



# PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK

**Trust Pastoral Lead**



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# LETTER FROM THE CEO AND DEPUTY CEO

Dear Candidate

Thank you for taking the time to download this recruitment pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Sajid Gulzar



Phillipa Sherlock-Lewis





# WELCOME FROM OUR CEO

I was born and have grown up in inner city Birmingham. As a child I attended Highfield Junior & Infant School, a large Victorian built primary school in the Saltley area of the city. I was delighted when Highfield joined our family of schools, becoming the third member of the Prince Albert Community Trust (PACT) in 2016. My parents were first generation immigrants from Pakistan and from a very early age instilled in me the value and transformational power of education, a journey that I began at Highfield in 1978 as a four-year-old who spoke no English.



My background and experiences give me a unique insight into the communities I currently serve as Executive Headteacher and CEO of PACT. We have many children at our ever-growing group of PACT schools and I have the same high expectations for all of them. We understand that from time to time some of our children and families experience very challenging circumstances, we are clear in our belief however that there is no excuse for underachievement and that regardless of their situation; all of our students will fulfil their potential. It is this belief that was the genesis of the idea of Prince Albert High School and led to its conception.

PA High is without a doubt the most exciting project I have had the privilege to be involved in. The school opened in September 2021 next to the Athletes Village of the Birmingham Commonwealth 2022 Games. It will provide the opportunity for us to continue to educate our PACT primary aged children through to 16 and 18 years old. As educators and those responsible for building the foundations for future educational success for our children, we believe that everything that happens in our schools has to be good enough for our own children, if we are to accept it as good enough for the students that we serve. I insist that all staff have to buy into this philosophy. This message has been embraced by staff and as a result: all of the PACT schools provide an excellent quality of education led by a dedicated and talented Senior Leadership Team. I would be proud to send my own children to any of our schools.

I lead a highly committed and talented group of people who go above and beyond on a daily basis in order to ensure that our students get the most out of their primary school education. We value highly and invest heavily in staff development in order that we have the very best people working with our children. PA High will enable us to continue to do this and take the responsibility for preparing our children for adult life.

For many of our students, as it was for me, growing up in inner city Birmingham, this is their one chance to secure a future for themselves and their families. The gravity of our responsibility must never be underestimated.

Sajid Gulzar OBE

# WELCOME FROM OUR DEPUTY CEO

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.



I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Deputy Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

Phillipa Sherlock-Lewis

# OUR PHILOSOPHY

*'We want our students to be hard working, ambitious and resilient'*

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our students to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our students have the potential to achieve the highest academic standards and to compete with high achieving students locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally. The success of our schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our students.

*'Our students have the potential to achieve the highest academic standards'*



# OUR PURPOSE, AMBITION AND VALUES

## OUR PURPOSE

Enable every student to succeed at school and in life

## OUR AMBITION



**Exceptional student wellbeing**



**Exceptional education**



**Exceptional people**



**Exceptional infrastructure**



**Sustainability**



## OUR VALUES

**In all that we do we demonstrate:**

**Passion** – inspiring a love of learning and being determined to make a difference

**Aspiration** – wanting the very best for our students, our families, our communities and our staff

**Collaboration** – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals

**Trust** – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

# SAFEGUARDING POLICY

## CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

## KEEPING CHILDREN SAFE IN EDUCATION 2022

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please visit each school's website by clicking on the images below for their full policy.**





# TRUST PASTORAL LEADER

## (TO BE BASED AT PRINCE ALBERT HIGH SCHOOL)

**SALARY: GRADE 4, SCP 23-31 (£30,151 - £37,261)**

**36.5 HOURS PER WEEK (PLUS BANKED HOURS)**

The Prince Albert Community Trust (PACT) are a driving force for social justice committed to removing the glass ceilings that can restrict the ambition and potential of our pupils. We do this by working towards an exceptional education for all that will be made possible by exceptional people working within an organisation with exceptional infrastructure. Our motto is "United We Are World Class" because we believe in the power of unity and collaboration across our 6 schools. Our values of Passion (inspiring a love of learning and being determined to make a difference); Aspiration (wanting the very best for our pupils, our families, our communities, and our staff); Collaboration – working positively with each other, with parents carers, and other stakeholders and partners to achieve our goals; Trust (acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in).

