BURNTWOOD

AN ACADEMY FOR GIRLS

Principal: Mrs Helen Shorrock BSc PGCE

Burntwood Lane, London, SW17 0AQ

Tel: 020 8946 6201

Email: info@burntwoodschool.com

Website: www.burntwoodschool.com

Roll: 1,665 (Sixth Form 451)

 **Recruitment Pack**

 **Join us**

 **Pastoral Support Manager (non-teaching)**

 Closing date: Friday 14 July 2023, 1pm

 Start Date: September 2023

‘The best education today, for the women of tomorrow.’

**School Information**

**About Burntwood – An Academy for Girls**

Thank you for your interest in working at Burntwood. We hope that the information provided here and on [our website](https://www.burntwoodschool.com) will help you with your application and give you a flavour of our school.

Burntwood is a highly successful academy for girls. We are an 11-19 comprehensive school with 1,665 students, of whom 451 are in our mixed Sixth Form. The majority of our students progress to our Sixth Form and the vast majority then on to university and higher education.

Burntwood was rated as “Good” by OFSTED at our last Inspection in January 2020 and we are very proud to be one of only two secondary schools in London (and one of only 16 secondary schools in the United Kingdom) to have been awarded the highest level of the UNICEF Rights Respecting School Award: Level 2. We also have Artsmark Gold, Sportsmark and Healthy Schools status as well as SMSC Quality Mark and International Schools Mark.

We work in partnership with a number of higher education providers, local schools, and other educational bodies to enable our staff to access a range of different learning opportunities. In recognition of the quality of our professional development we have been awarded the Professional Development Platinum Mark by UCL (Institution of Education).

At Burntwood, staff work in a harmonious atmosphere with students who get on well together and happily respect each other’s cultural backgrounds. They openly acknowledge and celebrate their different abilities and talents. Students enjoy a wide range of extra-curricular activities including choir, orchestra, shows and sporting activities.

Burntwood School was rebuilt in 2015 and the quality of the design of the School led to it winning the prestigious Stirling Prize for 2015. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum to our students and the wider community.

As a member of Burntwood staff, you would join a team of dynamic and committed professionals who work to develop enquiring, informed and resilient students who are able to meet the demands of a rapidly changing world.

**Person Specification**

**Role: Pastoral Support Manager (non-teaching)**

Full time/Part time: Term Time Only

Working Hours: 36 hrs per week

Salary Grade: NJC Scale SO1, SP23 to SP25 (actual salary currently £30,595 to £31,632 per annum)

Reporting to: Year Curriculum Coordinator (YCC) and supported by the Senior Team Link

**Commencing: September 2023**

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the below criteria listed.

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **E** | **D** |
| 1 | Educated to degree level or equivalent | x |  |
| 2 | Additional professional qualification relevant to the post |  | x |
| **Experience** |  |  |
| 3 | Proven experience of ongoing commitment to own continuing professional development. | x |  |
| **Skills and Understanding** |  |  |
| 4 | Ability to inspire, motivate and mediate.  | x |  |
| 5 | Exceptional organisational, communication and interpersonal skills.  | x |  |
| 6 | Leadership and management skills appropriate to the requirements of the post. | x |  |
| 7 | Excellent command of standard software packages commonly used in school administration. | x |  |
| 8 | Knowledge and understanding of relevant national and local legislation and guidance.  | x |  |
| 9 | Understanding of and commitment to our vision and the challenges and opportunities facing the school.  | x |  |
| 10 | Understanding of the need for and commitment to the importance of flexible working across the whole staff team.  | x |  |
| 11 | Understanding of the need for and commitment to maintaining excellent attendance and punctuality. | x |  |
| 12 | Awareness and an understanding of important recent educational initiatives and proposed reforms to secondary education.  | x |  |
| **Qualities** |  |  |
|  | A positive attitude to work and life.  | x |  |
|  | Absolute honesty and integrity.  | x |  |
|  | A calm and clear-thinking approach to problem-solving.  | x |  |
|  | Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.  | x |  |
|  | Able to innovate and lead on new initiatives, leading to clearly demonstrable outcomes.  | x |  |
|  | Confident in handling information of an exceptionally confidential nature.  | x |  |
|  | Exceptionally hard-working, resilient and professional but with an appreciation of the need to maintain a work-life balance.  | x |  |
|  | Commitment to own continuing professional development and to supporting the continuing professional development of others.  | x |  |
|  | An effective, flexible and enthusiastic team player with a ‘can do’ positive approach.  | x |  |

E = Essential D = Desirable

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**Main Duties and Responsibilities**

**Administration and Management**

1. To support and manage a team of tutors.
2. To ensure effective communication with families regarding achievement, behaviour, attendance and punctuality.
3. To support the planning and delivery of Parents’ Evenings and Parents’ Information Evenings.
4. To share responsibility for the safeguarding and well-being of the year group, working closely the designated safeguarding lead.
5. To liaise with relevant external agencies such as social services, to ensure appropriate support across the year group. This includes attending relevant meetings such as CIN and TAC support and to ensure that information in these meetings is disseminated effectively.
6. To work with the YCC to deliver a programme of effective and relevant assemblies.
7. To assist with the organisation of any test, examinations or assessments as requested by the YCC or SLT link.
8. To actively support (and assist with the organisation where appropriate) any event that is specific to the year group as requested.
9. To undertake appropriate professional development including adhering to the principle of performance management.
10. To attend appropriate staff meetings and parents/carer evenings.
11. Other duties as reasonably requested by the Principal

**Behaviour and Attitudes to Learning**

1. To work closely with the YCC to ensure that the year group ethos and intent is upheld and consistent.
2. To ensure that all student achievement is recognised both in school and with families and the wider school community.
3. To effectively manage and support the school’s expectations ensuring high standards of uniform are maintained.
4. To manage and support the setting of detentions and internal exclusions.
5. To challenge and motivate students, promote and reinforce self-esteem, and support students’ access to learning using appropriate strategies and resources

**Academic and Personal Development Support**

1. To work closely with Learning Support, the SENCO and Inclusion team to ensure all students are well supported.
2. To ensure that pastoral lessons are delivered effectively and consistently across the year team.
3. To work with and support students to enable them to engage with all aspects of the school and improve their personal development.
4. To support the school’s commitment to personal development and responsibility, enabling every individual to contribute to school life.
5. To work towards appropriate pastoral and personal development targets.

**Attendance, Punctuality and Recruitment**

1. To monitor attendance and punctuality for the year group and to ensure that systems are rigorous and consistent.
2. To work with the YCC, Senior Team Link and other staff and external agencies to support with good attendance and punctuality for students across the year group.
3. To work with SLT and office staff to attend casual admission interviews.

**Safeguarding**

* Be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
* Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
* Ensure that the Safeguarding Team, particularly the Designated Safeguarding Lead, is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

**Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

**Equal Opportunities**

Actively support the School Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

**Health and Safety**

Employees are required to work in compliance with the school’s health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

**Safer Recruitment**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. In line with [Keeping Children Safe in Education (KCSIE)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf), the school may consider carrying out an online search as part of due diligence on shortlisted candidates, in order to identify any safeguarding or suitability issues.

**Additional Information**

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of particulars of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Principal and the nominated Senior Team link. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description may be reviewed annually in the light of those changing requirements and in consultation with the post holder and Principal.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date: