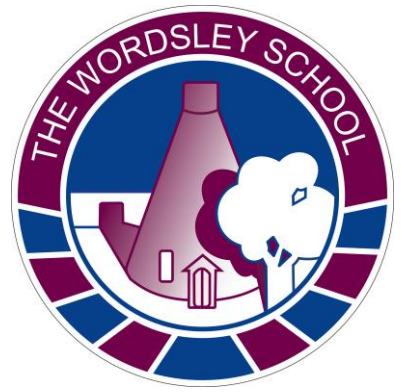


PASTORAL SUPPORT LEADER



APPLICATION PACK



BELIEVE · ACHIEVE · INSPIRE

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Welcome

Thank you for your interest in this post. Choosing the right school in which to work is a big decision, especially in the current educational climate. I believe that The Wordsley School provides a fantastic location for the right person to continue to grow in their chosen career. The aim of this application pack is to tell you a little about our school and hopefully inform your decision to apply.

The Wordsley School is a great place to work. What makes our school so special is the people. People make schools, and at Wordsley, we have great ones. Staff really care about their students and each other, always going the extra mile for their pupils. The young people we work with are friendly, enthusiastic and refreshingly honest. If you want to work in a school where you make a difference and are appreciated by colleagues and children, then Wordsley is the place for you.



Wordsley is a truly comprehensive school. As a group of over 60 teachers and 50 additional non-teaching staff, every single adult in the school has a critical part to play. We are a team in the true sense of the word. We don't expect perfection from our staff, just that they do their best and keep trying to get better. What we want more than anything is someone who cares for our young people and will do what they can to help them to be successful.



As a Pastoral Support Leader for pupil behaviour, you will work alongside a dedicated team of highly skilled professionals who support our pupils' pastoral development. This team is led by a Deputy Headteacher (Pupil Behaviour and Attitudes) and is comprised of five Heads of Year, each supported by a Pastoral Support Leader.

I strongly encourage you to take the opportunity to come and visit the school prior to applying; the application window has deliberately been constructed to allow sufficient flexibility for prospective candidates to do this. If you would like to arrange a visit, please contact Rachel Potter (PA to the Headteacher) by email (rpotter@wordsley.dudley.sch.uk) or telephone (01384 816015) to make an appointment. In addition to this, a wealth of information about our school can be found on our website.

Beyond this, if you would like to apply for the post, please do so by completing an application form and submitting a supporting statement which should be a maximum of two sides of A4 and should outline how you feel your experience, skills and attributes will enable you to make a significant impact in the advertised post. The deadline for applications is 10am Wednesday 25th June 2025. Please email your application form and supporting statement to recruitment@wordsley.dudley.sch.uk

I look forward to hearing from you.

Ashley Weatherhogg
Headteacher

Mission, vision, values and motto

A school is defined by its culture and ethos – ‘the way things happen’. At The Wordsley School our culture and ethos is our unique selling point and together we strive to fulfil our mission, with a clear vision, motto and five key values that underpin our daily work.

OUR MISSION

To provide an outstanding and enjoyable educational experience for everyone in our Wordsley community

OUR VISION

We promote high levels of aspiration and achievement, and support each other to be the best we can be

OUR VALUES



CURIOSITY: we have enquiring minds and are keen to learn



INTEGRITY: we are honest and have strong moral principles



KINDNESS: we are friendly and considerate of each other



RESILIENCE: we respond well to challenge and are keen to improve



RESPECT: we have an appreciation and awareness of others

OUR MOTTO

BELIEVE · ACHIEVE · INSPIRE

Stour Vale Academy Trust

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will ***create the difference together***.

