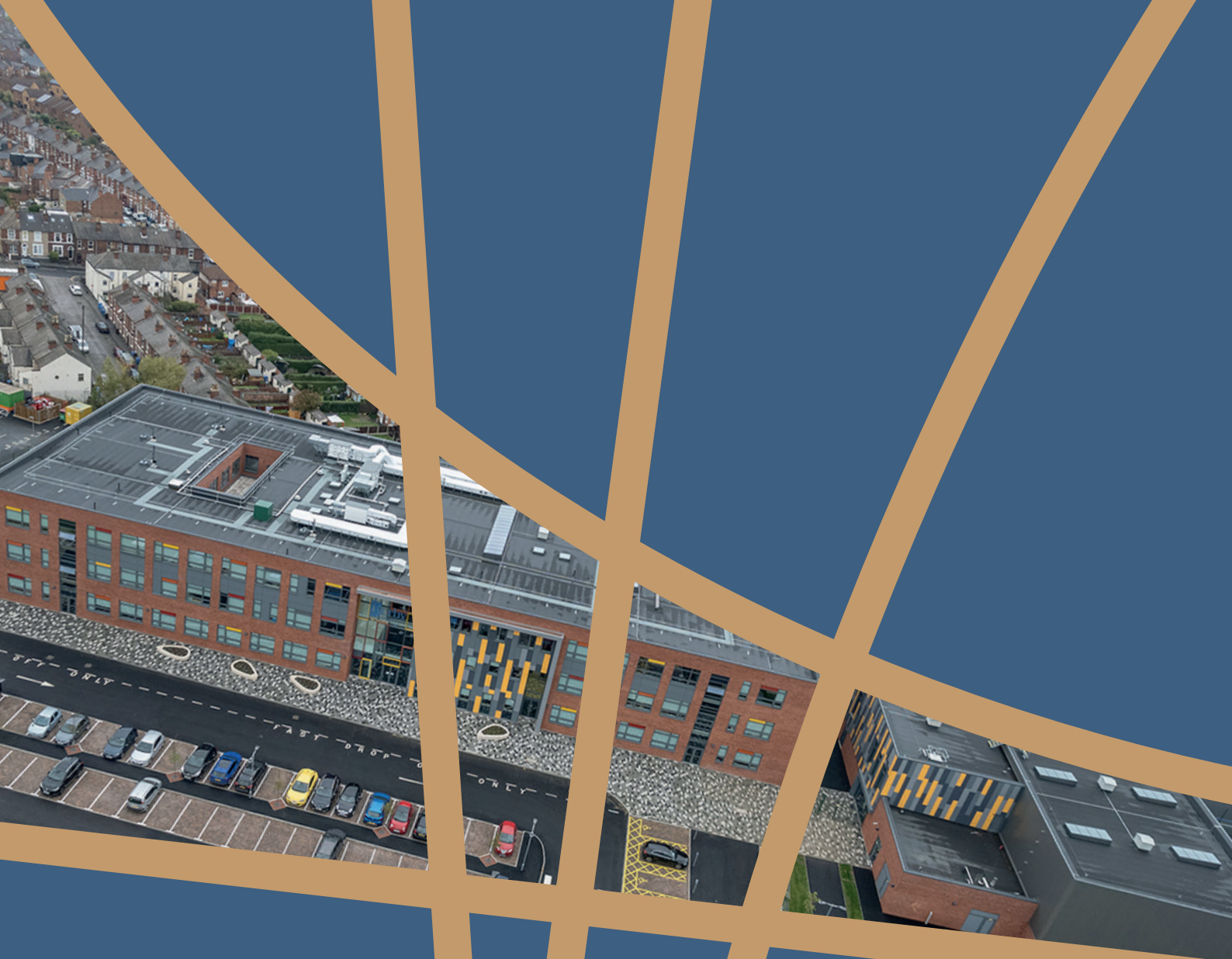


Support Staff Applicant Pack

Pastoral Year Lead



**Derby**
CATHEDRAL
SCHOOL

Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 which also includes the opening of a sixth form provision from September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title:	Pastoral Year Lead
Reports to:	Head of Year/ Assistant Head / Deputy Head - Inclusion
Hours of work:	Full time – 37 hours per week - Term time only Monday to Thursday: 08:00 – 16:00 Friday: 08:00 – 15:30
Grade:	SO1 Points 23-25 £30,151 to £32,020 per annum FTE (reduced pro rata for term-time only to £25,385 to £26,960 pa)
Job purpose:	To contribute effectively to the management of the KS3, KS4 or KS5 pastoral care and the upholding of the school's FAITH values.

