



Candidate Information Pack

Assistant Achievement Leader (Pastoral Support Role)



Contents

About the Trust

About us

Our vision and values

Working at Da Vinci Academy

Benefits of being part of L.E.A.D. Academy Trust

How to apply

Job description and Person specification



About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it’s like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A ‘can-do’ attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

23
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





About us

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with around 700 students and an increasing school roll (oversubscribed in KS3 and also next year's intake). In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated 'good' by Ofsted. A copy of the report can be found on our website.



Jayne Scattergood, Headteacher

Working at Da Vinci Academy

“Leaders put pupils’ interests at the heart of all that they do” Ofsted 2021

We are described as a ‘proudly inclusive school with a big heart and huge ambition’. A student-centered philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

We are looking to recruit an Assistant Achievement Leader (Pastoral Support Role). The ideal candidate will be an energetic and positive professional who can combine their passion with the ability to inspire our students and enhance a talented team. You will be enthusiastic, with the skills and determination to ensure exciting learning and outstanding progress for students of all abilities.





Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Competitive salary

All Trust roles* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

Employee assistance programme

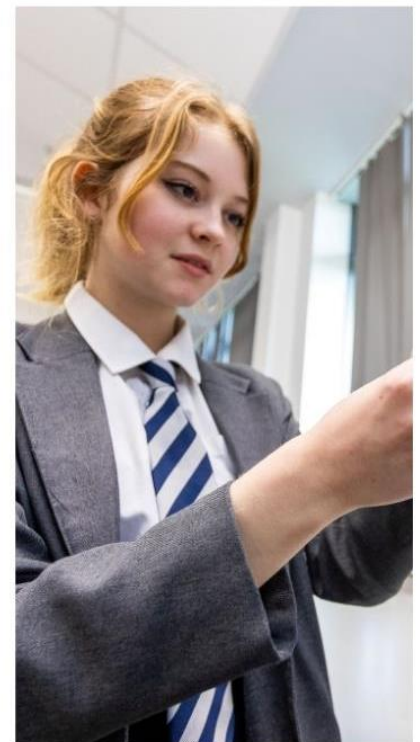
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."

Becky Hyder,
Safeguarding Compliance
Lead

**With the exception of
Apprenticeships*

**“Leaders put pupils’ interests at the
heart of all that they do”**

Ofsted 2021



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: vacancies@davinciacademy.co.uk For an informal, confidential discussion about this opportunity, please email: vacancies@davinciacademy.co.uk

CLOSING DATE: Friday 8 November 2024 at 9.00 am

INTERVIEWS: We expect interviews to take place **as soon as possible**.

Applications will be reviewed upon receipt; therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Deputy Headteacher,
Huntingdon Academy



Job description – Assistant Achievement Leader (Pastoral Support Role)

| | |
|-------------------------|--|
| Role: | Assistant Achievement Leader (Pastoral Support Role) |
| Salary: | NJC 17-22 payscale Full time £30,060 to £32,654 (Actual Salary £26,624 to £28,921 Pro Rata 37 hours per week, 40 weeks per annum) |
| Location: | Da Vinci Academy, Derby, DE21 4ET |
| Contract Term: | Permanent |
| Working Pattern: | 37 hours per week/ 40 weeks per annum |
| Start Date: | as soon as possible |
| Closing Date: | 8 November 2024 at 9.00 am |
| Interviews: | To be confirmed |

Job Description - Assistant Achievement Leader (Pastoral Support Role)

- Working as part of a team and in partnership with the Achievement Team and the Senior Leadership Team, the candidate will:
 - Contribute to the realisation of the school vision of being a centre of excellence
 - Be committed to providing the best learning experience for all of the children at the academy so that all children/students have the best possible start and educational journey
- To be responsible for promoting and safeguarding the welfare of children and young people within the academy.

Managing Policy and Practice

- To monitor the progress of students in relation to their behaviour, attitudes to learning and progress
- To assist with the establishment and maintenance of relevant policies within the school and to provide care, support, guidance and direction to pupils
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person in accordance with policy
- To maintain good and consistent Teaching and Learning policy procedures and monitor and encourage rewarding of positive behaviour and achievement

- To manage student behaviour using the relevant academy policies and procedures, with support of SLT and all teaching staff
- To positively promote the aims, values and ethos of the school
- To lead and support form tutors
- Implement whole school Behaviour Management and intervention procedures to ensure a positive learning environment for all

Support, Guidance, Monitoring and Reporting

- To be the first point of contact on pastoral matters including incidents and concerns
- To support form tutors in developing their contact with parents
- Invite parents in for meetings to discuss issues around behaviour and attendance
- To support, guide, monitor and report on all students
- To liaise with student support staff and subject teachers over any issues regarding behaviour, attendance, punctuality and rewards
- To analyse data to identify patterns of behaviour and to identify hot spots
- To maintain records of parental contact both positive and negative
- To support the completion of AGB reports to strict deadlines
- To arrange, attend and on occasions, lead meetings to discuss our most vulnerable students and high level behaviour concerns
- To attend meetings to discuss our most challenging students and discuss and implement strategies for their improvement
- To attend, run/participate in assemblies and meetings
- Set up 'buddies', mentoring and support for those students who give cause for concern
- Work with subject areas in collating student information prior to meetings i.e. generating 'round robins'
- Hold tutors to account for their role, monitoring weekly tutor time routines and use of tutor reports

