



Haberdashers'
**Crayford
Academy**

2021-22 Pastoral & Wellbeing Mentor Candidate Briefing Pack

Haberdashers' Crayford Academy



www.habscrayford.org.uk

Welcome from our Executive Principal

Dear Candidate,

Thank you for your interest in Haberdashers' Crayford Academy.

Haberdashers' Academies Trust South is a Multi-Academy Trust of nine schools, (four secondary and five primary). These are currently organised as four 'clusters', Crayford Academy is part of the Bexley cluster which provides schooling for children aged 3-18 with over 1600 children in three schools: Crayford Academy (secondary), Crayford Temple Grove (primary) and Slade Green Temple Grove (primary).

We provide targeted support and a broad education to enable each and every one of our pupils to reach their full potential and to grow into well-rounded members of our community and aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We are looking to appoint 3 exceptional Pastoral & Wellbeing Mentors to work with our students and community.

The successful candidates will provide support to our students, ensuring a high quality holistic wellbeing service within the Academy environment. They will be pivotal in shaping the pastoral provision and all round wellbeing of our students and community. This is an exciting time to be joining our school and forming a part of this newly created team.

The successful applicants must possess the drive, energy and enthusiasm for such a pivotal role and have experience of providing pastoral and welfare related services for a range of client groups.

As well as supporting the wellbeing of students the successful candidates will work with our behaviour and leadership team to ensure that high expectations of behaviour are met and to ensure that students consistently modelling our high expectations are rewarded for their ongoing excellence.

I hope that this brief information, alongside the recruitment details, encourages you to decide to apply to join us in our exciting current phase of development. Should you have any queries or want to come and visit our school, please do not hesitate to contact us.

Kindest regards



Mr Steve Wheatley
Executive Principal
Haberdashers' Crayford Academy



Our Trust



About Haberdashers' Academies Trust South

Haberdashers' Academies Trust South is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Haberdashers' Crayford Academy is part of the Bexley Cluster.

The Executive Principal oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers', who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Trust, we can offer more to all staff and students than any single school could offer alone. This 'Haberdashers' Advantage' ensures that the opportunities presented by working and learning at a Haberdashers' Trust school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Academies Trust South, please go to:

www.habsfed.org.uk

Our Vision



Trust Wide Vision

Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation, but always within the context of our long tradition of providing excellent education.

Based upon these values we aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment.
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We will achieve these aims by providing a safe environment where all children and young people can succeed and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge. High expectations of every member of our community

Our Sponsors

The Worshipful Company of Haberdashers

Our heritage dates as far back as the 1680s.



The Worshipful Company of Haberdashers

The Haberdashers' Company is one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools something truly unique.

Find out more: www.haberdashers.co.uk



I recently started working for the Trust and have found the staff to be extremely friendly and helpful. I feel it is important to love where you work and feel proud to be part of the organisation and I certainly feel that at Haberdashers'.

It was clear from my first day that the main focus is to ensure a safe, happy and inspiring environment for the children to thrive in. Helping build a better future for our children is so important and I actually look forward to coming in each day and being part of their exciting journey.

Gina Smith, Capital Assets Project Manager
Haberdashers' Academies Trust South



Job Role

Job Title:	Pastoral & Wellbeing Mentor
Contract Length:	Permanent
Contract Type:	Full Time (40 Hours per week, 40 weeks per year)
Salary:	£26,360 - £28,120 FTE (£23,104 - £24,656 Actual)
School :	Haberdashers' Crayford Academy
,Location:	Iron Mill Lane, Crayford
Accountable to:	Behaviour & Welfare Coordinator (Senior Leadership Team)

About the role

At Haberdashers' Crayford Academy, we are committed to ensuring that all pupils in our care feel safe and are supported through any difficulties that they may be experiencing, both inside and outside of school and have a positive impact on our local community. As a member of our Welfare team, the post-holder will play a crucial role in safeguarding our pupils in ensuring that, where there are concerns regarding a pupil's wellbeing, the appropriate action is taken. This will involve working alongside pupils and their families, as well as colleagues in school and professionals from external agencies.

