



Ark St Alban's Academy Pastoral Care Coordinator



Ark St Alban's Academy is seeking an ambitious and determined candidate to fulfil a new role coordinating its pastoral care provision.

The right candidate will demonstrate a passion for pupil welfare and for collaborative, multi-discipline work which secures excellent outcomes for all young people. We are seeking to appoint a candidate with excellent administrative skills which will allow them to coordinate and direct a wide-range of activities. Over time, the right candidate would demonstrate the aptitude and desire to take increasing levels of responsibility for supporting, and eventually leading, significant aspects of our work to safeguard young people.

A wide-ranging and ambitious job description which will allow the right candidate to grow and to thrive while also having an immediate impact on the lives of the young people that we serve.

This is a vital, high profile role, with the post-holder being required to work with colleagues from across the academy as well as working directly with colleagues from a number of external agencies. The right candidate would also have immediate opportunities to develop their capacity to work directly with pupils and with parents in addressing matters relating to safeguarding, behaviour and the provision of special educational needs, as well as matters relating to medical needs and mental health. The right candidate does not need to be an expert in these fields, but they do need to be able to demonstrate a definite interest in learning about them alongside a determination to make sure every child has access to the most effective provision which meets their unique needs.

The person in this role will work directly with the senior and middle leaders responsible for pastoral care in the academy and they will play a crucial role in the effective implementation of a number of vital processes. Excellent standards of organisation and prioritisation will be required, as will an ability to work in a calm and orderly manner at all times. Often, this work will require resilience and adaptability as the post-holder is required to respond to the immediate needs of a young person, their family or the colleagues working to support them.

We believe that all pupils can, and will succeed, at school and at university, and this role is pivotal in our work to provide all pupils with the safety and support they need to be able to flourish.

As a Church of England School, we believe that climbing the mountain to university is the best way to challenge all of our pupils to fulfil their God-given talents. We recognise our role in addressing inequality by ensuring that pupils drawn from a low-income community have the opportunity to attain an excellent education. This role will provide successful candidates with the opportunity to have a significant impact on the work we do to fulfil our mission.

For an informal, conversation about the role please contact Katie Roberts on 0121 446 1323 or katie.roberts@arkstalbans.org.

Please submit your application online by visiting <http://arkstalbans.org/vacancies>. The deadline for applications is **Friday 18th June 2021 at 10.00am**.

Our [website](#) can provide more information about Ark St Alban's Academy.

Start date:	September 2021 (or earlier by agreement)
Location:	Conybere Street, Birmingham B12 0YH
Reports to:	Relevant Senior Leader
Salary:	Scale 7 on the Ark Support Staff Salary Scale (£23,080 – £28,672)



Pastoral Care Coordinator

Job Description

Safeguarding

- Maintain accurate records of all relevant casework relating to pupils who are subject to safeguarding plans
- Receive and record emerging safeguarding concerns, and support the DSL in the coordination of responses
- As directed, communicate clearly and accurately with key stakeholders, including social workers and the police, including making detailed, timely and accurate referrals to social workers and police officers
- Secure the attendance of pupils, parents and key stakeholders at scheduled safeguarding meetings and appointments
- Diarise safeguarding meetings in a timely and accurate manner and precisely monitor the completion of any actions arising
- Take accurate notes when attending safeguarding meetings, including case conferences and strategy meetings, and support the DSL in coordinating the timely completion of actions
- Lead the collation and review of relevant data in the support of monitoring, evaluation and audit activities the DSL is required to lead or contribute towards
- Lead the collation of safeguarding information and the transfer of files from pupils' previous schools, and do so in a timely and orderly manner, particularly in relation to Year 7 and Year 12 transition
- Accurately and effectively administer the safeguarding budget in accordance with school finance policies and procedures
- When required, represent the DSL at both internal and external safeguarding meetings and communicate effectively with parents, colleagues and external agencies in doing so
- When required, fulfil the role of the Deputy DSL by leading the safeguarding induction for new staff joining the school mid-year
- When required fulfil the role of Deputy DSL by working directly with pupils, parents, colleagues and external agencies to gather information and to address emerging and ongoing safeguarding concerns

Behaviour

- Maintain accurate records of all instances of internal, fixed-term and permanent exclusions, including written records, letters and meeting minutes, and records around the provision for any pupils educated off-site
- Lead the collation of written statements in support of wider work senior staff complete when investigating behaviour incidents or reporting the outcomes of such investigations
- Arrange meetings for colleagues in the pastoral team with pupils and parents in a timely manner and support the effective running of such meetings through room bookings, note taking and other activities as required
- Coordinate the scheduling and attendance of pupils to behaviour interventions and diarise review meetings and hearings in a timely and accurate manner
- Lead the daily, weekly and termly administration of the behaviour policy, including detentions, homework intervention and internal exclusion organisation, as well as reporting to parents
- Lead the daily, weekly and termly administration of the rewards policy, including certificates, prizes and celebration events, as well as reporting to parents

- Lead the collation and review of relevant data in the support of monitoring, evaluation and audit activities senior staff are required to lead or contribute towards
- When required, speak to pupils around behaviour incidents and share relevant information sensitively and appropriately with pupils and parents

