



## **PASTORAL LEADER: HEAD OF HOUSE**

**TLR 2C**

**Start Date: 1 January 2023**

**Contract: permanent (including INSET days)**

**Hours: 32.5 per week**

**Salary: £25,714 (MS1) - £41,604 (UPS3)**

We are looking for a committed, dynamic teacher who is ready to take on a middle-leadership role here at Backwell School from 1 January 2023. The successful candidate will be an excellent teaching practitioner (all subject specialisms will be considered) with an interest and enthusiasm for pastoral support for students aged 13-16.

The pastoral structure at Backwell is divided into Key Stages; at Key Stage 3 and Key Stage 5, Pastoral Leaders are Heads of Year working under an Assistant Head. At Key Stage 4, there are four Heads of House, working with the Assistant Head for Ks4. Our current vacancy is within Key Stage 4 as the Head of Mendip House.

As Head of House, you would lead a team of seven tutors, working with around 200 students in Years 9 – 11. You would be working with a non-teaching Assistant Pastoral Leader – a new role introduced at Backwell this year to add capacity to pastoral teams. You would lead house assemblies, oversee the tutor time programme and liaise with the wider student support team and external agencies when necessary. Regular communication with parents/carers and other teaching staff is also an important part of this role as our Pastoral Leaders support their students' wellbeing both emotionally and academically.

Backwell School is a large comprehensive school just outside of Bristol – one of England's most vibrant and cultural cities. Judged by Ofsted as Good in January 2020 the school has an excellent reputation in the local area and is oversubscribed in regards to student applications. Our latest Ofsted report can be read [here](#).

Backwell School offers its staff a vibrant and stimulating teaching environment and there is a broad range of professional support available for new members of staff both within the department and in the wider school. At Backwell School, we prioritise staff wellbeing; planning time is generous with full time teachers teaching a maximum of 51 lessons out of 60. Pastoral leaders have significant additional non-contact time.

There is considerable support available from other Pastoral Leaders, the Assistant Head in charge of Key Stage 4 and the rest of the Senior Leadership Team. We also provide a fantastic benefits package to our employees including a contributory pension scheme, a broad employee assistance programme and benefits (offering discounts on shopping), cycle to work scheme and on-site parking.

Backwell School is part of the Lighthouse Schools Partnership. This offers us curriculum collaboration and support opportunities with other secondary schools in the local area. We also have a Trust-wide

Professional Development Team organising a wide range of staff training and development.

Before making an application candidates are asked to match their qualifications, experience, skills and abilities against the criteria listed on the job and person specification below.

We are committed to providing a comprehensive education for all our young people and this ethos is summarised in the [Backwell School Charter](#).

To make an application please visit the: [Backwell School Eteach page](#). The closing date for applications is **9.00 am on Friday 7 October 2022**. Those who are successful following shortlisting, will be contacted regarding interview arrangements.

You are welcome to contact the Head's PA [ecapeldavies@backwellschool.net](mailto:ecapeldavies@backwellschool.net) to arrange an informal phone conversation, or possible visit, prior to your application if you so wish. We are also happy to arrange an online meeting for candidates based outside the local area who wish to know more about the school and the role. Please be assured that all shortlisted candidates will be given the opportunity to look around the school as part of the interview process.



## Backwell School

### Job specification: Pastoral Leader: Head of House

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**Teaching and Learning responsibility:** 2C

**Responsible to:** Assistant Headteacher (Pastoral)

**Responsibilities:** These are in addition to teaching duties and responsibilities within the school (see below)

#### Job Purpose

The Pastoral Leader is responsible for impact of behaviour, effort, health and attendance on the educational progress of pupils within the unit. The Pastoral Leader: Head of House will ensure that all pupils are happy and successful at Backwell School.

