



Da Vinci Academy
A L.E.A.D. Academy



Assistant Achievement Leader

(Pastoral Support Role)

Candidate Information Pack

Role: Assistant Achievement Leader

Reporting to: Achievement Leader (Head of Year)

Salary: NJC 17-22 (FTE £25,668 - £28,339)

NJC 17-22 (Pro Rata £22,635 - £24,991)

Location: Da Vinci Academy, Derby, DE21 4ET

Contract Term: Permanent

Working Pattern: 37 hours per week
40 weeks per annum

Start Date: Monday 9th January 2023

Closing Date: Monday 28th November 2022 at 9.00 am

Interviews: Thursday 1st December 2022



Join us on our amazing adventure to make THE difference

***“Leaders put pupils’ interests at the heart of all that they do”
Ofsted 2021***

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with around 700 students and an increasing school roll (oversubscribed in KS3 and also next year’s intake). In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated ‘good’ by Ofsted. A copy of the report can be found on our website.

“Staff have high aspirations for all pupils’ success. Leaders are determined that no child will be left behind.”

We are described as a ‘proudly inclusive school with a big heart and huge ambition’. A student-centred philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

“The school is inclusive and welcoming to all. Pupils feel valued and cared for.”

Together with the L.E.A.D. Academy Trust, a strong and clear vision is in place - **one team changing worlds**. Our vision is achieved by supporting all to **Aspire, Believe, Learn, Achieve**. This is what we all firmly believe in and strive for at all times. The benefit of our close-knit academy community is a real team environment where people genuinely care for each other and where students and staff alike can really shine.

“Staff expect pupils to work hard and achieve well. Pupils are keen to meet these expectations.”

As we continue our growth and mission to develop an exceptional education for our students, we are excited to be recruiting an Assistant Achievement Leader. We are looking for a proactive candidate

with the creativity and drive to monitor and support the progress of students in relation to their behaviour, attitudes to learning and progress.

“Leaders are considerate of staff’s workload and promote staff’s well-being.”

In return we can offer brilliant development from experienced leaders and one of the most supportive staff cultures that you could hope to be part of. We are family oriented and recognise a life outside of work whilst being determined to do everything we can as professionals in support of our students. Individual and team ambition go hand in hand. LEAD Trust support and career development are a given.

“Staff fully support leaders’ vision for the school’s continued improvement.”

A drive to continue the ongoing improvement trajectory of our academy is a given and this role will support our determination to continue building positive attitudes to learning by all students. Ambitious team players with a good sense of humour are welcome. Our team goes above and beyond to support each other and our students so it is critical that this aligns with the candidate’s own values and ethos. Applicants will be expected to be able to demonstrate a prior commitment to their own professional development and should be looking forward to ongoing development of their own practice and that of the academy team as part of our collaborative and supportive Trust offer.

In summary, we are looking for someone who will:

- Work as part the Achievement Team and in partnership with all staff
- Contribute to the realisation of the school vision of being a centre of excellence.
- Be committed to providing the best learning experience for all students at the academy so that all students have the best possible start and educational journey.
- Be responsible for promoting and safeguarding the welfare of children and young people within the academy.

In return, the successful candidate will:

- Be joining a strong and dynamic ‘student centred’ team of professionals.
- Work in a school with high aspirations for all its students and staff.
- Be provided with excellent CPD and career opportunities.

It is an exciting time at Da Vinci Academy, and you will be part of our future development and the adventure to continue raising standards as we build an exceptional academy together as one team.



We welcome applicants from diverse backgrounds and promote accessibility and inclusivity for all. L.E.A.D. Academy Trust is committed to the recruitment and promotion of all on the basis of ability and suitability for the role irrespective of disability, race, gender, health, social class, sexual preference, marital status, nationality, religion, employment status or age. The Trust is committed to treating your application fairly on these grounds.

Safeguarding

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Da Vinci Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

If you are then successful at interview, an offer of employment will be made. This offer will be subject to the L.E.A.D Multi-Academy Trust Receiving:

- Satisfactory background checks e.g. Enhanced Disclosure and Barring Service check, Prohibition Check and Medical Check
- Satisfactory References
- Proof of Eligibility to work in the UK

Staff will be expected to take part in an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.



How To Apply



Finding Out More

For more details about our academy, please visit our website www.davinciacademy.co.uk

Should you have any questions regarding the role please contact Jenny Linthwaite, Human Resources Officer - email jenny.linthwaite@davinciacademy.co.uk

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our 'one team'. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Headteacher or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please email Jenny Linthwaite, Human Resources Officer jenny.linthwaite@davinciacademy.co.uk.

