

July 2024

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

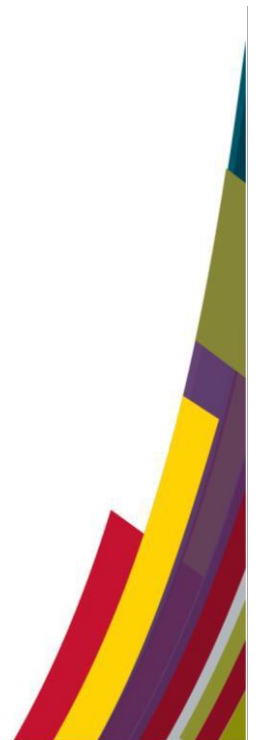
We warmly welcome informal enquiries to the Head of Department, or via our HR Team. The Deputy Heads, Liz Curtis and Neil Phipps, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry  
Head Teacher



## INFORMATION FOR APPLICANTS

### Pastoral Leader

**Closing date: 9am, 16 July 2024**

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The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

### Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

### Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [our website](#). Alternatively you can request an application in Word format, or paper copy by emailing [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the relevant recruitment process. For further information on this, please refer to our [Privacy Notice for Applicants](#).

### Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

### Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

**Online applications** via the school website ([www.mytonschool.co.uk](http://www.mytonschool.co.uk)) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk)
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

### References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

### **Criminal Record Declaration**

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the government website

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare please provide details on the Declaration form, that will be sent to short listed candidates, and bring this with you to interview in an envelope marked *Confidential FAO HR Manager*.

### **Short-listing**

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity.

### **Contacting You**

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

### **Attending Interview**

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one, the Criminal Record Declaration Form (in a confidential envelope) and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

### **Enquiries**

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) or 01926 493805 ext. 209/237. Please use email only during school holiday periods.

Thank you for your interest and we look forward to receiving your application by the closing date.

Lisa Taylor

HR Manager

**PERSON SPECIFICATION**

**Pastoral Lead**

\*A = Application I = Interview T = Test

	Essential	Desirable	Assessed by *
<b>Knowledge and Experience</b>			
• Experience of working with students with a wide variety of needs	E		A/I
• Experience of working in a busy environment	E		A/I
• Knowledge of child protection policies and the need for compliance with these procedures	E		A/I
• Appropriate level of data protection and confidentiality awareness	E		A/I
• Experience of working within an education environment		D	A/I
• Knowledge of SIMS [School Information Management Systems]		D	A
• Knowledge of school policies and procedures e.g. Health and Safety		D	A/I
• Experience of meeting and greeting visitors/customers		D	A/I
• Experience of working with external providers		D	A/I
<b>Skills and Abilities</b>			
• Ability to lead and also work collaboratively in a team	E		A/I
• Ability to respond positively to delegated responsibility	E		A/I
• Ability to inspire and motivate staff and students	E		A/I
• High level of interpersonal skills and the ability to relate effectively to parents, outside agency staff, students, contractors and school colleagues	E		A/I
• Ability to communicate effectively orally and in writing	E		A/I
• Ability to form good working relationships with colleagues, young people and stakeholders	E		A/I
• Ability to provide ongoing support to students with a wide range of issues such as bereavement, mental health, family dynamics and friendships.	E		A/I
• Ability to take accurate and detailed statements from students and action appropriately with consultation with HOY	E		A/I
• Excellent organisation, prioritisation and time management skills including completing tasks to deadlines	E		A
• Ability to react calmly, confidently and positively to a variety of situations	E		A
• Ability to act as a positive ambassador for Myton School to external stakeholders	E		A
• Able to use IT effectively (e.g. Microsoft Office, Word, Excel and Outlook)	E		A
<b>Personal Attributes</b>			
• Suitable to work with children and safeguard their welfare	E		A/I
• Motivational, approachable, enthusiastic and sympathetic in understanding the needs of students	E		A/I
• Puts a high value on treating others with respect and courtesy	E		A/I
• Genuine passion for helping students develop	E		A/I
• Shows commitment to raising achievement, attainment and aspirations of students	E		A/I
• Has high expectations of staff and students	E		A/I
• Committed to inclusion	E		A/I
• Hard working, resilient and able to work under pressure	E		A/I
• Good sense of humour and a positive outlook	E		A/I
• Personal and professional commitment to the values and philosophes of the school	E		A/I
• Demonstrates professionalism, loyalty and integrity	E		A/I
• Comfortable in dealing with difficult conversations	E		A/I
• Positive approach to personal development and training	E		A/I
• Flexible approach to work with a willingness to be flexible with working hours to respond to the needs of the school/students		D	A/I
• Willing to contribute to the wider school effectiveness including whole school, extra-curricular activities		D	A/I

