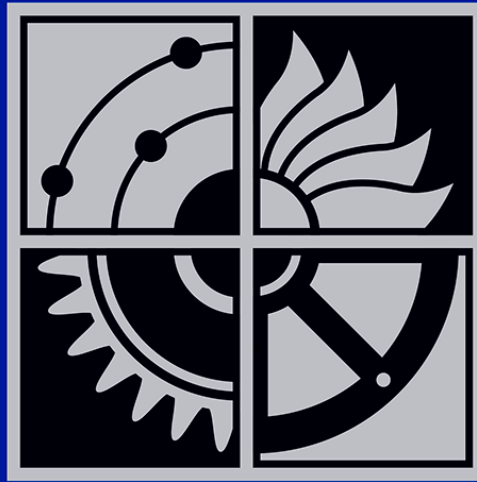




**MOSSBOURNE
VICTORIA PARK
ACADEMY**

Extended Leadership Team
Pastoral Lead
Recruitment pack



Our academy

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within the Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and 6th Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

Mossbourne Victoria Park Academy

At Mossbourne Victoria Park Academy we are continuing to build on that ethos to provide an inspiring education for all our students. With children at the heart of everything we do, Mossbourne Victoria Park Academy is continuing to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfil their true potential. Our students receive great lessons, enjoy a vibrant enrichment programme and have access to debate, speech-making and presentation training through our oratory specialism. Our outstanding teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our students.

The Extended Leadership Team (ELT)

The ELT consists of the Senior Leadership Team, the Heads of Learning Area, the Senior Pastoral Team, and Senior METs (Mossbourne Excellent Teachers). The ELT support the Principal in both the day-to-day running of the Academy and in shaping the medium-term strategy for maintaining superb standards in a high-performing school. The ELT, on a rota, run the senior detention and carry out senior duties, as well as being highly visible staff who are always available to support staff in the Academy. The ELT attend and support all significant academy events including parents' evenings and results days.

The Pastoral Team

The Pastoral Team is led by a Vice Principal and is also comprised of: this position; another ELT Pastoral Lead, the Head of SEN Inclusion; the Pastoral Liaison; the Heads of Year; and the Pastoral and Safeguarding Administrator. The Pastoral Team are essential in maintaining the purposeful and disciplined environment in which Mossbourne students excel. The Pastoral Team support the daily smooth running of the Academy and are also intrinsic in supporting the personal development of the students in our care. The Pastoral Team are highly visible at all times around the Academy and form the Safeguarding Team (Designated Safeguarding Leads) at the Academy.

Who are we looking for?

The ELT Pastoral Lead role, is both demanding and rewarding. You will have an energetic and enthusiastic nature, with the ability to think on your feet, and be able to command the respect of the students you are responsible for in a strict school. You will constantly need to multitask, prioritise and reprioritise as each day develops, to ensure that students are effectively safeguarded, monitored and supported, all whilst teaching high quality lessons. At times, you will need to drop everything to respond to students' needs. You will also need to be prepared to constantly learn, develop and welcome constructive criticism. You will need to have a strong character, and be willing to hold students, parents and colleagues to account. You will pay attention to detail and become an expert on the Academy Behaviour Policy. At times, you will be juggling a number of issues at once, and you will be able to calmly organise yourself, without appearing flustered or stressed, to ensure that students and colleagues are effectively supported and the job gets done. You will have a solution focused approach, and because you will be trained as a Designated Safeguarding Lead, be prepared to stay late if required to ensure the safety of individual students. This role is partly reactive, as it is dictated by the needs of young people and therefore you must be willing to go the extra mile. You will be able to meticulously record your work to inform future interventions and be an efficient administrator.

In return, you will find the role deeply rewarding as you develop colleagues and watch students grow and develop as learners and individuals, due to your interventions. The academy has clear structures in place enabling you to proactively identify the support needs of students and training needs of staff. You will be supported by all colleagues, both teaching and non-teaching, and at all levels of management right through to the Principal; you will not be undermined or undervalued. You will see the impact of your interventions with students to a much greater extent at Mossbourne than at most other schools, as students will afford you a greater level of courtesy and respect and will take the time to engage with you at a deeper level.

You will be an excellent classroom teacher, with experience in a pastoral role such as a Head of Year or a Pastoral Leadership Role, ideally with experience of managing staff. You will also be an expert who is deeply knowledgeable in your chosen curriculum subject.