Please find job description, job specification and information about the L.E.A.D. Academy Trust attached.



Making Your Application

To apply, please visit our website: www.davinciacademy.co.uk/support-staff

Please send a completed application form and covering letter (no more than 2 sides of A4), with a supporting CV if you wish to.

Completed applications should be sent to vacancies@davinciacademy.co.uk

Closing date: Monday 28th November 2022 at 9:00 am

Interviews: Thursday 1st December 2022

Start date: Monday 9th January 2023

Applications will be reviewed upon receipt therefore shortlisted candidates may be contacted in advance of the closing date.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Job Description - Assistant Achievement Leader

Job Purpose:

- Working as part of a team and in partnership with the Achievement Team and the Senior Leadership Team, the candidate will:
 - Contribute to the realisation of the school vision of being a centre of excellence
 - Be committed to providing the best learning experience for all of the children at the academy so that all children/students have the best possible start and educational journey
- To be responsible for promoting and safeguarding the welfare of children and young people within the academy.

Duties and Responsibilities:

Managing Policy and Practice

- To monitor the progress of students in relation to their behaviour, attitudes to learning and progress
- To assist with the establishment and maintenance of relevant policies within the school and to provide care, support, guidance and direction to pupils
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person in accordance with policy
- To maintain good and consistent Teaching and Learning policy procedures and monitor and encourage rewarding of positive behaviour and achievement
- To manage student behaviour using the relevant academy policies and procedures, with support of SLT and all teaching staff
- To positively promote the aims, values and ethos of the school
- To lead and support form tutors
- Implement whole school Behaviour Management and intervention procedures to ensure a positive learning environment for all

Support, Guidance, Monitoring and Reporting

- To be the first point of contact on pastoral matters including incidents and concerns
- To support form tutors in developing their contact with parents
- Invite parents in for meetings to discuss issues around behaviour and attendance
- To support, guide, monitor and report on all students
- To liaise with student support staff and subject teachers over any issues regarding behaviour, attendance, punctuality and rewards
- To analyse data to identify patterns of behaviour and to identify hot spots
- To maintain records of parental contact both positive and negative
- To support the completion of AGB reports to strict deadlines

- To arrange, attend and on occasions, lead meetings to discuss our most vulnerable students and high level behaviour concerns
- To attend meetings to discuss our most challenging students and discuss and implement strategies for their improvement
- To attend, run/participate in assemblies and meetings
- Set up 'buddies', mentoring and support for those students who give cause for concern
- Work with subject areas in collating student information prior to meetings i.e. generating 'round robins'
- Hold tutors to account for their role, monitoring weekly tutor time routines and use of tutor reports
- To train as a first aider and provide basic support

Support for Pupils

- To be proactive in the implementation of the anti-bullying and behaviour policy
- Overseeing the pastoral welfare and discipline of all students in each cohort alongside the Achievement Leader
- To have general responsibility for students, undertaking day to day pastoral care and acquire detailed knowledge of the individuals
- Attend to students' personal needs and provide advice to assist in their social, health and Hygiene development
- Be available to counsel and support individuals and groups of students
- To act as a link person between home and school
- To maintain effective records of intervention and impact on student progress
- Promote an effective rewards system for students within each cohort
- Ensure that student opinions expressed through School Councils and Student Questionnaires are valued and responded to positively
- Develop and maintain an appreciation and pride amongst the year group and generate a culture of achievement and success
- Be responsible for the promoting of a sense of identity/belonging and community in order to fulfil our core values which includes celebrating success at all levels
- Provide an enrichment of school life by encouraging staff/students to participate in a variety of enrichment activities related to learning and development
- Liaise with the DSL in all aspects of Child Protection and Sensitive issues
- Liaise with SEN / Inclusion to ensure SEND students are tracked, supported and provided with interventions where required

Support for the School

- To promote positive behaviour using data during tutor time and to monitor its use during Tutor time
- To challenge and attempt to modify inappropriate behaviour
- To contact via phone parents on the same day about behaviour issues that have occurred throughout the school day

