



APPLICATION PACK

Pastoral Lead (Currently Y8)

HOW TO APPLY

Applications are welcome from both internal and external candidates but the working hours are not flexible and must suit the needs of the school for this important role.

Please contact the Main Office for an application form and further information at;

- John Spendluffe Technology College, Hanby Lane, Alford, Lincolnshire, LN13 9BL
- Telephone: 01507 462443
- Email: office@jstc.org.uk

Alternatively application packs are available on the JSTC website (www.jstc.org.uk).

Prospective candidates are encouraged to visit the school; please contact the Main Office using the above contact details to arrange an appointment.

Completed applications should be emailed to the Main Office office@jstc.org.uk or posted to the school.

Closing date – Monday 18 March at 9 am

Interviews – Monday 25 March (TBC)

JSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks, undertaken are in line with Keeping Children Safe in Education.

APPLICATION PACK

John Spendluffe Technology College Overview

JSTC is a non-selective 11-16 co-educational school in a selective area. We are a popular and over-subscribed school of around 630 students. Despite being a secondary modern school we have the full ability range of students, including gifted and talented. We are proud of the work that we do with our young people to enable them to challenge themselves academically and reach the highest of aspirations. At our most recent Ofsted inspection we were rated as 'Good' in all areas. We are very proud of our achievements; we will continue to develop and provide the best possible education for our young people. We are a single academy trust but have developed strong networks and links with a range of partner and other schools locally and throughout the county.

An Attractive Location

JSTC is situated in the small, quaint, rural market town of Alford on the edge of the Lincolnshire Wolds, an Area of Outstanding Natural Beauty (AONB). Lincolnshire is a large county with a variety of beautiful landscapes: flat fens, coastal marshes, clay vales and the rolling uplands of the Wolds, attracting an abundance of wild flora and fauna. Morning drives across the stunning and tranquil Wolds frequently creates wonderful memories and conversation with colleagues. The school is well placed and at the centre of the community of Alford with good road links to major urban centres in the East Midlands. Housing is extremely low priced compared to other areas of the UK and new build developments are enhancing the housing choices available in the region.

The School Site

The school site has been enhanced in recent years to include two new classroom builds, a refurbished Humanities teaching block, a remodelled, modern canteen, and refurbishment of the original, attractive 1930s building. Car Park facilities on site are free. The school has its own all-weather pitch, sports hall and gym facilities which are all available for staff and community use.

Ethos and Values

Supporting our students and their families to achieve the highest possible aspirations to a bright future lies at the heart of our daily work in school. High quality, extensive pastoral provision enables us to fulfil this mission. Our aim is to empower our students to become '*resilient, respectful and responsible*' in readiness for the next step of their educational journey. We are committed to serving each other, the students, and the wider community.

Our Students

Our students are our best ambassadors. They come from a wide rural and coastal area, with the majority travelling by bus to school. Many students are not confident about their talents and abilities when they first arrive but through the hard work of our staff, we enable our students to develop and thrive into young adulthood. Students take part in a range of activities in and out of the classroom and visitors are frequently impressed with their courtesy, and the pride that they have in their school. Our students behave well and want to learn. Some students find academic work difficult and our experienced SEND team work hard to ensure that students have an appropriate curriculum and personal support. JSTC offers its students excellent opportunities to develop skills for life as well as academic qualifications. We want all of our students to develop into caring, active citizens.

JSTC has a strong coaching culture; a wide range of staff coach KS4 students to help them improve their resilience, independence, and self-efficacy.

Committed and Friendly Staff

Our dedicated staff believe passionately in improving outcomes for all students and this can be seen in the positive relationships with each other and in the classroom. Staff are happy to teach at JSTC and want to stay. There is a low turnover of staff each year as we believe in providing opportunities for career progression at JSTC.

Staff Wellbeing

Working in a school can be demanding and we therefore ensure that staff wellbeing is at the core of our development. The school has a highly supportive ethos with respect to both staff and student wellbeing. The Wellbeing Learning Community is an active forum of different staff who engage in evidence-based practice to promote good mental health and wellbeing for students and staff.

Our Education Support Employee Assistance Programme provides impartial, confidential support and general advice on wellbeing, workload, and work-life balance. This EAP can provide fast-track counselling, financial and debt advice and legal support. Extra coaching support is available to leaders and line managers. In school, trained Mental Health First Aiders can support staff for a range of feelings such as low morale, loss and bereavement, isolation, fear, stress and anxiety. This is fully funded from the school for all of our employees.

