



Job Application Pack

Senior Pastoral Leader (NonTeaching)

Scale SO1, £26,999 -£28,785,pro rata, per annum (negotiable depending on experience)

37 Hours per week, Term Time plus 3 weeks

Permanent

Closing Date: Monday 10th May at 9am.

Letter from the Head Teacher

Dear Colleague,

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

This is a really exciting opportunity for an experienced pastoral leader to have a real impact on the life chances and educational experiences of the young people of Newark. You will join us at the earliest stages of the school's development and will therefore have a unique opportunity to contribute to our vision and help shape the team that you will lead.

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 chance to grow your career as the school expands as well as the opportunity to work in state-of-the-art facilities in a brand new school building which first opened in September 2020.

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.



Job Title	Senior Pastoral Leader (Non-Teaching)
Start Date	September 2021
Pay Scale	£per annum, pro rata
Contract Type	37 Hours per week (Term Time), plus 3 weeks
Contract Term	Permanent
Closing Date	Monday 10th May at 9am

The Suthers School is a brand new 11-18 Free School which welcomed its first cohort of students in September 2017. We moved into a brand-new, state-of-the-art facility in September 2020 and we are now seeking to appoint an additional pastoral leader to play a critical role in supporting us in our mission to deliver a first-class education to all our pupils. The successful candidate will work alongside school leaders and external agencies to manage the behaviour, welfare, attendance and academic achievement of pupils (Years 7 – 10 from September 2020) and will be instrumental in helping to form and lead a team of highly effective pastoral leaders as the school grows. From September 2021, there will be approximately 400 pupils on roll and the school is growing one year group at time. Our PAN is 120. This role also therefore represents a unique opportunity for career progression and a salary enhancement may be considered for a suitably qualified and experienced candidate.

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.

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
- A unique opportunity to help shape the future direction of the school's development
- State-of-the-art facilities in a brand new building (opening April 2020) including a 230-place sixth form.
- The opportunity to work as part of a very successful and growing Trust
- An enhanced benefits package which includes healthcare, membership of The Chartered College of Teaching and a fully-funded MA programme for all teaching staff.

It is anticipated that interviews will be conducted remotely via Microsoft Teams and The Suthers School reserves the right to appoint a suitably qualified candidate to this critical post in advance of the published closing date.

Job Description – Senior Pastoral Leader

Reports to: School Leader, Head of School

Job Purpose

To lead the development of pastoral support systems and structures within school and to lead a team of pastoral leaders in managing the character development, behaviour, welfare and academic achievement of students across all year groups. The post-holder will work closely with students, parents and staff to remove barriers to learning and will support a team of tutors to deliver the highest standards of student behaviour and attendance. There will be a requirement for the post-holder to analyse data to inform and implement appropriate intervention, mentoring or counselling, ensuring our students are supported in developing the vital character strengths that will support lifelong health and wellbeing and that they are empowered to achieve the very best outcomes possible.

General Responsibilities

- Support the overall ethos and 'work hard, be kind' philosophy of The Suthers School
- 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.
- Be aware of, and support, difference and ensure equal opportunities for all.
- 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).
- 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

- To be accountable to the Head of School/School Leader for the care, safety and attendance of all learners across all year groups.
- Line manage Pastoral Leaders to ensure they are able to implement interventions as and when needed by providing strategies and CPD opportunities to support their development.
- Responsible for timely submission of relevant information to SLT, Governors, teachings staff and outside agencies.
- Line manage attendance through direct support of Attendance Officer, ensuring all policies and procedures are implemented in a timely manner so that attendance of all pupils improves.
- Undertake appraisal reviews of Pastoral Leaders.

- Deputise for the Senior DSL by ensuring that all safeguarding arrangements and procedures are secure. To co-ordinate all safeguarding meetings with the Pastoral Leaders.
- Regularly monitor the individual progress, behaviour and attendance of all students 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 by the Pastoral and Department Teams.
- Identify students in need of specialised mentoring, and provide mentoring sessions where appropriate or facilitate alternative mentoring opportunities.
- To be proactive in establishing consistently positive attitudes to learning across the school.
- To support dissemination of key information and achieve wider personal development goals through delivery of presentations and/or assemblies
- To access student voice via year group, house or key stage assemblies, focus groups, interviews and questionnaires analysing student feedback to promote the learning experience and inform best practice for Pastoral and Department teams.
- To co-ordinate home / school links over a range of issues e.g. attitudes to learning, attendance, behaviour and individual progress.
- Proactively use the schools information management systems to regularly monitor behaviour and learning of all pupils, analysing any subgroup patterns and feeding back to key staff and stakeholders as appropriate.
- Meet with parents / carers to establish a strong sense of culture and the support the overall aims of The Suthers School
- Support and contribute to the review of parents' evenings, celebration events and whole school events. Be involved in the creation and establishment of Pastoral Support Plans and support the SENDCo in collating information for EHC plans and JCQ access assessments.
- Champion an ethos and culture of high standards, resilience and selfbelief within the student group through positive communication and coordination 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.

The Suthers School

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.

Safeguarding

The Suthers School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Person Specification – Senior Pastoral Leader (SPL)

The Person

The Academy 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	*	
Knowledge and 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.