Job Description

| | |
|------------------------|---|
| Post Title: | Pastoral Support Leader |
| Responsible to: | Deputy Headteacher (Pupil Behaviour and Attitudes) |
| Working hours: | Full-time 5 days per week (8am to 4pm) (8am to 3.30pm Fridays) 37 hours per week (Term-time plus INSET Days) |
| Salary/Grade: | Non-teaching staff pay scales Grade 6 Point 12 (£27,711) to point 17 (£30,060) (pro rata) |
| Notice period: | 1 month |

Purpose

- To support the removal of barriers to academic and personal progress, enabling all pupils to be the best they can be.
- To support and challenge all pupils to adhere to the Wordsley School Code of Conduct.
- To support pupils' pastoral, wellbeing, social and emotional needs.
- Provide personal pupil intervention and support as required.
- To work closely with the Senior Leadership Team and Heads of Year to ensure effective behaviour management provision and implementation throughout the school.
- To uphold the schools' safeguarding standards by taking responsibility for safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise.
- To ensure that the school has an ethos of listening to and supporting children and promoting and safeguarding the welfare of children and young people for whom we are responsible and with whom we come into contact.

Specific duties

- Deal with pupils' queries about a wide range of topics, from equipment issues to safeguarding disclosures.
- Promote safeguarding and maintaining the welfare of students/children/young people as a certified (Deputy) Designated Safeguarding Lead. (Full training provided)
- Maintain strong relationships with parents/carers and be a key point of contact.
- Manage lower-level behavioural issues on a day-to-day basis through liaison with teachers, Form Tutors, Heads of Year, SLT and parents.
- Take witness statements from pupils and manage minor issues from lessons/break/lunch/ before and after school.

- Contribute to the daily running of the Year Group office.
- Manage lost property.
- Manage, record and secure any confiscated items, ensuring they are returned when appropriate.
- Manage the report card system.
- Place pupils on and off report on SIMS and send emails to inform parents.
- Monitor pupils on Red Slip Report. Informing parents if they have been 'red slipped'.
- Input all incident sheets from staff and pupils on SIMS.
- To assist the Leadership team SLT and HOH with exclusions.
- Encourage a culture of trust, through listening to children among all staff, ensuring that children's feelings are heard, ensuring the school puts measures in place to protect them
- Ensure safeguarding concerns reported are dealt with appropriately by liaising with the lead DSL and checking MyConcern.
- Liaise with outside agencies and book meetings when necessary.
- Attend various safeguarding and behaviour meetings when required.
- Inputting SLT detentions on SIMS, sending letters and fetching pupils for the detention.
- Scribing and contributing to children's PEPs and administration of forms.
- Triage phone calls for HOH.
- Upholding the school's code of conduct through: Monitoring uniform by speaking to pupils/ parents and staff and logging information, communicating with parents to resolve uniform issues.
- Type/prepare letters, reports. (some of which may be highly confidential and relate to sensitive issues).
- Supervising the isolation unit (Reflection) and being On Call when required.
- Mentoring mid-year pupil starters when required.

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. The post is embryonic in its nature and as such, duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

[A] Qualifications, professional development, knowledge and skills

| Attributes/qualifications | Essential (E) Desirable (D) | Application (A) Interview (I) Reference (R) |
|---|--------------------------------------|--|
| <ul style="list-style-type: none"> Relevant educational qualifications at school/college Other relevant professional development qualification(s) Ability to competently use Microsoft Office packages, to include Word, Excel, Powerpoint | E D E | A A A |

[B] Professional experience

| | | |
|---|----------------------------|--------------------------------------|
| <ul style="list-style-type: none"> Experience in working in a secondary school Experience in working with governors Understanding of the current Ofsted framework Understanding of Child protection/safeguarding Ability to plan, implement and evaluate the effectiveness of a medium/long term plan designed to raise standards Ability to competently use management information systems | D D D D E E | A A/R A/I A/I A/I A/I |
|---|----------------------------|--------------------------------------|

[C] Personal Skills and Attributes

| | | |
|--|--|--|
| <ul style="list-style-type: none"> Outstanding oral communicator Written communications are appropriate for the intended audience, grammatically correct and showcase high levels of written literacy Motivate and inspire colleagues Demonstrates dynamism and creativity in solving problems Ability to meet deadlines Is aware of their own strengths and areas for further development Resilient and able to accept constructive feedback from others in order to further improve performance Able to prioritise tasks effectively and efficiently | E E E E E E E E | I A/I I I/R I/R I/R I/R I/R |
|--|--|--|