Special Educational Needs

- Maintain accurate records of all casework, including professional advice and provision planning, for all pupils with an education, health and care plan (EHCP) and all pupils on the SEN register
- Coordinate the work of external agencies onsite when attending to work with pupils, their parents or their teachers, including creating schedules, booking rooms and arranging resources
- As directed, communicate clearly and accurately with key stakeholders, including therapists and consultants
- Arrange and attend SEN meetings, including annual review meetings, take accurate notes and precisely monitor the completion of any actions arising
- Accurately and effectively administer the SEN budget in accordance with school finance policies and procedures
- Lead the collation and review of relevant data in the support of monitoring, evaluation and audit activities the SENDCO is required to lead or contribute towards
- When required, speak directly to with SEN pupils and/or their parents to ascertain their views in preparation for meetings in which provision is set to be reviewed

Medical and Mental Health

- Maintain accurate records of pupil medical information, including allergies as well as accurate records of the dispensation of medications
- Be the first point of contact for parents wishing to share information about medical conditions affecting their children and share relevant information effectively
- Oversee the dispensation of medicines in the academy, coordinating and monitoring how and when relevant pupils take medication
- Manage the relationship between the school and the school nursing service, including the local immunisation team and coordinate the activities of both services when onsite, including addressing matters of parent consent
- Manage relationships between the academy and local GP surgeries, dentists and opticians and coordinate partnership working between the academy and such services
- Maintain both the academy accident book and accurate logs of all incidents of first aid being provided onsite, as well as managing and maintaining stocks of first aid equipment
- Coordinate the provision of mental health services, including the scheduling of appointments and any pre-or-post provision meetings as required
- Undertake mental health first aid training and become an immediate source of possible intervention for any pupil or colleague requiring immediate support
- Lead the collation and review of relevant data in the support of monitoring, evaluation and audit activities the DSL is required to lead or contribute towards

General Administration

- Lead the management of the calendar of the relevant Vice Principal and provide general administrative support, including diary management to relevant assistant principals and the academy SENDCO

- Write letters, make and receive phone calls, update the academy website and complete other communication-based activities at the direction of the Vice Principal
- When required, support the wider academy administration team at peak times with bulk communications or event management

Other

- Undertake other various responsibilities as directed by the Principal
 - Actively promote the safety and welfare of our children and young people
 - Ensure compliance with Ark network data protection rules and procedures
 - Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
 - Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy
 - Undertake further relevant training as required
- This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the principal, their designee or your line manager.

Pastoral Care Coordinator

Person Specification

Necessary qualification criteria

- Right to work in the UK

Essential experience

- Experience in using Microsoft Office programmes including Word, Outlook and Excel
- Experience of working in either administration or education, health or social care services
- Experience of working directly with young people of adults seeking support or services

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them:

Leadership

- High expectations for accountability and consistency
- Genuine passion and a belief in the potential of children of young people
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

Alignment with Ark St Alban's approach

- Relentless drive to ensure all pupils succeed
- The belief that all of our pupils are able to excel at university
- The courage and conviction to make a difference

Communication

- Excellent communication, planning and organisational skills
- The ability to listen and communicate effectively

- The ability to influence and motivate others
- The ability to communicate clearly in writing, on the telephone and in person
- Excellent judgement and discretion when managing the sharing of sensitive information
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups

Problem solving

- Identify, analyse and resolve problems and issues
- Develop plans with concrete outcomes and effective solutions
- Evaluate results and identify necessary actions
- Make fact-based decisions

Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks
- Stay calm in difficult situations and maintain clarity of vision and purpose
- Be adaptable in the face of adversity
- Be able to reflect on practice and identify and act upon areas for development

Organisation

- Ability to prioritise tasks and meet deadlines in an orderly and systematic manner
- Capacity to manage time and the time of others in a manner which reflects existing priorities
- An ability to maintain accurate and accessible records
- Resourcefulness and flexibility in delivering outcomes

Other

- Commitment to the safeguarding and welfare of all pupils and colleagues
- Commitment to promoting and securing diversity and inclusion
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Principal

Guy Rimmer graduated from the University of Warwick and became part of the very first Teach First cohort in the West Midlands. Having trained as an English teacher in Birmingham, Guy then went on to work for Teach First itself, coordinating teacher development activities for its alumni network. In 2010, he joined Ark Schools and began teaching at King Solomon Academy, an exceptionally successful start-up school in central London where he taught a number of subjects including Business, Geography and Religious Studies.



Guy held several leadership positions at King Solomon Academy, before becoming Head of Secondary in 2018. In ten years as a leader at KSA, Guy played a key role in the success of the first five cohorts to complete GCSEs and A-Levels at the school, cohorts which consistently placed in the top 1% nationally for pupil progress and from which, the majority of pupils regularly secured places at top-third universities after the completion of their sixth form studies. Guy joined Ark St Alban's Academy in September 2020 and he is determined to continue the work of building a school in central Birmingham which is a truly exceptional place to work and to study.

Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