The Prince Albert Community Trust (PACT) wish to appoint a Pastoral Leader to join our team at Prince Albert High school. The successful candidate will have the opportunity to join our pastoral department, working under the guidance of the Director of Safeguarding and newly appointed Business Lead for safeguarding. As a member of the school and Trust senior leadership team, this role is a great opportunity to work at both a strategic level as well as working directly with students and families.

Prince Albert High school opened in September 2021 and currently caters for 390 year 7 and 8 students. Whilst academic success is extremely important at PA High, the school strives for all students to have exceptional morals, integrity, excellence and service.

### **The successful candidate:**

- Will be self-motivated, compassionate, and have strong leadership skills
- Will be responsible for overseeing pastoral provision and early help to pupils and families
- Will be the lead for whole school behaviour, attendance and safeguarding
- Must be professional and polite with a good standard of literacy and communication skills

### **As part of the PACT team, you will have access to:**

- Auto Enrolment to LGPS Pension Scheme
- Generous holiday entitlement
- Free parking
- Access to our employee assistance programme, including discounts and rewards supporting your health and wellbeing

We place bespoke professional development and support at the heart of all we do, and we are relentless in the pursuit of excellence for all our stakeholders. We also firmly believe in the coaching model. We are a growing MAT that currently consists of Prince Albert Primary School, Heathfield Primary School, Highfield J&I School, Birchfield Primary School, Sutton Park Primary School, and PA High School.

We are proud to offer a supportive and experienced leadership team, a hard-working and enthusiastic group of staff, a well-resourced MAT, and a smile every day. If you believe you possess the qualities to take on this exciting challenge, then we would be delighted to hear from you.

Further information about the schools, our outcomes and philosophy can be found on our Trust's website: [www.pact.bham.sch.uk](http://www.pact.bham.sch.uk).

Apply for this role via New Term, which you can access through this [link](#)

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

"This post is covered by Part 7 of the Immigration Act (2021) and therefore the ability to speak fluent and spoken English is an essential requirement for this role".

**Closing date:** Tuesday 13th June

**Interview date:** w/c 19th June

# ROLE INFORMATION

**Post:** Trust Pastoral Lead

**Salary:** Grade 4 (£30,151 - £37,261)

**Conditions of Employment:** The duties and responsibilities contained in the current Education (School Teachers' Pay and Conditions of Employment) Order apply to this post; the working time will be in accordance with the school's annual time budget, issued by the Headteacher.

**Accountable to:** Business Lead for Safeguarding, Director of Safeguarding and Heads of School

## JOB DESCRIPTION: HEAD OF SCHOOL

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### Purpose of the Post:

- To lead on the implementation of Trust procedures and systems for safeguarding, attendance and behaviour
- To line manage a team to provide quality mentoring provision to students
- To actively participate and contribute to wider Trust strategic plans within the department

### Roles and Responsibilities

- Provide support and advice to students in line with promoting their social care, personal and emotional development and overall wellbeing
- Oversee the effective resolution of behaviour incidents including communication with parents
- Lead on attendance and safeguarding home visits procedures
- Use assessment and attainment data to specifically target children whose attendance is impacting on progress and attainment
- Identify and adopt the most effective approaches for pupils who have poor attendance
- Where necessary, carry out formal procedures to hold families to account
- Keep up to date with research and practice relating to the role in order to improve provision for students
- Lead on early help provision for vulnerable students and families
- Lead on the implementation of student risk assessments, pastoral plans and maintain comprehensive records
- Take a lead in policies and procedures in relation to child protection and all aspects of safeguarding
- Lead a team of Designated Senior Leaders, monitoring and responding to the teams practise
- Liaise with external agencies and be the first point of contact for Children's Services
- Attend case conferences and child in need meetings as required
- Contribute to the organisation of school events and programmes during and outside of school time and in relation to extended provision
- Contribute to whole staff, phase and year group meetings as requested, and respond to staff concerns, particularly those linked to attendance and behaviour
- Be the first point of contact for parents and be responsible for, and deal with issues when appropriate and refer to other staff for action if required
- Ensure contact is made with parents whenever there are concerns over attendance, behaviour or safeguarding (where applicable)