Support for Pupils

- To be proactive in the implementation of the anti-bullying and behaviour policy
- Overseeing the pastoral welfare and discipline of all students in each cohort alongside the Achievement Leader
- To have general responsibility for students, undertaking day to day pastoral care and acquire detailed knowledge of the individuals
- Attend to students' personal needs and provide advice to assist in their social, health and Hygiene development
- Be available to counsel and support individuals and groups of students
- To act as a link person between home and school
- To maintain effective records of intervention and impact on student progress
- Promote an effective rewards system for students within each cohort
- Ensure that student opinions expressed through School Councils and Student Questionnaires are valued and responded to positively
- Develop and maintain an appreciation and pride amongst the year group and generate a culture of achievement and success
- Be responsible for the promoting of a sense of identity/belonging and community in order to fulfil our core values which includes celebrating success at all levels
- Provide an enrichment of school life by encouraging staff/students to participate in a variety of enrichment activities related to learning and development
- Liaise with the DSL in all aspects of Child Protection and Sensitive issues

- Liaise with SEN / Inclusion to ensure SEND students are tracked, supported and provided with interventions where required

Support for the School

- To promote positive behaviour using data during tutor time and to monitor its use during Tutor time
- To challenge and attempt to modify inappropriate behaviour
- To contact via phone parents on the same day about behaviour issues that have occurred throughout the school day
- To work with subject teachers to develop and implement effective use of department reports
- To act as gatekeeper for behavioural issues, signposting which staff are best placed to take particular action
- To ensure that the school rewards systems are implemented effectively within their tutor group
- To use daily reports for students in accordance with behaviour policies
- To produce pastoral support plans for key students
- To refer to and update pastoral support plans, taking into account information from a variety of staff
- To be a positive role model at all times
- To refer students of concern to appropriate members of staff
- To attend, co-ordinate and evaluate Parents' Evenings and other consultation events
- Induct and support new admissions (with the support of senior staff and admin staff)
- To collate and process information for tracking behaviour and attendance of pupils;
- Share responsibility for the establishment of Tutor Groups and liaise with Achievement Lead with regard to the formation of Teaching Groups
- Support the Achievement Lead to manage, monitor and coach the work of tutors
- To support form tutors in their daily check of dress code and equipment and deal with persistent offenders appropriately
- To visit Tutor Groups on a daily to check that students have the correct equipment and take action where necessary
- To attend a range of Pastoral Events
- To encourage and support participation in clubs and inter-form extra-curricular activities
- To provide an 'On call' service on a timetabled basis
- To supervise students in and around the school at the beginning and end of the school day, break times and lunchtimes
- To liaise with outside agencies, as appropriate
- To liaise with support staff e.g. SENCO as required
- To supervise students on visits, trips and out of school activities as required
- Monitoring the attendance patterns of individual students and tutor groups and taking the necessary action in order to improve the attendance statistics for the year group, alongside the Achievement Leader
- Ensure that accurate and easily accessible records are kept on each student and that these records are disseminated properly
- To assist with the supervision of students entering internal/external examinations
- Positively promote the school with students and parents in our Primary Partner schools and as part of our transition activities
- Co - leading a team of tutors in ensuring that each cohort develops a positive ethos which reflects the school's vision statement
- Lead and manage the team of tutors to high standards of performance, including challenging aspects of underperformance in line with the school's performance improvement and disciplinary procedures

- Establish clear expectations and constructive working relationships among all staff, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice and developing an acceptance of accountability
- Support the SLT in carrying out their vision for the school

Personal Development

- Through Performance Management identify personal development needs;
- Participate in training and other learning activities as required.

General

- To train and undertake first aid duties
- To carry out unstructured time supervision duties as part of the staff duty team
- To undertake other duties and responsibilities, as required, commensurate with the grade of the post
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding

Influencing and Managing Relationships

- Head Teacher
- Outside Agencies
- Parents and carers
- Senior Leadership Team
- Staff e.g. SENCO
- DSL

Other Academy Specific Responsibilities

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Job Specification – Assistant Achievement Leader

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

| | | | |
|--------------------------------|---|---|---|
| Qualifications and Attainments | • At least L2 in English and Maths | E | |
| | • Willingness to undergo further relevant training | E | |
| | • L3+ qualifications | | D |
| | • Recent training linked to working with young people | | D |
| Skills and Knowledge | • Ability to lead and manage projects successfully under pressure and to strict timescales | E | |
| | • Ability to express oneself effectively verbally and in writing to adults, children and young people | E | |
| | • Ability to analyse data and information in order to produce reports etc. | E | |
| | • The ability to constructively and positively resolve conflict | E | |
| | • The ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers | E | |
| | • Counselling skills | E | |
| | • Ability to engage constructively with, and relate to, a wide range of young people with different social and cultural backgrounds | E | |
| Experience | • A proven track record of working with young people | E | |
| | • Have excellent inter personal skills and be able to communicate effectively with pupils, parents, school staff | E | |
| | • Recent experience of working in a school | E | |
| | • Experience of working with IT packages such as Microsoft Office and MIS software | E | |
| | • Experience of working in a supportive role to management | E | |
| | • Well organised, enthusiastic and able to work on own initiative | E | |
| Personal Attributes | • A conscientious employee, honest and reliable | E | |
| | • Tactful and diplomatic when dealing with people and situations that require an understanding of the individual needs | E | |
| | • An understanding of and a commitment to equal opportunities issues both within the workplace and the community in general | E | |
| | • Awareness of the need to maintain and respect confidentiality of information | E | |
| | • Resilience | E | |

| | | | |
|-------------------------|---|---|---|
| | <ul style="list-style-type: none"> Ability to work in a team | E | |
| Additional Requirements | <ul style="list-style-type: none"> This role is subject to an enhanced DBS | E | |
| | <ul style="list-style-type: none"> Driving licence and access to own vehicle | | D |
| | <ul style="list-style-type: none"> Able to work flexibly to meet deadlines and respond to unplanned situations | | D |

This Job Description will be reviewed on regular basis.

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L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

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