



Job Application Pack

Pastoral Leader (Non-Teaching)

Salary: Scale 5 (£22,813 to £24,491 pro-rata per annum)
(Negotiable depending on experience)

Contract: Permanent, full-time, term-time plus 3 weeks

Closing Date: Thursday 29th July 2021 at 5pm

Letter from the Head Teacher

Dear Colleague,

Thank you for your interest in the position of Pastoral Leader at The Suthers School.

This is a really exciting opportunity for a well-qualified pastoral leader to have a real impact on the life chances and educational experiences of the young people of Newark. You will join our pastoral team at the earliest stages of the school's development and will therefore have a unique opportunity to contribute to our vision.

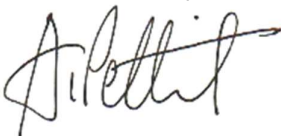
I am very proud to be building a team of staff committed to securing the very best outcomes for young people, no matter what their starting point. I firmly believe that by fostering essential character strengths, maintaining a relentless focus on meeting the needs of the individual, and in embedding the principles of 'work hard, be kind', Suthers School staff really make a difference.

Since first opening in September 2017, The Suthers School has grown one year group at a time and now has a PAN of 120 students per year. The school is oversubscribed in Year 7 and will continue to grow year on year until it reaches capacity in 2023. In light of this, the post being advertised here represents an exciting opportunity to join a new and growing school, develop your career and work in state-of-the-art facilities in a brand-new school building.

We may be starting small but that does not mean our ambitions should not be great. Young people deserve an education that excites and enthuses, one which prepares them for a future as global citizens who are able to think for themselves. The Suthers School is a place where character education is ranked alongside academic preparation and where students thrive in an environment which inspires ambition, compassion and a love of learning.

If you share this ambition, have the capacity to deliver outstanding support for children with a range of needs and are looking for an opportunity to have a real impact on the lives of young people, I would be delighted to hear from you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Pettit', with a stylized flourish at the end.

Mr Andrew Pettit
Head of School

WHAT MAKES US WHO WE ARE?

Our Mission

To empower our young people to be compassionate, self-respecting, independent thinkers with the academic, social and character strengths necessary to thrive in modern society.

Our Philosophy

At The Suthers School, we firmly believe that great education transforms lives. We know that every student has the potential to exceed even their own expectations and we know that the way we do things matters. Our motto, 'work hard, be kind' underpins everything we do, reflects our unwavering commitment to excellence and our absolute conviction that great education is about striking a balance between academic preparation and character development.

Our Approach

We know that young people need both a strong academic foundation and well-developed character strengths to succeed in education and the world beyond. Our goal is to help all of our students develop five vital character strengths and to equip them with the skills and social intelligence to have a positive impact on the world around them.

Tenacity

To show the self-discipline and determination to succeed even in the face of obstacles.

Optimism

To have confidence in a future that is full of possibilities and hold onto the belief that a storm will always pass.

Respect

To value ourselves and all those we encounter by acting and speaking with compassion, tolerance and understanding.

Curiosity

To ask questions, enjoy exploring and be open to new ideas and different perspectives.

Hard Work

To recognise that there are no shortcuts and no excuses and that every member of the team has a contribution to make.



THE SUTHERS SCHOOL

Job Title	Pastoral Leader (Non-Teaching)
Start Date	September 2021
Pay Scale	Scale 5 (£22,183 to £24,491 pro-rata per annum)
Contract	Permanent, full-time, term-time plus 3 weeks
Closing Date	Thursday 29th July 2021 at 5pm

The Suthers School is a new 11-18 Free School which welcomed its first cohort of students in September 2017. We moved into brand new, state-of-the-art facilities in Fernwood, Newark in September 2020 and as our school continues to grow, we are delighted to be able to offer this opportunity to join our pastoral leadership team. The successful candidate will work alongside School Leaders and external agencies to manage the behaviour, welfare, attendance and academic achievement of pupils (Years 7 – 11 from September 2021). From September 2021 there will be approximately 410 pupils on roll and the school is growing one year group at time.

By striking a balance between challenge and support and by ranking character education alongside academic preparation, The Suthers School seeks to provide the very best foundation for all its students, no matter what their starting point. If you too are driven by the desire to give every child the ambition to succeed and equip them with the skills they need to take their place as the leaders of tomorrow, then we would love to hear from you.

Above all, we are looking for a dynamic, enthusiastic and suitably qualified individual who shares our passion for ensuring that the needs of all learners are met. The Suthers School is founded upon a work hard, be kind philosophy and offers:

- A character-first approach which places personal development at the heart of our curriculum
- Exemplary standards of behaviour in an environment where students are keen to learn
- State-of-the-art facilities in a brand-new building (opened September 2020) including a 230-place sixth form (from September 2022).
- The opportunity to work as part of a very successful and growing Trust
- Strong commitment to professional development and career progression

To apply, please complete the online application form, including the personal statement which provides applicants with the opportunity to demonstrate how they feel their skills and experience would help them make a positive contribution to The Suthers School and its students.