## JOB DESCRIPTION: HEAD OF SCHOOL

- Lead on early help and family plans, ensuring school staff carry out their actions in a timely manner
- Have an overview of trends and patterns of behaviour and plan accordingly to continuously improve whole school behaviour
- Produce reports for communication to students, parents, staff, senior leaders, Trust board member and Committee members, working to deadlines as appropriate
- Work in collaboration with the lead for Inclusion, ensuring there is effective joint up planning for the provision of SEND students
- Lead on Fast Track
- Dissemination of whole school information in relation to attendance data
- Carry out termly audits on all aspects of the pastoral department
- Ensure systems letters e.g. attendance, punctuality, behaviour are communicated with parents
- Use the early help process and be the lead for hardship fund applications
- Monitor levels of attendance and punctuality and implement policies and strategies to combat issues
- Contribute to Trust policies and procedures relating to attendance and punctuality, behaviour and safeguarding
- Lead on safeguarding assemblies for students
- Attend SLT meetings as requested
- Assist with on call duties if appropriate
- To assist in break/lunch supervision if required
- Work as part of the Trust pastoral senior leadership team
- Represent the school in a manner consistent with its ethos and values
- Contribute to school development through identified communication and consultation channels
- To respect the confidential nature of information relating to the school and students
- To ensure all tasks are carried out with regard to Health and Safety
- To adhere to the ethos of the school
- To promote the agreed visions and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings

### Leadership across the Trust

- Ensure that all policies and procedures are followed by yourself and staff working across the Trust
- Engage purposefully in the Trust leadership developmental programmes
- Be an exemplary and positive role model for other staff understanding that you are a leader of the Trust
- Give your opinions and views willing to shape the direction of the Trust
- Ensure that there is effective communication with other departments and schools across the Trust
- Be willing and ready to help another departments if the need arises
- Manage budgets effectively with the direction of the Head of School
- Effectively support and hold to account staff within your department and other staff where the need arises
- Ensure effective financial management and cost savings where ever possible
- Be a proactive Health and Safety warrior ensuring that all school sites are safe at all times and if a situation arises that is not safe, resolve the situation and report to necessary staff
- Take an active role and understand the Trust risk register, Trust strategic plan and all other action plans for the Trust where appropriate
- Adopt a leadership style that encourages all staff, using coaching and effectively building professional relationships



## JOB DESCRIPTION: HEAD OF SCHOOL

### General

- The post holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties
- The post holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- The post holder will be required to promote, monitor and maintain health, safety and security in the workplace (ensuring that the requirements of the Health and safety at Work Act, COSHH, and all other mandatory regulations are adhered to)
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### Policies and Procedures

PACT employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed on the One Drive or from your line manager.

### Confidentiality

Some tasks may be of a confidential nature. Staff are reminded that personal information concerning colleagues is also confidential.

### Review

These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of the Trust. The post holder will be encouraged to participate in any such review. The Trust is committed to regular performance appraisal (including setting objectives for annual review) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

### Declaration

The PACT is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Trust.

**PLEASE NOTE: THIS JOB DESCRIPTION IS NOT PRESCRIPTIVE AND MAY BE REVIEWED AND CHANGED, IN CONSULTATION WITH THE POST-HOLDER, TO MEET THE CHANGING NEEDS OF THE SCHOOL**