You will wholeheartedly embrace and embody our culture of no excuses, and our ethos of hard work, excellence, integrity and courtesy.

You will believe resolutely in the power of education to change the lives of families and young people, regardless of background or prior educational attainment.

Why work for us?

The chance to really make a difference to the young people who need it the most

Our students need the best possible staff as they have to overcome significant disadvantage in order to succeed. 44% of our students are eligible for the pupil premium grant, 20% have a special educational need and 34% have English as an additional language.

Our results put us in the top schools in the country for pupil progress, because we believe all students can succeed and go to great lengths in order to achieve this.

A fantastic working environment

We place ultimate value on respect for staff; behaviour is beyond outstanding, the teacher is sacred. This is a school in which you can really teach.

The school is housed in a beautiful Grade ii listed Huguenot building and a purpose built modern one. As you would expect, classrooms are all fully equipped.

A truly supportive culture

We offer excellent and frequent opportunities to reflect on and improve your practice, with first rate professional development for all, and a specialist programme for ECTs.

A range of benefits and perks including but not limited to: season ticket loans; tax free bicycle purchase, recruitment applicant awards; free staff fitness classes; corporate gym membership; tax free child care vouchers; discounts at local restaurants; employee assistant programme.

Main areas of responsibility

The role is very dynamic and as such will require you to be responsible for, directly or indirectly, one, some or many of the following areas of pastoral care at Mossbourne Victoria Park Academy:

- Line management of Heads of Year
- Line management of non-teaching staff e.g. the Pastoral and Safeguarding Administrator or Attendance and Welfare Officer
- PSHCERSE
- The Behaviour Support Unit
- The Alternative Provision Centre
- The Rewards System
- Student Conduct when not in curriculum areas e.g. the playground, outside the academy
- Organising and directing duties
- The Pastoral CPD Programme
- The Trainee Head of Year Programme
- Form Tutor Training
- Pastoral Interventions e.g. BSPs
- Parental Engagement
- Mid-Year Admissions
- Transition (either Year 7 or Year 11 or both)
- Attendance
- Students' Personal Development
- Student Voice including the Student Parliament
- The role may also require you to be a Head of Year and/or fulfil many of the key accountabilities of the Head of Year role.
- You may also be required to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience				
E	Ability to critically evaluate strategies for school improvement and contribute effectively to strategic planning meetings	✓	✓	✓
E	Be focused on raising the attainment of all pupils within their department and developing their team	✓	✓	
E	A proven track record of success in leadership	✓	✓	
E	An outstanding classroom practitioner with demonstrable pastoral experience	✓	✓	
E	Ability to teach your subject at all key stages	✓	✓	
E	A track record of supporting students to achieve superb outcomes in your subject area	✓	✓	
E	Ability to pay attention to detail regarding expectations for students and staff	✓		✓
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	✓		
E	To be exacting and comprehensive regarding record keeping	✓	✓	
E	Ability to work independently and as part of a team		✓	
E	Ability to develop and maintain positive relationships with teachers, support staff and parents	✓		
E	Excellent classroom management and efficient organisation of resources	✓	✓	
Qualifications				
E	A good degree in a relevant subject	✓		✓
E	Qualified Teacher Status (QTS)		✓	
IT knowledge				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)		✓	✓
D	Ability to swiftly adapt to and utilise new/various systems/software		✓	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		✓	
Behavioural Competencies				
E	Superb communication and interpersonal skills	✓		
E	The ability to set, monitor progress towards, and achieve short, medium and long term targets for your area of responsibility	✓	✓	
E	Ability to manage meetings of a potentially challenging nature with confidence and professionalism	✓		
E	Ability to prioritise workload in response to students needs and safety	✓		✓
E	The upmost integrity and high levels of motivation and commitment.	✓		
E	Ability to work effectively and calmly under potentially pressured circumstances	✓	✓	
	Ability to efficiently organise lessons and resources under potentially pressurised circumstances	✓	✓	
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	✓	✓	
Applicable to all staff				
E	Undertake training as required to so in order to fulfil the requirements of the role	✓	✓	
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	✓	✓	✓
E	Play an active role in terms of Safeguarding all students and adults	✓	✓	

Application process

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure.

Please submit your application through our website:

www.mossbourne.org/vacancies/

The closing date for this vacancy is 30th September 2022

We encourage early applications as we will interview and may appoint before the closing deadline.

To discuss this post or to arrange a school visit please contact us on 020 8510 4550 or enquiries@mvp.mossbourne.org

