



Alsager School
An Achieving School - A Caring Community

Pastoral Lead (Head of College)

Hours: 37 hours; term-time + 4 weeks

(The additional time to be worked flexibly throughout the year to discharge the responsibilities of the post)

**Grade 9: SCP 27 - 31 £28,998 - £32,127 [Actual salary]
£31,346 - £34,728 p.a. (FTE)**

Responsible to: Member of the Senior Leadership Team

Thank you for your enquiry about the above post.

The post is for one of our four Pastoral Leads, or Heads of College as they are known in school. Each provides welfare, support and guidance to approximately 320 pupils aged between 11 and 16. The annual intake into Year 7 is around 270. The Heads of College share a communal office with two Pastoral Administrators.

They work closely with the SENDCO and Learning Support department, the Inclusion Officer and Inspired Futures office (offering work and careers experience and advice) which are all situated nearby.

Our pastoral system is organised into four vertically arranged Colleges: Dod, Lovell, Moreton and Royce each with their own Head of College thus allowing every pupil and parent to contact someone with a direct link to them at any time of the day and get a response. Pupils stay with the same Head of College and ideally the same Form Tutor throughout their five years in the main school.

Pupils cannot be expected to achieve their full potential without support and concern for their welfare. We want our pupils to feel they are known, valued and cared for. We are justifiably proud of our pastoral system which strives to meet these important needs by creating an environment which provides a sense of identity, support, encouragement and, where necessary, constructive criticism. Children and parents need someone to talk to when things are not working out.

Attendance is very good across all years of compulsory schooling with little unauthorised absence. However, we are still working to improve attendance at all levels and employ a full-time Attendance Officer who works alongside the Heads of College and manages all aspect of attendance monitoring and reporting. This includes monitoring pupils arriving late at 8.40 am daily and "first day calling" where attendance is checked at 9.00 am daily and if parents have not already rung into school, they are contacted to explain the absence.

About the School:

Alsager School is a large 11-18 mixed Multi Academy Trust with 1580 pupils on roll, including approximately 300 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last full Ofsted in February 2016 graded the school as Outstanding in all areas. In September 2021, we retained our outstanding status in a section 8 inspection.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school's reputation and popularity means that it has been largely unaffected by the demographic dip currently affecting most schools.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website www.alsagerschool.org We hope this information will encourage you to apply.

Overall purpose of the job:

1. To be responsible for the behaviour, welfare, support and guidance of students, directly and through intermediate staff.
2. To establish effective liaison and engagement with parents, external agencies and professionals
3. Maintain an environment where students may learn, and teachers teach most effectively and all are treated with respect.
4. The successful candidate will lead a team of Form Tutors and will work closely with parents and a wide range of outside agencies. The post consists of varied tasks requiring attention to detail and flexibility of mind. Periods of pressure are sustained and are often unpredictable.
5. The Head of College plans and often leads weekly assemblies. This provides regular opportunity to develop and establish the ethos of their college. Year assemblies are also held periodically to conduct the annual cycle of year related business.
6. As a deputy designated safeguarding lead you will work closely with outside agencies such as social care and take part in regular meetings. You will report to the designated safeguarding lead to discuss concerns and will use CPOMS as a way of reporting.

Principal Responsibilities:

1. Leadership of the development, implementation and evaluation of school policies and practices relating to discipline, welfare and guidance and attendance of students, together with the management of school systems in order to ensure their effective operation.
2. Provide guidance and support for teaching staff in matters of behaviour management/discipline, pupil intervention programmes, welfare and guidance, attendance and pupil tracking.
3. Identify training needs and deliver targeted training to teaching staff, initial teach training students and external agencies as required on behavioural and pastoral matters.

4. Undertake student support, assessment, guidance, counselling and mentoring projects together with the operation of policy regarding sanctions including referral for exclusion, attendance at exclusion hearings and management of readmissions.
5. Develop and monitor Pastoral Support Programmes, Individual Behaviour Plans, anti-bullying policies and procedures, and initiatives such as establishing prefects.
6. Work directly to support and engage parents in implementing school policies and facilitate targeted parent support groups to inform parenting skills and behaviour management techniques.
7. Access, maintain and update pupil records to inform the preparation of pastoral support plans through CPOMS.

Notwithstanding the detail in this outline, in accordance with the Alsager Multi Academy Trust's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described. The supporting letter should be no more than 2 sides of A4 and font size no smaller than 10.

The closing date is **12 noon on Wednesday 9th February 2022**. Interviews are likely to be **held w/c Monday 14th February 2022**. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen
H.R. Manager
Alsager School
Alsager ST7 2HR



If you complete an application electronically, you can return your application via email to Mrs Owen at jobs@alsagerschool.org All electronically submitted applications will be acknowledged.

Please note that you will be required to sign a paper copy of your application if you are invited to interview.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

BPi/HoC/January2022

Further details about the School are available from our website: www.alsagerschool.org

PERSON SPECIFICATION

Job Title: Pastoral Lead (Head of College)

Grade 9; scp 27 - 31



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| CRITERIA | ESSENTIAL | DESIRABLE |
|-----------------------------|---|---|
| Qualifications | <p>Minimum NVQ Level 3 standard in a relevant discipline.</p> <p>Willingness to undertake appropriate training.</p> | Relevant profession qualifications |
| Experience | <p>Enjoy working with and have an understanding of how children develop.</p> <p>Establish a rapport and command the confidence of a wide range of young people and adults.</p> <p>Experience of working as part of a team.</p> <p>Experience of working in a multi-disciplinary way.</p> | <p>Experience of child protection work.</p> <p>Experience of delivering group work.</p> |
| Knowledge and Skills | <p>Knowledge of national guidance, local procedures and your own role and responsibilities within these, for safeguarding and promoting children and young people's welfare.</p> <p>A knowledge and understanding of the range of organisations and individuals working with children and young people and awareness of roles and responsibilities of other professionals. Knowledge of issues and procedures surrounding confidentiality and information sharing.</p> <p>A basic understanding of the physical, intellectual, linguistic, social and emotional growth and development of children and young people.</p> <p>Effective written and verbal communication skills. Computer literacy with a good understanding of IT applications</p> | <p>Knowledge of Health and Safety policies and procedures.</p> <p>Familiar with SIMS packages.</p> |
| Aptitudes/ Attitudes | <p>Ability to share information in an appropriate, timely and accurate way.</p> <p>Ability to establish positive relationships using language appropriate to the development of children and young people and the family culture and background.</p> <p>Ability to keep appropriate records and produce reports.</p> <p>Ability to respect the contribution of others working with children and young people and establish positive working relationships.</p> <p>A commitment to working with children and families in a non-discriminatory way.</p> <p>A confident individual with personal authority and the ability to challenge.</p> | <p>Ability to recognize and understand the impact of key transitions children and young people may go through.</p> <p>An awareness of how social issues impact on family functioning such as substance misuse, domestic violence, alcohol misuse and poverty.</p> |
| Other Requirements | <p>Self-motivated with an ability to use own initiative.</p> <p>Excellent organizational and time and management skills.</p> <p>A flexible and creative thinker.</p> <p>Solution focus.</p> | |

APPOINTMENT OF: Pastoral Lead (Head of College)



TERMS & CONDITIONS OF SERVICE (NJC)

Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

Sickness Leave & Pay

The post is subject to the provisions of the School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

No Smoking

Governors have approved a "No Smoking" policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

Relatives within the School/Council

Applicants must disclose on their application form details of any relative who is a School employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

Standards of Conduct

The School's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

Safeguarding Children

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

Employing people with a criminal record

The School aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

BPI/HoC /January 2022