- To work with subject teachers to develop and implement effective use of department reports
- To act as gatekeeper for behavioural issues, signposting which staff are best placed to take particular action
- To ensure that the school rewards systems are implemented effectively within their tutor group
- To use daily reports for students in accordance with behaviour policies
- To produce pastoral support plans for key students
- To refer to and update pastoral support plans, taking into account information from a variety of staff
- To be a positive role model at all times
- To refer students of concern to appropriate members of staff
- To attend, co-ordinate and evaluate Parents' Evenings and other consultation events
- Induct and support new admissions (with the support of senior staff and admin staff)
- To collate and process information for tracking behaviour and attendance of pupils;
- Share responsibility for the establishment of Tutor Groups and liaise with Achievement Lead with regard to the formation of Teaching Groups
- Support the Achievement Lead to manage, monitor and coach the work of tutors
- To support form tutors in their daily check of dress code and equipment and deal with persistent offenders appropriately
- To visit Tutor Groups on a daily to check that students have the correct equipment and take action where necessary
- To attend a range of Pastoral Events
- To encourage and support participation in clubs and inter-form extra-curricular activities
- To provide an 'On call' service on a timetabled basis
- To supervise students in and around the school at the beginning and end of the school day, break times and lunchtimes
- To liaise with outside agencies, as appropriate
- To liaise with support staff e.g. SENCO as required
- To supervise students on visits, trips and out of school activities as required
- Monitoring the attendance patterns of individual students and tutor groups and taking the necessary action in order to improve the attendance statistics for the year group, alongside the Achievement Leader
- Ensure that accurate and easily accessible records are kept on each student and that these records are disseminated properly
- To assist with the supervision of students entering internal/external examinations
- Positively promote the school with students and parents in our Primary Partner schools and as part of our transition activities
- Co - leading a team of tutors in ensuring that each cohort develops a positive ethos which reflects the school's vision statement
- Lead and manage the team of tutors to high standards of performance, including challenging aspects of underperformance in line with the school's performance improvement and disciplinary procedures

- Establish clear expectations and constructive working relationships among all staff, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice and developing an acceptance of accountability
- Support the SLT in carrying out their vision for the school

Personal Development

- Through Performance Management identify personal development needs;
- Participate in training and other learning activities as required.

General

- To train and undertake first aid duties
- To carry out unstructured time supervision duties as part of the staff duty team
- To undertake other duties and responsibilities, as required, commensurate with the grade of the post
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding

Influencing and Managing Relationships

- Headteacher
- Outside Agencies
- Parents and carers
- Senior Leadership Team
- Staff e.g. SENCO
- DSL

Other Academy Specific Responsibilities

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Job Specification – Assistant Achievement Leader

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

Qualifications and Attainments	• At least L2 in English and Maths	E	
	• Willingness to undergo further relevant training	E	
	• L3+ qualifications		D
	• Recent training linked to working with young people		D
Skills and Knowledge	• Ability to lead and manage projects successfully under pressure and to strict timescales	E	
	• Ability to express oneself effectively verbally and in writing to adults, children and young people	E	
	• Ability to analyse data and information in order to produce reports etc.	E	
	• The ability to constructively and positively resolve conflict	E	
	• The ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	E	
	• Counselling skills	E	
	• Ability to engage constructively with, and relate to, a wide range of young people with different social and cultural backgrounds	E	
Experience	• A proven track record of working with young people	E	
	• Have excellent inter personal skills and be able to communicate effectively with pupils, parents, school staff	E	
	• Recent experience of working in a school	E	
	• Experience of working with IT packages such as Microsoft Office and MIS software	E	
	• Experience of working in a supportive role to management	E	
	• Well organised, enthusiastic and able to work on own initiative	E	
Personal Attributes	• A conscientious employee, honest and reliable	E	
	• Tactful and diplomatic when dealing with people and situations that require an understanding of the individual needs	E	
	• An understanding of and a commitment to equal opportunities issues both within the workplace and the community in general	E	



	• Awareness of the need to maintain and respect confidentiality of information	E	
	• Resilience	E	
	• Ability to work in a team	E	
Additional Requirements	• This role is subject to an enhanced DBS	E	
	• Driving licence and access to own vehicle		D
	• Able to work flexibly to meet deadlines and respond to unplanned situations		D

This Job Description will be reviewed on regular basis.

April 2022



L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

www.leadacademytrust.co.uk

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:

@LEADAcadTrust



Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





Our Support

We provide a range of high quality, professional services to schools in nine core areas:

Financial Management

Project Management

Procurement

ICT Management

Human Resources

Leadership Development

Legal Support

Governor Support

Education





L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

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