## PERSON SPECIFICATION: HEAD OF SCHOOL

Category	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous successful experience in working with children and young people</li> <li>• Previous experience of successfully leading a team</li> <li>• Proven organisational skills</li> <li>• A good knowledge of school attendance and MIS systems</li> <li>• Experience of supporting individuals with challenging behaviour</li> <li>• Communicate at all levels both orally and in writing and to present information clearly</li> <li>• A good level of computer skills and an ability to create action plans and excel documents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing a budget</li> <li>• Proven track record of excellent judgement in challenging, high-pressure situations</li> <li>• Experience in delivering training to groups</li> <li>• Understanding of the Fast track process</li> </ul>
<b>SKILLS AND ABILITIES</b> (E.g. Written communication skills, dealing with the public)	<ul style="list-style-type: none"> <li>• An understanding of equal opportunities</li> <li>• Excellent people skills and relationship management, able to develop good working relationships with staff, students and parents</li> <li>• Experience of analysing attendance data and identifying where further intervention is needed</li> <li>• Experience of working with a range of external agencies to support students</li> <li>• Experience of working with families to improve attendance including carrying out home visits</li> <li>• Experience of working within the Child Protection Framework</li> <li>• Experience of working within the early help framework</li> <li>• Have proven ability to effectively work with students from varying backgrounds and needs</li> <li>• Have proven ability to establish good working relationships with staff and the wider community</li> <li>• Able to work proactively on own initiative and effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Work effectively as part of a team</li> <li>• Keep information confidential</li> <li>• Multi-task, be highly organised, efficient and manage time effectively working to tight deadlines</li> <li>• The ability to work effectively with external agencies</li> <li>• To work without supervision</li> <li>• Ability to lead on staff training and development</li> <li>• The ability to plan interventions and identify supportive provision for students referred for mentoring</li> <li>• Able to monitor and track the effectiveness of systems and procedures being followed and respond accordingly</li> <li>• Lead on new developments and initiatives</li> <li>• Work on own initiative and make decisions</li> <li>• Ability to respond calmly and proportionately in demanding circumstances</li> <li>• Prioritise own workload and support the team to be organised</li> <li>• Ability to write and update policies</li> </ul>

## PERSON SPECIFICATION: HEAD OF SCHOOL

Category	Essential	Desirable
TRAINING	<ul style="list-style-type: none"> <li>Willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>First Aid at Work Certificate</li> </ul>
EDUCATION/ QUALIFICATIONS (NB Full regard must be paid to overseas qualifications)	<ul style="list-style-type: none"> <li>A-C GCSE in English and Maths or equivalent</li> <li>Appropriate level of qualification and/or extensive relevant experience</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>Commitment to equal opportunities</li> <li>Knowledge of the education system</li> <li>Have personal impact and presence</li> <li>Enthusiastic and hard working</li> <li>Ability to be self-reflective</li> <li>Commitment to put the safety and well-being of children first at all times</li> </ul>	
CONTRADICTIONS	<ul style="list-style-type: none"> <li>Criminal convictions involving offences against children</li> </ul>	

# EXPLANATORY NOTES

Applications will only be accepted from candidates completing the **Trust's Application Form**. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.



## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.



## INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

**All candidates invited to interview must bring the following documents:**



1. Documentary evidence of **right to work** in the UK



2. Documentary evidence of **identity** that will satisfy DBS requirements



3. Documentary proof of current **name** and **address**



4. Where appropriate any documentation evidencing **change of name**



5. Documents confirming any educational or professional **qualifications** that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.



## CONDITIONAL OFFER: PRE-EMPLOYMENT CHECKS

**Any offer to a successful candidate will be conditional upon:**

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

## HOW CAN I APPLY?

To apply for this role, please complete the online application form available [here](#) via My New Term

**Adverts Open**

Friday 26th May 2023



**Shortlisting**

Thursday 15th June 2023



**Deadline for Applications**

Tuesday 13th June 2023



**Interviews**

Wednesday 21st June 2023

All candidates are required to complete an application via MyNewTerm. All applications will receive an email confirmation of receipt of application via MyNewTerm. The candidates selected for interview will be informed after shortlisting via MyNewTerm and full details of the interview programme will be provided. Candidates not successfully shortlisted will be updated via MyNewTerm.

Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely, and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

**WE RESERVE THE RIGHT TO WITHDRAW FROM THIS RECRUITMENT PROCESS AT ANY GIVEN POINT.**

## SPECIAL CONDITIONS OF EMPLOYMENT

### Rehabilitation of Offenders Act 1974



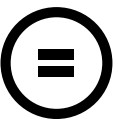
This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

### Health And Safety



The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### Equality and Diversity



Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### Training and Development



The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### Mobility



The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

# CONTACT US

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W: [www.pact.bham.sch.uk](http://www.pact.bham.sch.uk)



Prince Albert Community Trust



@thePa\_CT