Staff enjoy engaging in social activities outside of school – particularly at the end of terms. There is sport to get involved in, such as football, netball and running; there are creative activities involving art and cooking too.

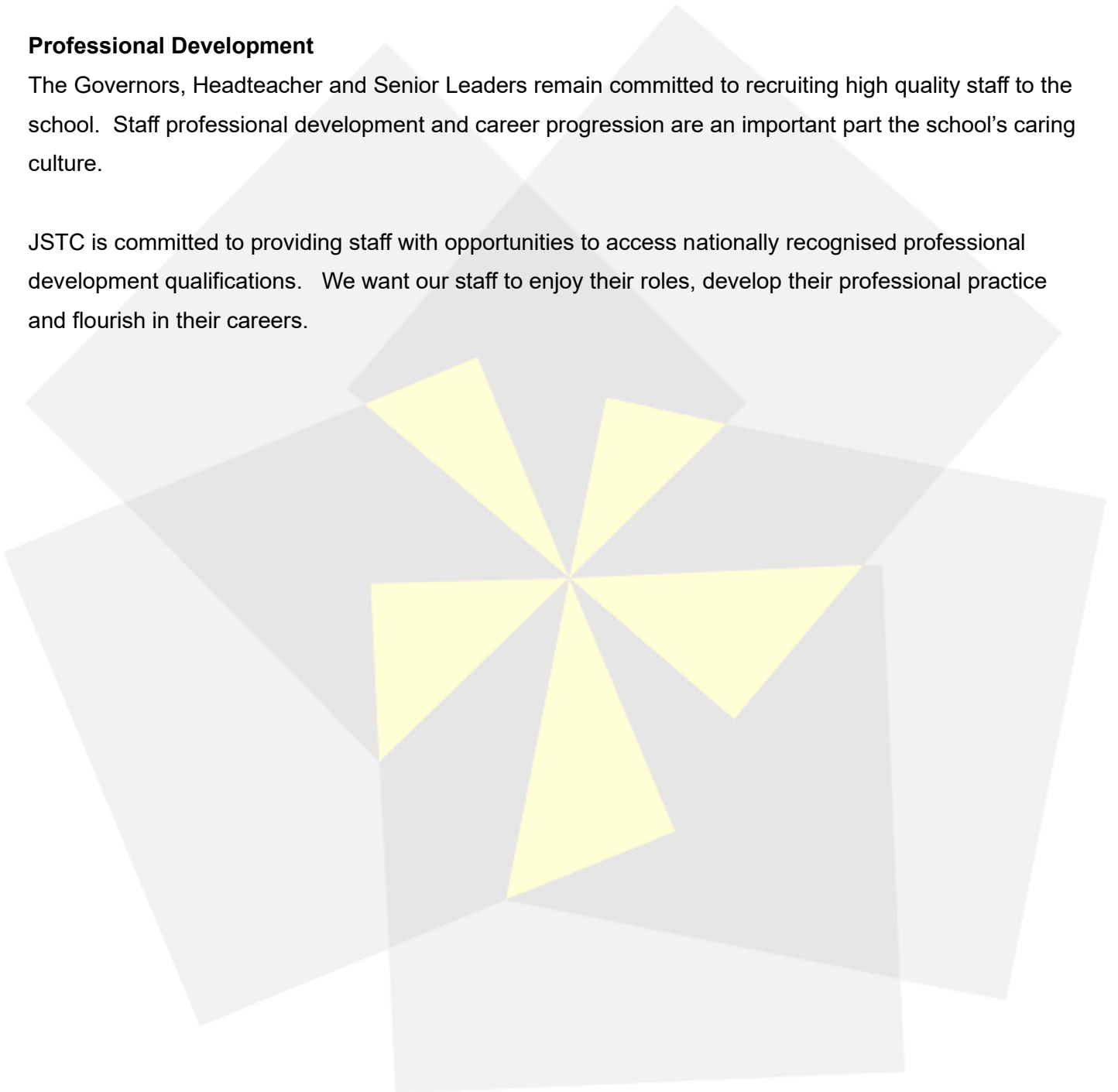
New Staff Induction

You will be warmly welcomed into our friendly school and supported in all areas of your practice so that you can enjoy and feel confident in your role. JSTC offers a comprehensive and personalised induction training programme to all new staff. The New Staff Induction Team support all staff who are new to our school or their role, or returning after absence, regardless of their position. Staff are fully supported through a series of live and recorded training sessions.