The Pastoral Leader will work with their Assistant Pastoral Leader, Tutors, and with Senior Leaders, to ensure that each pupil:

- Achieves their academic potential
- Has good attendance and punctuality
- Has high standards of personal behaviour, uniform and appearance
- Is supported in relation to any personal barriers which could limit their success
- Is protected in situations where other pupils fail to uphold the school standards

#### Main Responsibilities and Duties

- To be accountable for leading, managing and evaluating the unit in line with the ethos of the school; Ensure the unit is a supportive environment in which pupils can flourish
- To enforce the schools agreed standards in relation to uniform, behaviour and conduct
- To ensure that high levels of effort and contribution are recognised and praised
- To keep parents or carers informed of any concerns and hold meetings with parents where appropriate
- To ensure that tutoring is effective and purposeful

### **Unit Leadership**

- To lead, organize and monitor the team of tutors, and to collaborate with senior and other staff in the development and implementation of school priorities
- To delegate to tutors, tutor group tasks and pupil monitoring and to hold regular discussions with them so as to ensure the smooth running of the Unit
- To establish common and best standards of practice with the unit
- To line manage the Assistant Pastoral Leader and ensure their responsibilities are carried out effectively
- To work with the Deputy Headteacher (Pastoral) to ensure that development needs for pastoral staff are identified and that appropriate programmes are designed to meet such needs
- To promote teamwork, motivate staff with a 'can-do' philosophy to ensure effective working relations
- To attend meetings of Pastoral Leaders, ensuring consistency across all units in the school
- To work with the Deputy Headteacher (Pastoral) in order to ensure that all tutor groups are staffed and roomed effectively
- To ensure that adequate cover has been set for tutor time when tutors are absent
- To make appropriate arrangements for tutor groups when staff are absent, ensuring appropriate cover within the unit
- To take part in recruitment and appointment of new staff where appropriate

### **Pupil Welfare**

- To ensure reasonable adjustments are made for pupils with different and additional needs, initiating Pastoral Support Plans as appropriate
- To ensure that tutoring is effective and purposeful; Ensure that the tutor time programme is delivered as intended
- Monitor attendance and punctuality through the Assistant Pastoral Leader and where appropriate set up non-attendance meetings and make referrals to the Education Welfare Officer
- To identify and appropriately address any child protection issues
- To scrutinise alerts arising from daily data trawls and act upon any alert that reflects a significant or developing concern, initiating Pastoral Support Plans as appropriate
- Within school policies, to be responsible for the management of behaviour of pupils in the unit, liaising with Curriculum Leaders and Subject Leaders where appropriate
- Lead on strategic implementation of Pastoral Support Plans, collaborating with colleagues and outside agencies as appropriate; Regularly evaluate the impact of these additional provisions
- Ensure an effective intervention and prevention strategy so that all pupils can access support for their mental health and wellbeing
- To work with key staff, including the Assistant Headteacher CEIAG and the careers advisor, to guide individual pupil's, ensuring that all pupils have an appropriate post-16 pathway
- To provide pupils with written references as requested

### **Unit Ethos**

- To deliver assemblies that follow the aims and ethos of Backwell School and promote the Social, Moral, Spiritual and Cultural (SMSC) development of pupils

- To oversee the provision of unit activities including charity events, recreational activities and unit teams and to ensure pupils are responsible and carry them out effectively
- To appoint and lead a team of pupils (e.g., House / Sport Captains), to act as role models for pupils within the unit
- To build upon the anti-bullying, anti-harassment and anti-discrimination work within the unit year on year
- To plan and deliver celebratory events, including where appropriate, those to mark the end of compulsory schooling for year 11 pupils
- To maintain a positive presence in the unit block at lunchtimes and to monitor the Sixth Form Supervisors
- Ensure the Assistant Pastoral Leader is deployed effectively to support the above outcomes

### Other Responsibilities and Duties

- Carry out duties as required, including lunchtime duties
- To promote and reinforce school policies and procedures including Safeguarding and Health and Safety
- To maintain confidentiality and data protection, reporting all concerns to an appropriate person
- To take responsibility for own CPD within the School Improvement Plan, with particular regard to having expertise in Child Protection and current issues that impact on young people's learning
- To be aware of and support difference and ensure equal opportunities for all
- To contribute to the development and implementation of the overall ethos/work/aims of the school
- To develop constructive relationships and communicate with other agencies/professionals
- To carry out such other duties as are required and as are commensurate with the grade of the post



Backwell School

Person specification: Pastoral Leader: Head of House

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Qualified teacher status. Honours degree or equivalent.	
<b>EXPERIENCE</b>	Current successful secondary school experience.  Experience and proven expertise of a curricular and/or pastoral responsibility for team leadership.  Record of very good classroom practice including at public examination level.	Experience of delivering CEIAG materials
<b>TRAINING AND PROFESSIONAL DEVELOPMENT</b>	Excellent knowledge of current educational thinking and developments.  A balanced programme of relevant INSET in the last three years.	Experience of leading successful professional development activity.  Safeguarding training (ideally Level 2) or training around Mental Health First Aid.