For any queries or to arrange an informal chat, please contact Jo Braithwaite, Business and Operations Manager, via email JBraithwaite@suthersschool.co.uk or call 01 636 957690

Job Description – Pastoral Leader

Reports to: Senior Pastoral Leader, SLT, Head of School

Job Purpose

To work within the Pastoral Team managing the behaviour, welfare and academic achievement of students within a designated group of pupils. Working closely with students, parents and staff to remove barriers to learning and progress and support the development of high standards in all aspects of pupil behaviour, attitude and learning culture. Regularly analysing data to inform and implement proactive, as well as reactive, intervention, mentoring or counselling to ensure our learning ethos is supported through high quality pastoral care where every child can blossom and make rapid progress.

General Responsibilities

1. Actively support the overall ethos and mission of The Suthers School.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
3. Be aware of, and support, difference and ensure equal opportunities for all.
4. Contribute to the overall aims of The Suthers School, including its commitment to modelling and developing 5 key character strengths (Tenacity, Optimism, Respect, Curiosity, Hard work).
5. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

- Regularly monitor the individual progress, behaviour and attendance of all students in a designated group and take or support appropriate intervention to facilitate progress in line with target grades.
- Monitor, record and evaluate the impact of various interventions for students within the designated group, ensuring use of, and feedback for, the most effective interventions.
- Identify students in need of specialised mentoring, and provide mentoring sessions where appropriate or facilitate alternative mentoring opportunities.
- To be proactive in establishing and maintaining a positive approach to learning across the school.
- To access student voice via year group or whole school assemblies, Student Parliament or Team Suthers meetings, focus groups, interviews and questionnaires analysing student feedback to promote the learning experience and inform best practice.
- To co-ordinate home/school links over a range of issues e.g. approach to learning, attendance, behaviour and academic progress.

- Proactively use the school's information management systems to regularly monitor behaviour and learning of all pupils, analysing any sub-group patterns and feeding back to key staff and stakeholders as appropriate.
- Meet with parents/carers to establish and maintain a strong sense of culture and the learning purpose within the school.
- Support and contribute to the review of parents' evenings, celebration events and whole school events.
- Improve and monitor attendance of pupils in liaison with the attendance officer / School Leader
- Be involved in the creation and establishment of IEPs / Support Plans and support the SENDCo in collating information for EHC plans and JCQ access assessments.
- Champion a culture of high standards, resilience and self-belief amongst pupils through positive communication and by supporting co-ordination of a variety of speakers and topics for assembly.
- Attend identified activities in the evening and at weekends.
- Conduct school duties before, during and after school as prescribed.
- Liaise and develop positive working relationships with external agencies.

Staff Conduct

We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community - adults and students. Physical violence, verbal abuse and swearing is unacceptable and is never tolerated at The Suthers School.

Employees are in loco parentis and also expected to maintain a professional relationship with students. Staff will be fully supported by the school at all times in carrying out the behaviour policy.

Dress Code

At The Suthers School we expect staff to wear professional business attire.

Safeguarding

The Suthers School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Person Specification

The Person

The Suthers School invite applications for the post of Pastoral Leader from enthusiastic and committed individuals with excellent communication skills and the experience and commitment to work effectively alongside young people.

The post offers opportunities for continued professional development and provides an excellent platform for further career development.	Essential	Desirable
Education and Training		
Further or Higher Education	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Experience		
Previous experience of working within an educational setting		*
Ability to work effectively and network with a wide range of supporting services in both the public and private sectors	*	
Experience of teaching, counselling, youth work, careers, social service or other relevant work	*	
Knowledge of SEN, EAL, PP		*
Professional Skills		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	

The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child's educational and pastoral needs	*	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	*	
Ability to develop a coaching role as a long-term activity designed to achieve the goals in the learning action plan	*	
Ability to engage in joint goal setting with the individual child	*	
Personal Qualities		
Confidence and independence to work using own initiative	*	
Competence in the skills of networking, counselling, facilitating and developing others	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding school roles and responsibilities and their own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	

How to Apply

Thank you for your interest in the vacancy detailed above at The Suthers School. Further details of this post, the school and the Trust can be found on our website www.suthersschool.co.uk

The online application form for this role is located on the current vacancies page of The Suthers School website and on the Nova Education Trust website <http://www.novaeducationtrust.net>. Wherever possible, please provide email addresses for your referees.

Interview

Applications will be considered upon receipt and shortlisted candidates called to interview. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.