Professional Development

The Governors, Headteacher and Senior Leaders remain committed to recruiting high quality staff to the school. Staff professional development and career progression are an important part the school's caring culture.

JSTC is committed to providing staff with opportunities to access nationally recognised professional development qualifications. We want our staff to enjoy their roles, develop their professional practice and flourish in their careers.



DEPARTMENT INFORMATION

Department – Progress Team

The Progress Team forms an integral part of John Spendluffe.

The Department is led by Miss Norton (Deputy Headteacher).

The Progress Team consists of: Progress Leader, Deputy Progress Leader and Pastoral Lead.

The department work as a team and meet weekly with the rest of the Progress Teams and Miss Norton.

Working in the centre of the school with office space to allow confidential conversations to take place both in person and over the telephone, the post holder will work in conjunction with the Deputy Progress Leader and the Progress Leader situated in classrooms nearby to ensure a consistent approach is taken for all students.

Accommodation and resources

The Pastoral Lead will work from their own office with their own desk, desktop PC, printer and filing cabinet to allow the postholder to complete and store securely the information they are collating and preparing.

Facilities to make hot drinks are close by with toilet facilities and the JSTC Canteen a short walk away.

JOB DESCRIPTION

Name of Role: Pastoral Lead (Currently for Year 8)

Line managed by: Deputy Headteacher/Progress Leader

Salary: £25,119 - £27,803 per annum (pro rata range; 22,027 - £24,381 per annum)

GLEA Grade 5 Scale Point 12-15

Actual Starting Salary on Point 12: £22,027 per annum (depending on experience)

Working Hours: 8.30am until 4.30pm or 8.00am until 4.00pm, with a 30-minute unpaid lunch

Monday to Friday (37 hrs per week)

Working Weeks: 40 weeks per year (to include school term time and training days)

Main Purpose

To ensure students attain good levels of progress, attendance, punctuality and behaviour.

To work closely with students, teachers and parents and other support staff to ensure that students flourish within the school environment and thereby achieve their potential in all aspects of school life.

To work with individual students, using a range of strategies, to ensure that they achieve their personal goals.

To assist with the development and implementation of appropriate strategies to ensure students make consistent good progress.

To promote the inclusion and acceptance of all students.

To motivate students, to promote and reinforce self-esteem.

To participate in the comprehensive assessment of students to determine those in need of particular help.

To provide information and advice to enable students to make choices about their behaviour/attendance/punctuality.

To support students to improve their progress/behaviour/attendance/punctuality through the use of a range of strategies including target setting.

To monitor students' response to strategies deployed.

To support with TAC, EBSA and PSP processes and paperwork.

To support with On Call and Withdrawal supervision.

To liaise with the relevant Progress Leaders to ensure that students who may from time to time be withdrawn from normal lessons are re-integrated as smoothly and as soon as possible.

To evaluate progress with individuals/groups of students against agreed targets both academic and pastoral on a regular basis.

To keep accurate records of interviews with students and agreed outcomes.

To contact parents/carers by telephone as directed by the Progress Leaders and to keep accurate records of agreed outcomes.

To be aware of and comply with policies and procedures on child protection, health and safety, confidentiality and data protection.

To undertake administrative duties to support the Progress Leaders and the Leadership Team.

