



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Pastoral Support Lead Recruitment Pack



JOB DESCRIPTION

JOB TITLE: Pastoral Support Lead

RESPONSIBLE TO: Assistant Principal - Behaviours & Attitudes

RESPONSIBLE FOR: PSL's will have a 'roving brief' to support student behaviour and conduct across the academy or to work with a particular year group where the need arises

LINE MANAGEMENT: N/A

HOURS: 40/week, Term-time plus 2 weeks

SALARY: Scale 5, point 12 – 17 (£27,711 - £30,060) pro rata

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Salary sacrifice childcare

PROBATION PERIOD: The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

As a PSL, you will work closely with the Heads of Year, Heads of key stage and the Assistant Principal – Behaviour & Attitudes to ensure that outstanding student behaviour and conduct around the academy is a defining feature of Barclay Academy.

PSL's will have a 'roving brief' to support student behaviour and conduct across the academy or to work with a particular year group where the need arises.

Safeguarding is the responsibility of all staff and PSL's will exercise this role too, as well as being vigilant in ensuring that students are safe and their wellbeing supported.

MAIN RESPONSIBILITIES AND TASKS

- To work closely and collaboratively with the network of staff responsible for student welfare, behaviour and academic attainment, including Heads of Year, Heads of Key Stage, pastoral team and tutors.
- Ensure that student behaviour and conduct is exemplary around the academy, confidently challenging poor behaviour and uniform infringements and implementing the academy's Behaviour policy consistently.
 - Ensuring that movement around the academy is calm and safe and that at all times students are well supervised.
- Work with Heads of Year to ensure that the academy's sanctions and reward policy is implemented effectively.
- To support with the running of detentions and student interventions as directed.
- Undertake duties at break and lunch time as directed.
- Providing first class administration to our Assistant Principal – Behaviour & Attitudes and Heads of Year.
- To support with the running of behaviour support as and when is necessary.
- To support with First Aid as and when is necessary

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE pass at: <ul style="list-style-type: none"> ○ Maths ○ English ○ Science 	<ul style="list-style-type: none"> • Safeguarding • Prevent Duty
EXPERIENCE		<ul style="list-style-type: none"> • Working in an educational setting • Experience of using EduKey • Experience of using CPOMS
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • A strong written and verbal communicator with excellent team working skills • A keen eye for detail & accuracy • Able to prioritise workload accurately and efficiently • Good level of IT skills including Microsoft Word, Excel and Outlook. A working knowledge of BROMCOM or SIMS will be an advantage 	
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> • Motivated and determined to succeed, with a flexible approach to work • The ability to work under pressure whilst maintaining a positive attitude in a demanding and busy environment • Well organised and capable of working on your own initiative • Flexible and supportive with the ability to work cohesively as a member of the pastoral team • Commitment to the safeguarding and promotion of the welfare of all children and young people. • Commitment to equality and Diversity 	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **31st January 2025**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.