As per the updated guidance in Keeping Children Safe in Education 2022, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main duties/responsibilities

Support for Students

- Monitoring and evaluating appropriate strategies for KS3/KS4/KS5 student behaviour tracking, target setting and mentoring.
- Providing effective care and guidance for students, including for those who are disadvantaged, SEND, Child Protection issues and Looked after Children.
- Contributing to curriculum provision issues related to a particular Key stage e.g. Options, Work Related Learning, and Induction.
- Monitoring punctuality and attendance, liaising with Form Tutors and assisting with interviewing persistent poor attenders and their parents, to encourage co-operation and support.
- Developing and maintaining positive relations with parents, fostering an open door culture to encourage active involvement in their children's education.
- Upholding and promoting positive behaviour for learning and dealing with issues arising swiftly and effectively, liaising with the wider pastoral team where relevant.
- Supporting and implementing the school's anti-bullying policy
- Liaising with outside agencies to ensure best provision for students, including compiling reports when required.
- Liaising with relevant internal and external staff, to contribute to effective transition between year groups including KS2-3, KS4-5 and KS5 to next steps.
- Being available for students throughout the day, especially lunchtimes and after school.
- Using the school's reward system effectively and monitoring students' progress, celebrating achievements using collective worship, class visits and parental contact.
- Ensuring students' safety at all times, in and out of the classroom.
- Supervising students during break and lunchtimes.
- Contribute to and lead aspects of collective worship in conjunction with other pastoral staff focused on particular themes and issues to ensure a breadth of suitable experience and exposure to life in modern Britain.
- Enabling students to be included in all aspects of school life.
- Assist with restorative conversations between students.
- Support the management of the reflection room as part of a supervision rota alongside other team members.

Main duties/responsibilities – continued

Support for Teaching Staff

- To liaise with teachers and departments in relation to behaviour and learning of individual and groups of students.
- To promote team work in order to ensure effective working relationships.
- To be responsible for parental contact in relation to persistent student behaviour and barriers to learning.
- Assisting with home school liaison.
- Managing student behaviour around the school.
- To provide on call support as required throughout the school day.
- Assist with relevant Parents' Evenings, as agreed with the relevant senior staff.
- Assist with restorative conversations between students and staff.

Support for the School

- Under the guidance of the Head of Year, take the lead on all aspects of pastoral care for a year group, monitoring their progress and identifying barriers to learning and where intervention maybe appropriate
- Lead the administration, attendance, escalation and communication of detentions for an identified cohort of students eg a year group.
- Supporting the educational aims and objectives of the school's beliefs and values and to encourage staff and students to follow this example.
- Providing reports relating to student progress/behaviour/welfare/ attendance with detailed actions and proactive solutions as required.
- Supporting the compilation of reports for Early Help Plans, Pastoral Support Plans, Respite placements and Supported Transfers.
- Supporting the establishment and maintenance of positive relations with parents/carers, support agencies and students.
- Attending and contributing to meetings with external agencies.
- Pro-actively working to ensure successful transition arrangements are in place.
- Forming excellent working relationships with partner schools and feeder primary or secondary schools.
- Adhering to the school's policies and procedures.
- To assist in the production of relevant information as required by the Heads of Year, Senior Leadership Team and Governing Body.
- Being aware of confidentiality issues particularly relating to child protection.

Main duties/responsibilities – continued

Support for the School *continued*

- Completing individual training and development and assist in the training of new members of the team.
- Participating in an annual Appraisal Review with mutually agreed targets.
- Upholding policy and practice for equal opportunities and to promote non-discriminatory practices in all aspect of work undertaken.
- Organising and accompanying teaching staff and students on visits, trips and out of school activities.
- Develop and maintain effective recording systems that can be used to provide evidence of progress for other staff and parents.
- Provide relevant information as and when required.
- Maintain effective links throughout the school and with parents.
- Communicate and consult with other schools' staff as needed.
- Promote a positive service to both staff and students.
- Communicate and co-operate with internal/external individuals and bodies as appropriate.
- Follow agreed policies for communication within the school.
- Contribute to the development of effective, relevant links with external agencies and with our associated schools.
- Contribute with other staff to ensure a sharing and effective use of resources to the benefit of the school and students.
- Advise the Senior Leadership Team of resource needs as and when appropriate.

Quality Assurance

- Keep up-to-date with Ofsted criteria and judgements associated with behaviour and attitudes and outcomes for students.
- Help to implement quality procedures and modify and improve procedures where required.
- Contribute to the process of monitoring and evaluation of administration in line with agreed procedures including evaluation against quality standards and performance criteria.

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• Further or Higher Education in a relevant area• Responsible for own personal development	<ul style="list-style-type: none">• An Enhanced DBS• An up-to-date first aid certificate.• Knowledge of how children and young people learn and develop
Experience	<ul style="list-style-type: none">• Previous experience of working in a similar role in an educational setting• Experience of youth work, social service or other relevant work	<ul style="list-style-type: none">• Knowledge and understanding of SEN, EAL, PP• Experience of the DSL role in schools
Knowledge and skills	<ul style="list-style-type: none">• Ability to work flexibly in a team• Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses• The ability to understand a child's educational and pastoral needs• Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening.	<ul style="list-style-type: none">• The ability to understand a child's educational and pastoral needs

Person specification – continued

	Essential	Desirable
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes. 	