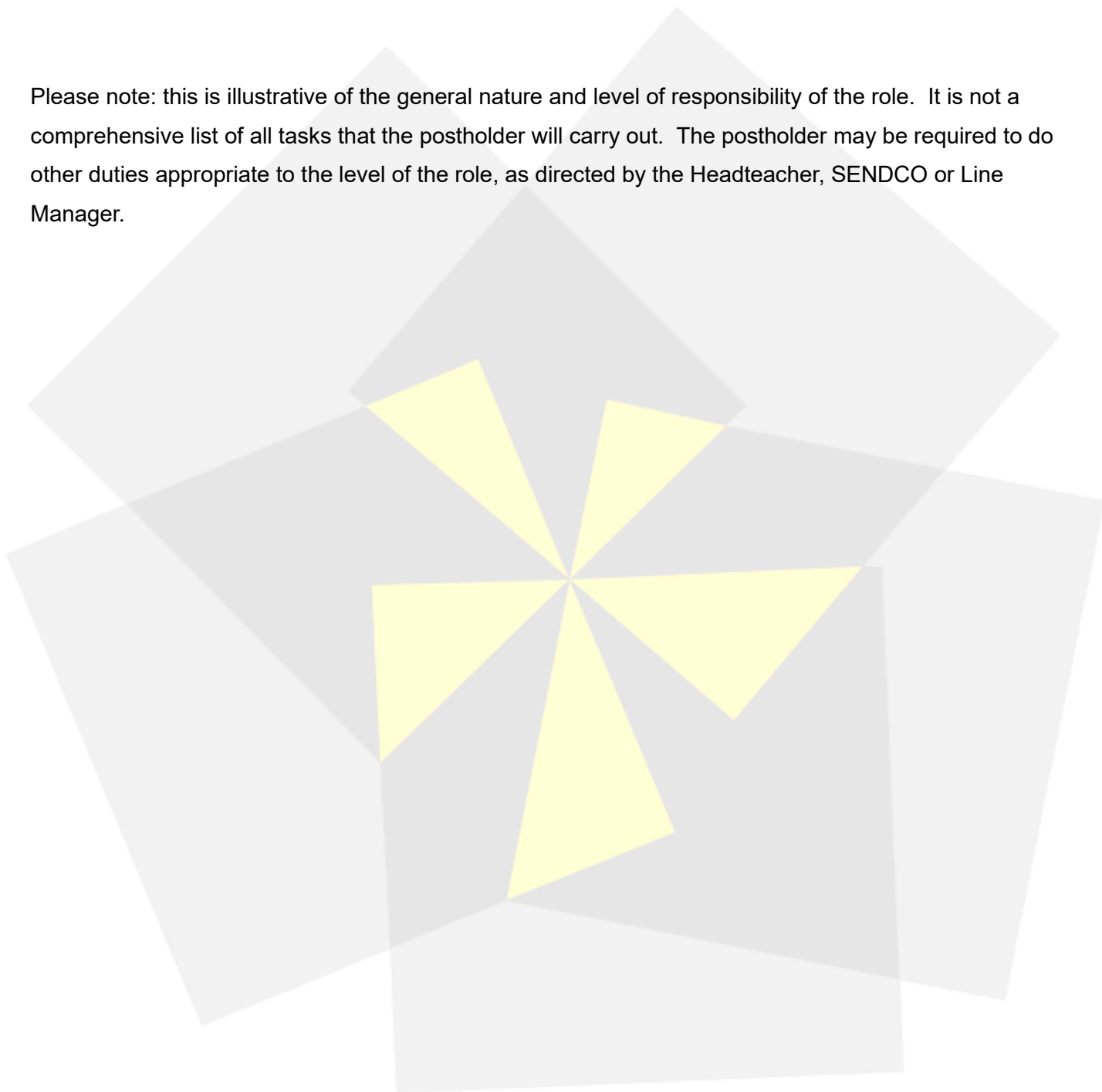
To work collaboratively with external agencies and members of staff to promote good outcomes for students.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, Prevent and JSTC Safeguarding and Child Protection Policies)
- Promote the Safeguarding of all students in the school

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher, SENDCO or Line Manager.



PERSON SPECIFICATION

It is expected that the person appointed will have the following qualifications, experiences, knowledge/skills and personal qualities and/or special requirements for the post.

Knowledge/Skills

An understanding of the structure and operation of a school environment.

An appreciation of how this role will enhance support mechanisms for students.

Working knowledge of curriculum provision in a secondary school and recent developments in education.

Knowledge and experience of techniques related to raising self-esteem, modifying behaviour, target setting, monitoring progress and conflict resolution – with students/young adults.

Knowledge of ICT systems and applications and an understanding of how such technology can be used to support students.

A willingness to undertake training to understand the way data is used to support good progress.

Strong literacy skills.

Personal Qualities

The ability to establish good relationships with students, working as a role model and being aware of and responding appropriately to needs.

Communication and inter-personal skills – socially and professionally skilled at dealing with a range of people, able to engender confidence in others, able to secure confidence of others, able to listen, counsel, negotiate, be sensitive, tactful, diplomatic as circumstances demand.

Team leader and team worker – able to organise and motivate others, able to work positively with others; encourages input from all and actively contributes to team discussions, working to come to consensus decisions.

Can prioritise work, maintain accurate records, meet deadlines, and manage conflicting demands.

ICT skills of a high order – able to use a range of software applications for administrative, planning and student support functions.

Demonstrates integrity and total discretion in maintaining confidentiality.

Excellent presentation skills and smart appearance.

Special Requirements

An enthusiastic and effective team player.

Reliability and resilience.