



Recruitment Brochure

ENJOYING TODAY, PREPARING FOR TOMORROW

Vacancy Details

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Pastoral Head of Year

National Joint Council Pay Scale Points 12 – 18
(actual salary £22724.08 – £25160.67)

Contract: Permanent, 37.5 hours per week, term time only plus 5 days

Start date: As soon as possible!

We are looking to appoint an outstanding Pastoral Head of Year to promote positive behaviour, attitudes and attendance across the school and their year group (s). You will support students to overcome barriers to learning associated with challenging behaviour and attendance. You will be committed to the highest standards of support for student welfare and will work collaboratively with staff, students, parents and carers.

You will implement the behaviour and attendance policies and support behaviour and attendance interventions set up by the school. As part of the Pastoral Team you will support the systems that are in place, or are implemented to support positive behaviour, attitudes and attendance, ensuring there is a consistent approach across the school. Where appropriate you will liaise with external agencies.

Who are we?

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the home of Bradford City Football Club, Valley Parade.
- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

What we offer:

- We are a small ESFA funded secondary, mainstream comprehensive school, with approximately 375 students across five year groups. This means every teacher knows every student and we all know each other which builds a strong team and community within the school.
- A chance to support students to achieve or exceed their potential.
- We place students at the centre of everything we do as a school.
- We genuinely value our staff and fully support their development, wellbeing and career progression. We offer a wide range of CPD opportunities and really encourage staff in their professional development.
- A range of benefits, include access to West Yorkshire Pension Scheme, cycle to work and discounted IT plans and we offer wellbeing support through Health Assured.

Vacancy Details

Safeguarding

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

If you are shortlisted for an interview, an online search will be carried out as part of our recruitment process.

Job Description

JOB TITLE:	Pastoral Head of Year
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Behaviour and Attendance Manager
PEOPLE RESPONSIBILITY:	None
BUDGET RESPONSIBILITY:	As delegated by the Principal

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at the One In A Million Free School through a broad and balanced curriculum, and the wider connected curriculum of Sport, the Arts and Enterprise.

Our vision is that each student will achieve or exceed their potential.

Our values: We are driven by our four core values, Compassion, Honesty, Integrity and Excellence

JOB PURPOSE

To lead on the pastoral, attendance, safeguarding and overall student experience of students in any one or more-year groups. To provide guidance and support to improve standards of achievement of all students within the year group. To assist in removing barriers to learning, progress and attainment of all students within the year groups. To work as the wider pastoral team, to work in a cohesive manner with the overall aim of improving behaviour, attitudes and attendance of our students.

Job Description

KEY RESPONSIBILITIES AND DUTIES:

- To be the first port of call for parents in your year group/s.
- To manage parental meetings to discuss and resolve any issues in relation to students' personal development, behaviour and welfare. This may include home visits.
- To support staff in ensuring students arrive at all lessons punctually and are ready to learn. To promote positive attitudes to learning. To help mediate and resolve issues between staff and students.
- To support students' emotional and social needs so that they are able to learn more effectively.
- To work with the Behaviour and Attendance Manager to monitor punctuality and attendance on a daily basis.
- To promote the prevention of and forms of bullying and ensure any incidents are dealt with swiftly and effectively.
- To ensure that school expectations regarding student uniform and appearance are adhered to consistently.
- To liaise with other teams in the school, most importantly Safeguarding Team and Senior Leadership Team to ensure that all information regarding students' behaviour is logged accurately (principally on the school's MIS system) and regularly track and monitor this information in order to identify trends, share information and resolve any issues.
- To provide additional support and advice to teachers in classrooms (where identified) to ensure that students have positive attitudes to learning.
- To liaise closely with outside agencies such as Safer School Officer, Education Welfare Officer etc. to support students' well-being.
- To support teachers and have an input during parent consultations, school trips and events.
- To arrange and manage student enrichment and trips.
- To operationally manage the school's behaviour management system.
- To promote excellent student conduct, self-discipline and respect for others at all times.
- To promote student welfare at all times.
- To undertake other duties appropriate to the post as required by the Principal that may be reasonably required from time to time.

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring your own personal development and Continuous Professional Development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Proactively promote and uphold One In A Million Free School acting as an Ambassador.

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- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- Take responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Promote the safety and wellbeing of students and help safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy. Adherence to the School's Child Protection Policy Statement is always required.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to the Designated Safeguarding Lead or Deputy.

Person Specification

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission	Application & Interview	E
A leader and a team player able to motivate others	Application & Interview	E
Committed to individualised and personalised learning with an inspiring, enthusiastic approach that engenders a desire for learning	Application & Interview	E
Understands the process of learning and embraces new robust research about learning	Application & Interview	E
Committed to using a variety of learning environments and resources, including technologies, as appropriate, to maximise learning and progress	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative learning and partnerships	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
5 GCSEs including Maths and English – Grade C or above or the equivalent	Application	E
Training in behaviour management	Application & Interview	D

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Experience of working with children within 11-16 age range	Application & Interview	E
Experience of working with children with Special Education Needs	Application & Interview	E
Knowledge of strategies to support students with challenging behaviour	Application & Interview	E
Ability to take a restorative approach to conflict	Application & Interview	E
Providing a safe environment to ensure the physical and psychological safety of the students	Application & Interview	E
Ability to react and de-escalate difficult situations	Application & Interview	E
A commitment to the holistic development of students – specifically the character development of students	Application & Interview	D
Knowledge and understanding of national education priorities / developments	Application & Interview	D

SKILLS & EXPERIENCE (CONTINUED)

Experience of making effective use of ICT including SIMS.	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E

Ability to manage change, showing flexibility, adaptability and resilience	Application & Interview	D
Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education	Application & Interview	E
Able to build strong relationships with key people in relevant organisations	Application & Interview	E