	Experience/knowledge of Ofsted and School Self Evaluation processes	
<b>PERSONAL QUALITIES</b>	<p>Exceptional communication and interpersonal skills.</p> <p>Enthusiastic, perceptive and fair. Knowledge and expertise in how people learn.</p> <p>Ability to both support and challenge students and staff. A personal commitment to high quality and excellence that will match and extend the school's proven record.</p> <p>A proven desire to ensure all students achieve their best regardless of background.</p> <p>Smart appearance at all times.</p>	
<b>LEADERSHIP AND MANAGEMENT SKILLS</b>	<p>Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom.</p> <p>Evidence of involvement in/commitment to extra-curricular activities.</p> <p>Evidence of involvement in managing change.</p> <p>Involvement in school-based developments and initiatives.</p> <p>Ability to foster and maintain good relationships with the school stakeholders and community.</p> <p>Ability to work independently and as a team leader and team member</p> <p>Respect for the professional expertise of others.</p> <p>Consultation and analytical skills. The ability to prioritise, plan and react.</p> <p>The ability to use data effectively to inform actions.</p>	Evidence of innovative and effective curriculum or pastoral development.
<b>COMMUNICATION SKILLS</b>	<p>Good communicator to a range of audiences.</p> <p>The ability to chair and contribute to the success of meetings.</p>	





## Job Description: Teacher at Backwell School

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**RESPONSIBLE TO:** Curriculum/Subject Leader of relevant department

### **JOB PURPOSE:**

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined in the School Teachers Pay and Conditions Document and Teacher Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### **DUTIES**

All teachers are required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document. Teachers should also meet the Teacher Standards (2012). Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

### **Teaching**

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set home learning and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly

- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

#### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the School Teachers' Pay and Conditions document

#### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

#### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the School Teachers' Pay and Conditions Document

#### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with the school's appraisal process

#### **Other**

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

REASONS TO WORK FOR

# BACKWELL SCHOOL

## **We respect your professionalism**

Subject areas are encouraged to develop and design a knowledge rich curriculum suitable for all pupils. Teachers teach in their specialist areas and are not required to submit lesson plans. Lesson observations do not carry a formal judgement. Departments are encouraged to share and centrally store resources. We encourage an evidenced pedagogical approach rather than following educational fads.

## **High expectations for behaviour**

We have a behaviour system that enforces high expectations for classroom behaviour. High profile SLT and our Behaviour Manager take the lead in following up any instances of poor behaviour and in running daily same-day detentions leaving teachers free to focus on their teaching in a positive learning environment.

## **Fantastic development opportunities**

As a member of the LSP (Lighthouse Schools Partnership) we have close links with a number of local secondary and primary schools as well as access to Trustwide CPD training. We are also a member of the 5 Counties Teaching Hub offering teacher training and development. As a large school and sixth form there are many opportunities to develop your experience and for internal promotion.

## **Staff wellbeing is a priority**

There is a maximum of 85% contact time with form-filling and data collection kept to a minimum. We no longer have detailed written reports. We have a sympathetic approach to staff absence and we follow a 'rarely cover' policy. Staff get involved in all aspects of school life including extra-curricular activities.

Staff say that they have strong and supportive working relationships with their colleagues. We have a dedicated staff room, affordable catering, a staff wellbeing group and CPD bookshelf in our library.

## **Our students are great to work with**

Visitors to Backwell invariably comment on the positive attitudes of the students: that they enjoy their time at school, have very good relationships with their teachers and are motivated to learn. This is reflected in high participation in a huge range of extra-curricular activities as well as in our examination results.