## JOB DESCRIPTION

### Pastoral Leader

**Post Title:** Pastoral Leader  
**Reporting to:** Head of Year

#### 1. Job Summary / scope / purpose

To support the aims and objectives of the school and work with the Head of Year and Leadership Team to ensure that students make outstanding progress by removing barriers to learning.

#### 2. Key Responsibilities

##### 2.1 Student Progress

- Support students in their learning and encourage positive attitudes and behaviour in and around school;
- Assist in the transition arrangements from one year group to another;
- Support the organisation of Parents' Consultation and information evenings;
- Assist with the coordination, monitoring and evaluation of strategies to raise student attainment;
- Work with the Head of year to use hard and soft data and wider soft intelligence to identify groups of students to put measures into place to raise achievement;
- Support a case load of students and ensure measures are in place to raise achievement.

##### 2.2 Student Attendance

- Improve the attendance by running robust systems and intervening with key students;
- Monitor and run punctuality procedures that ensure form tutors effectively tackle lateness to school;
- Monitor and reduce internal and external truancy;
- Maintain accurate attendance records;
- Liaise with external agencies to work with hard to reach students;
- Liaise closely with parents of students with attendance concerns to raise their attendance;
- Attend meetings with parents and external agencies to work with hard to reach students to raise their attendance;
- Support tutors and the year team with provision of reasons for absence and accuracy of registers including record keeping;
- Work with the Head of Year and Leadership Team to manage new admissions;
- Encourage and develop parental contacts with Form Tutors and others as appropriate;
- Monitor punctuality and attendance, liaising with tutors, Head of Year, the Key Stage lead, the Attendance Officer and subject staff as required and take appropriate measures to improve the year group attendance, including holding attendance reviews and rewarding good attendance through assemblies and other measures;
- Conduct home visits and in school casework to support student's attendance and achievement.

##### 2.3 Behaviour and Rewards

- Run effective behaviour systems that are clear, consistent and aligned with school policies, e.g. LEARN, behaviour protocols, SOPS;
- Investigate and analyse reported incidents;
- Work with support from the head of year and form tutors to manage behaviour incidents;
- Facilitate the repair approach so that we build trusting relationships with students and staff including carrying out our restorative conversations;
- Liaise closely with parents regarding behaviour issues;
- Work proactively with the pastoral team to prevent issues occurring;
- Lead and support integration or re integration of students into school following admission, placement or suspension;
- Lead and monitor students on report;
- Liaise with outside agencies to intervene in hard to reach families to remove barriers to learning;

- Promote a positive ethos by ensuring that rewards are prominent and regular and that parents are integral to the rewards system;
- Liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students to best support T&L;
- Promote student voice and get students actively involved in school life;
- Liaise with SENCO to remove barriers to learning for SEN students.

## 2.4 Other

- Be the first port of call for Child Protection issues within the year group;
- Manage accurate safeguarding records using school systems (CPOMs, Satchel one and SIMs);
- Work with the DSL and DDSL to manage CP, CIN and Early Help caseloads;
- Support the pastoral curriculum including developing links and opportunities with outside agencies and organisations;
- Attend briefings/meetings in accordance with the requirements of the year group;
- Undertake other duties and responsibilities as directed by the Head of Year;
- Responsible and accountable for carrying out the duties of the post with due regard to the School's Equality Policy.