The main purpose of this role is to:

- Support the pupils in their character and pastoral development under the guidance of the Designated Safeguarding Lead, the Behaviour and Welfare Coordinator and the Crayford Leadership Team (CLT)
- Engage positively with students, parents, staff and other professionals to embed school values and attitudes and promote high standards of behaviour, welfare and achievement.
- To take ownership of the pupils within their allocated hub including engagement with parents and community both during the day and at extra curricular events.

Key responsibilities of the role

- Work within and actively promote, not least by one's professional behaviour, school policies and procedures.
- Show respect for all members of the school community
- Liaise regularly with the Designated Safeguarding Lead and Behaviour and Welfare Co-ordinator regarding student welfare, attendance and matters of discipline ensuring that detailed evidence of actions and interventions for students are kept.
- Act as the first contact for parents for all matters. Pass on the content of the communication to the appropriate people and respond accordingly ensuring prompt feedback to parents.
- Utilise all data to monitor individuals and to intervene as necessary recommending rewards, sanctions and pastoral interventions as necessary and working with Heads of Departments and outside agencies as appropriate.
- To oversee the pastoral care and behaviour management of students and support departments in carrying out and promoting the Behaviour Management policy.
- Initiate, organise and assist (as appropriate) with all school event/matters
- Ensure that Form Tutors, Senior Pastoral Manager and other staff as appropriate are kept fully informed about all matters pertaining to the students in their care.
- Attend professional meeting relevant to the job purpose.
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required
- Work cooperatively with other members of the Pastoral Team covering and actively supporting each other as and when necessary
- To implement Haberdashers' Aske's Federation/ DFE child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- To work with identified target groups and their families to narrow the attainment gap.
- Such other duties/responsibilities as may from time to time be reasonably required

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short in our school
- Promote the ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Work within the school's framework with regards to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- Undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

Knowledge, skills and experience



Education and Training

- 5 GCSE's or equivalent including Maths and English at Grade C or above
- GCE Advanced Level or equivalent qualification (desirable)

Experience

- Experience working with young people in a pastoral role
- Experience working with outside agencies such as CAMHS, Social Services, ESWS etc.
- Evidence of recent experience and knowledge of contextual safeguarding issues
- Experience of developing new strategies
- Ability to lead assemblies and deliver training to a variety of audiences including students and staff
- Experience of working in a school setting (desirable)
- Experience of leading Team around the Family meetings, attending child protection case conferences etc. (desirable)
- Experience of leading the implementation of a new initiative, from producing action plans to evaluation of impact (desirable)

Knowledge and Skills

- Ability to find solutions to complex problems
- Ability to manipulate and interpret data
- An understanding of how students learn and the potential barriers to learning
- Ability to relate to teachers, other professionals, parents and students
- Knowledge of SIMS and school systems is highly desirable
- Excellent oral and written communication skills
- Excellent ICT, administration, time management and self-motivation skills
- Ability to work as a member of a team and work on own initiative
- Ability to be positive, resilient, enthusiastic and flexible when working under pressure
- Able to deal with disruptive or disenfranchised pupils
- Ability to present information to a variety of audiences

Personal qualities

- A positive and strong team player who is an effective communicator
- Commitment to school improvement and raising achievement for all students
- Willingness to undertake training when necessary
- Has excellent attendance and punctuality

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers' name, our inclusive community is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly serve each other, centred on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity and the hours our staff put in and we show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' Trust because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Trust is committed to the continuing professional development of all staff.

Providing a good pension

When you join the Haberdashers' Trust, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a, healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups

“ I believe in the value of working collaboratively with colleagues and partner schools to bring out the best in staff and students. The Trust consider the development of staff to be integral in its pursuit of excellence and I am supported and encouraged to grow within my role. ”

Kate Atwell, Vice Principal
Haberdashers' Crayford Academy



Recruitment process and additional recruitment information

Closing date: 15 November 2021, 12pm
Interview dates: W/b 15 November 2021
Start date: January 2022 or earlier

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Panel interview on various topics
- Written task or activity
- Classroom visits
- Classroom observation

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordhr@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Crayford Academy

For an informal discussion about this post,
more information or to arrange a visit,
please contact: crayfordHR@haaf.org.uk

Thank you for your interest in the
Haberdashers' Crayford Academy. We look
forward to receiving your application.