



BRADFORD ACADEMY
TRUST



Application Pack

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Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:

**Known by God
Valued as unique
Understood and accepted
Guided to be the best we can be
We are a shining light in our community
Using opportunities to change our lives and those of others
“A city on a hill cannot be hidden”
Our mission is to make a difference.**

Are you ready to change your life and those of others? If so, Bradford Academy is an exciting place to make a difference.

We are a “Good” school, as recognised by Ofsted in both 2013 and 2017. When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18. Every aspect of our provision; Early years, Primary, Secondary and Post 16 is good, and we are rightly proud of the difference we make every day to the lives of over 1800 young people in Bradford. You can read our full report on the Ofsted section of our website.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community. This was recognised by being awarded a TES award for Community and Collaboration.

We have two resourced provisions in our Secondary Phase (DSP); one for Physical Disability and one for Autism. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. As a member of our team, you will benefit from CPD that was recognised as exemplary, receiving a Platinum level Professional Development Quality Mark from University College London. We value our staff’s wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville

Executive Principal

For more information contact our HR department on 01274 256789 or email recruitment@bradfordacademy.co.uk

Salary:

Post Title: Pastoral Support Manger

Job Purpose: To be responsible for the management and pastoral support of a designated cohort of students

Responsible to: Lead Director for Behaviour and Culture

Responsible for: Ensuring all the designated students are supported and that home and academy liaison drives their progress

Liaising with
(Working Relationships): Teaching staff
Support staff

Hours of Work: All Year Contact

Disclosure Level: This post is subject to an enhanced DBS disclosure

Main / Core Duties:

- The role of the SPO is to work closely with the Head of Year to oversee a year group of students and be responsible for their welfare, attendance, attitude to learning and enjoyment of school
- To follow academy routines and processes as directed
- To provide appropriate pastoral support to students assigned to a year group
- To provide behaviour management support
- To work as a member of the student support team
- To be the primary point of contact for parents / cares of designated students

Operational Planning: To support the implementation of operational/strategic plans relating to student support team

Service Provision:

- To be responsible for the induction of new learners into the year group.
- To liaise with Heads of Departments to monitor hotspots in their areas of learning and provide support for teaching staff to improve quality of behaviour for learning.
- To contribute towards the development of Pastoral Support Plans for learners in their year group.
- To work with the SENCO to support individual learners who are on the SEN register, ensuring that the Pastoral Support Plans/Progress Support Plan is implemented and evidence is collected to support Statutory Assessment.
- To support learners during placements with behaviour placements, suspensions, alternative provision, including exit strategies and re-integration plans.
- To provide support for learners in a flexible manner who may attend on re-integration.
- To contribute, as part of the Pastoral Support Team, the day-to-day running of the school ensuring that high expectations of learners are adhered to at all times



To contribute to monitoring and day-to-day record keeping procedures in the restoration identifying repeat offenders.

To work with Heads of Year to implement the Academy rewards system to ensure that all learners enjoy and achieve and to work closely with the head of year in managing the year group on a day-to-day basis

To lead or contribute to year assemblies where appropriate.

To lead or contribute to induction and review meetings, parents' meetings.

To ensure that students are appropriately met at the start of each day

To visit classes, attend assemblies and supervise students at breaks

To ensure that all administration and record keeping for designated students is kept up-to-date and legal responsibilities are fulfilled

To monitor report cards, parenting contracts and behaviour contracts as appropriate

To liaise with the Attendance Officer and the Safeguarding Officer as part of the student support team ensuring information sharing and collaborative working

To work with parents in ensuring students are supported

To arrange induction of new students into designated cohort as necessary

- To provide callout assistance and manage learner movement
- To be the responsible adult for all designated students and provide appropriate guidance and support
- To identify where support for students and their families is needed and liaise with other professionals within the student support team and with Achievement Leaders to ensure appropriate provision
- Provide academic mentoring for designated students
- Understand and monitor student progress targets
- Support the academy's reporting processes and attend open evenings
- Identify students who require additional academic mentoring and liaise with Key Stage Achievement leads to ensure this is put in place
- To provide First Aid within the Academy
- To support students with medical conditions as required.

Service Development:

- To continually seek to develop service improvements
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

Quality Assurance:

- Ensure that parents and students understand and are able to act upon academic reports provided by the academy
- Support designated students in order that their attitude and behaviour in lessons contributes to delivering excellent teaching and learning
- Ensure that all designated students follow the behaviour and uniform policies of the academy and represent the academy well in the community

Management Information and Administration:

- To ensure all documentation relating to the pastoral progress of designated students is kept up-to-date and legal responsibilities are fulfilled
- To undertake administrative duties as required to perform the role
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person

Communications:	To ensure that all communications with service users demonstrate the values of the Bradford Academy
Marketing and Liaison:	To develop, nurture and maintain the positive image of the Bradford Academy To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Bradford Academy
Management of Resources <i>(Other than People):</i>	To take responsibility for the safe use and safe keeping of resources
Corporate Responsibility:	To abide by and implement all policies and procedures of Bradford Academy, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures
Other Specific Responsibilities:	To contribute to the overall ethos, work and aims of Bradford Academy To carry out all duties in the most effective, efficient and economic manner Ensure that all communications with parents demonstrate the values of Bradford Academy Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of Bradford Academy are exemplified in attitude, language and behaviour
General Statement:	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title

SENIOR PASTORAL OFFICER
Person Specification

	Criteria	Assessment Basis
Qualifications:	<u>Essential</u> Level 3 qualifications <u>Desirable</u> A degree or post graduate qualification Safeguarding training / qualifications	Application
Professional Experience & Understanding:	<u>All Essential</u> Understanding of: ☐ School attendance systems and processes ☐ A basic knowledge of the work of a school ☐ Pastoral support for students Experience: ☐ Experience of working effectively with children/ young people in either education, social work, youth work or another related area of work ☐ Experience of working effectively with the parents /carers of children / young people ☐ Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare ☐ Experience of working in a multi-agency environment ☐ Experience of undertaking a range of clerical duties ☐ Experience of a range of computer applications ☐ Ability to produce concise and complex reports ☐ Management Information Systems e.g. SIMS	

	Criteria	Assessment Basis
Professional Abilities:	<u>All Essential</u> Ability to think strategically Ability to communicate effectively to a variety of audiences Ability to persuade and influence Ability to communicate complex ideas simply to a wide range of audiences Ability to plan effectively Ability to evaluate Ability to provide comprehensive reports Ability to manage time effectively and meet deadlines Ability to work effectively with stakeholders and within a corporate environment	Application, Interview and Reference
Personal Qualities:	<u>All Essential</u> Honesty and Integrity Discretion Flexibility Resilience Commitment to making a difference	Interview and Referenc



Information for applicants

Safeguarding

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children's barred list check and section 128 check (where relevant). Please see our DBS Policy in the Academy Info/Policies area for our policy pertaining to the recruitment of ex-offenders.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

Applying

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of the form.

Please email to;

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

Interviews

Shortlisted candidates will be contacted within two weeks of the closing date.