## 3. Responsibility for Staff

The post-holder has no line management responsibility but may assist with support, induction and training of other staff.

## 4. Level of Supervision

The post holder will receive direction and supervision from the Head of Year.

## 5. Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	<ul style="list-style-type: none"> <li>• Grade E; scale points 16-19</li> </ul>
Salary range	<ul style="list-style-type: none"> <li>• The full-time equivalent salary is within the range £28,282 - £29,777 per annum</li> <li>• The actual salary, based on the hours per week and working weeks plus holiday entitlement per annum, is within the range £24,828 - £26,140 per annum.</li> </ul>
Starting salary	<ul style="list-style-type: none"> <li>• The actual salary will be calculated based on the hours per week, the working weeks per annum including a pro-rata holiday entitlement per annum.</li> <li>• The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for previous skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.</li> </ul>
Hours	<ul style="list-style-type: none"> <li>• The appointment is for 37 hours a week.</li> <li>• Days/hours of work (start and finish times) will be 8am to 4pm (Monday – Thursday and 8am – 3.30pm on Friday. There is also an unpaid break of a least 20 minutes per day if working over 6 hours per day.</li> <li>• Due to the nature of the role some flexibility in working hours may be required (e.g. for attendance at meetings).</li> </ul>
Working Weeks	<ul style="list-style-type: none"> <li>• Term-time plus five Staff Training days a year (i.e. 39 weeks).</li> </ul>
Probationary period	<ul style="list-style-type: none"> <li>• New external appointments are subject to successful completion of a six month probationary period (or 1½ terms).</li> </ul>
Supervision of/support for students	<ul style="list-style-type: none"> <li>• As part of your responsibilities you may be required to assist with the supervision of students at break or lunch time, or assist with students during Form Time, or with assisted reading as part of your contractual working hours.</li> </ul>
Notice period	<ul style="list-style-type: none"> <li>• A minimum of one month in writing to end at the end of a calendar month (i.e. at least one complete calendar month).</li> </ul>
Location	<ul style="list-style-type: none"> <li>• Based at Myton School with a requirement to travel off site to support student needs as required.</li> </ul>

- The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job/responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.
- The Job description may be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job which are commensurate with the grade and job role.

## CONDITIONS OF SERVICE FOR SUPPORT STAFF

### Summary for Applicants

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

#### Working Hours

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

#### Salary and increments

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

#### Probation Period

This appointment is subject to a 1½ terms or six-month probationary period.

#### Notice Period

You are required to give one month's notice in writing to terminate your employment.

#### Annual Leave

23 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 26 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

#### Pre-employment checks

**ID Checks:** We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

**Criminal Record:** All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at

<https://www.gov.uk/criminal-record-checks-apply-role>.



**Eligibility to Work in the UK:** Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

<https://www.gov.uk/government/publications/right-to-work-checklist>

**Qualification:** The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

**Health:** The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

### **Pension provisions**

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

### **Continuous service**

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

## SUPPORT PROGRAMME FOR NEW STAFF

### Staff welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice, including telephone or face to face counselling.

### Mentors and Buddies

All new staff will be 'buddied' with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

### Early Career Teachers (ECTs):

You will have access to professional dedicated support throughout your first two years of teaching through the ECF. The school and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

ECTs will have an ECT Mentor to guide them through the programme of professional development through the two years and department buddies and subject specialists will provide subject support in their areas of specialism. Our Induction Tutor will also work closely with your Subject Mentor to ensure you are receiving the support you require.

They will discuss your training needs with you regularly with dedicated weekly support with regular drop-in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback. Additional peer support sessions in school will aim to provide additional guidance/support to complete your weekly training activities as part of the ECF as you progress through the ECT programme. You will receive regular feedback through observations of your classroom teaching and learning walks to facilitate development of your pedagogy and professional practices, both through department and mentor guidance. As part of the assessment process, required by the Warwickshire LA, a statutory online report to the Local Authority is managed by the work of the Induction Tutor at the end of each term.

### Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** Including regular monitoring, feedback and support.