****

**Recruitment Information Pack**

**Pastoral Support Manager**

David Nieper Academy

Grange Street, Alfreton, Derbyshire, DE55 7JA

T: 01773 832331

June 2024

Dear Applicant

Thank you for showing an interest in the post of Pastoral Support Manager at the David Nieper Academy.

Our Academy is sponsored by Christopher Nieper Education Trust, who together with local employer partners, are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand-new purpose-built facilities, which opened in early 2017, we believe that this is a truly exciting time to join the academy.

Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond. The opening of our Sixth Form Centre in 2017 was a further development in our growth. The Sixth Form provides a first-class education combined with fully integrated employability skills, cementing our ongoing working relationships with our business partners. We are a growing school now of 800 students 11-18 and will soon be at our full capacity of 850 students 11-18.

The David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most, being either international or national household names such as Denby Pottery, Owen Taylor and Sons Ltd, Bowmer & Kirkland, Places for People alongside David Nieper, are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom. We are looking for a candidate who will embrace this practice and ensure that David Nieper Academy is adopting this approach through its world class learning pedagogies and support practices.

If you like the sound of the academy and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by **9.00am** **Friday 5 July 2024.**

If you have any queries please contact Mrs Maria Barnes, HR Manager, via email at mbarnes@christopherniepereducation.org

Yours faithfully



Richard White

Head of School

****

**Christopher Nieper Education Trust**

**Pastoral Support Manager**

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA

Age Range – 11-18

37 Hours / 42 Weeks per year (term time only plus 4 weeks to include a one-week summer school)

May be the possibility of additional allowance for DSL (Designated Safeguarding Lead) responsibilities for the right candidate.

Hours to be agreed between

 7.30am – 5pm Monday to Thursday

 & 7.30am - 4pm Friday

Pay Scale: Grade 7, points 8-11 (£24,958 – £26,871 FTE pay award pending)

Actual salary: £23,118.57 - £24,890.58

Do you want to support our students onto greater things? Are you excited by the opportunities and possibilities for our academy? Could you be part of a busy academy environment, helping to support and develop our students and families?

The David Nieper Academy is an academy in the town of Alfreton, Derbyshire. A brand-new school building was opened in early 2017. A key aspect of our vision is our focus on applied learning within all subject areas and across year groups. We have seen an increase in student numbers within each year group and are currently oversubscribed in a number of year groups; we are looking to build on this year on year. This is an immensely exciting time to be joining the academy and being a key driver in enhancing the pastoral, academic and social achievement of our students.

The Governing Body is seeking to appoint a Pastoral Support Manager.

The successful candidate must be able to:

* work well as part of a team
* have excellent communication and interpersonal skills
* have a ‘can-do’ attitude; be highly organised and
* have the ability to work under pressure.

The Governing Body is committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Candidates should indicate an acceptance of, and a commitment to, the Academy’s policies in relation to equality and safeguarding and promoting the welfare of children.

It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the Christopher Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

**Main Duties and Responsibilities:**

* To support the current pastoral structure at David Nieper Academy.
* Manage and deliver the successful transfer of children and young people between schools/services and transition at key stages in their learning.
* To attend and participate in pastoral meetings as required.
* Liaise directly with the Progress and Achievement Leaders, Family Support Manager, Pastoral Support Managers, Attendance Officer and Senior Leadership Team updating them with information and causes for concern.
* To attend home visits individually/ or with a member of the pastoral team for poor attendance/pastoral concerns and provide solutions if concerns arise.
* To organise and lead on interventions aimed at improving student’s attendance, behaviour and/or emotional well-being.
* To attend attendance meetings and report on the progress of student’s attendance.
* Develop and maintain effective and supportive mentoring relationships with children and young people and those engaged with them.
* To support the academy's behaviour policy in its aim to create a positive and safe learning environment, through activities such as 'on call' or supporting int he Inclusion Unit.
* To respond to, and proactively deal with behaviour and pastoral issues as they arise, particularly for allocated groups.
* Monitor the impact and effectiveness of support and take action where issues arise.
* Support the identification of early signs of disengagement and develop specific interventions to encourage re-engagement.
* Undertake the strategic analysis of data to ensure action plans, interventions and outcomes are delivering the key aims and objectives of the Academy
* Monitor and review the progress of disadvantaged students regularly.
* Ensure good communication with parents/carers.
* Document communications with parents/ carers and outside agencies to make sure chronologies are up to date.
* Support the transition/pastoral team with their summer school programme.
* To support in referring students to relevant internal/external support.
* To share good pastoral practise with colleagues and engage in reflective dialogue.
* The successful candidate will work towards fulfilling the academy commitment to a high quality of service and will promote and embody the academy ethos.

**General**

* Attend and participate in staff and working group meetings and training as appropriate.
* Adhere to work practices and policies including those relating to Equal Opportunities.
* Any other duties requested by the Headteacher.

**Benefits**

* Ongoing training, support and mentoring will be provided
* Free access to Health Assured Employee Assistance Programme
* Free onsite Parking
* Generous discount at the David Nieper Ltd factory shop

**Person Specification**- Pastoral Support Manager

#

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** |
| * Educated to NVQ Level 3 or equivalent
* GCSE (Level 2) or higher qualifications in English and Maths
 | * Higher Level Qualifications
* Evidence of ongoing professional development
 |
| **SKILLS/KNOWLEDGE/EXPERIENCE** |
| * Excellent IT skills
* Excellent communication skills both written and oral
* Appropriate level of literacy and numeracy skills
* Experience of dealing with children and families, preferably within an educational context.
* Evidence of responding quickly to stakeholder needs and resolving concerns
* Evidence and experience of responding positively to change
* Experience of working with external agencies
* Proven ability to work to deadlines
* Working with management information systems
* Use of IT systems to compile reports and analyse data
* Able to drive their own car for home visits or be willing to undertake mini-bus test.
* Understanding of potential barriers to learning.
* Ability to problem solve.
 | * Experience of working in a school or other educational institute an advantage
* SIMS experience
* Awareness of Safeguarding and Child Protection issues
* Knowledge of Admissions and Attendance regulations
 |
| **PERSONAL QUALITIES** |
| * Ability to communicate clearly with parents and professionals and a willingness to help and advise others
* Highly organised
* Methodical and attentive to detail
* Ability to work accurately and under pressure
* Ability to adapt to changing work loads
* Self-motivated and ability to motivate others
* Flexible team worker
* Well presented & personable
* Sense of humour
* Genuine enthusiasm and the ability to work well within a wider staff team
* To work within the spirit of Academy Policies on Equal opportunities, Child Protection, Health and Safety, Finance, Smoking etc.
 |  |

**Method of Application**

1. Curriculum Vitae will not be accepted. Please apply via our recruitment site, My New Term following this link; <https://mynewterm.com/jobs/142405/EDV-2024-DNA-14470>
2. The statement in your application should focus on:
* Candidate’s previous experience which will help in successfully undertaking the role of Behaviour & SEND Admin Support.
* Personal skills to benefit David Nieper Academy.
1. For any queries, please email mbarnes@christopherniepereducation.org
2. The academy operates a NO SMOKING policy on site.

5. Interviews - Candidates invited to attend interview will:

1. Have a tour of the academy and meet key members of staff
2. Complete in-tray exercise/related tasks
3. Have a formal individual interview with the selection panel.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

R White

June 2024