

PASTORAL YEAR COORDINATOR

St Augustine's CE High School

Applicant Pack

*"The vision of faith, hope and love is central to this school.
The core values of kindness and inclusion are guiding principles."
(OFSTED March 2023)*

About St Augustine's Federated Schools

We are a multi-cultural, multi-faith school with a distinctive Christian ethos. In October 2019 the High School and St Augustine's Primary School joined together in a federation to create St Augustine's Federated Schools known as SAFS.

St. Augustine's is a vibrant and successful 11-19, fully comprehensive school in Kilburn where we encourage everyone, to "be the best that we can be". Our students enjoy their school lives, and we try to ensure that decisions are made in the best interests of the students or to improve their learning.

It is our aim that all students leave us with the skills and abilities required to be lifelong learners and positive role models in the community. We are aiming to prepare them to be citizens of the world by teaching shared values and an understanding of the world around them.

Our Christian & Shared Values

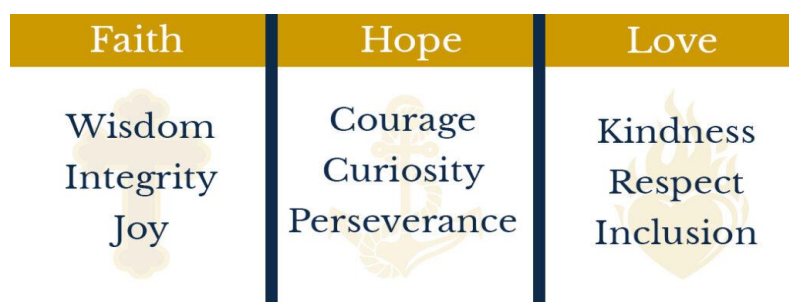
St. Augustine's is an inclusive, happy and vibrant learning community that aims to ensure that every student achieves and experiences as much joy as possible during their time with us. By working in partnership with parents and carers we have confidence that our students will practice courage and perseverance in achieving their hopes and aspirations. However, we also recognise that young adults need to build character from within and have good role models. We support this through promoting explicit Christian values which are linked to our school saints:

Who We Are

We want all our community to have equal opportunities to experience "Life in all its fullness (John 10:10)." We are a highly inclusive, voluntary aided, Church of England school, which takes a unique trauma informed approach to student behaviour, engagement and wellbeing. We provide our young people with a world-class, work-related learning experience which results in outstanding outcomes and employment destinations. This vision drives us to constantly seek ways in which we can positively impact on the life chances of our students.

We were founded in 1870 by the parish of St Augustine, Kilburn through Fr. Kirkpatrick the first vicar and Mother Emily Ayckbown of the Community of Sisters of the Church.

Today the school maintains its strong links with the parish and the local community. We are a co-educational fully comprehensive 11-19 school, actively welcoming students whose heritage is from all over the world, whatever their background, belief or ability level. Diversity is our strength, and it is embraced and celebrated here. Our staff come from all backgrounds and walks of life and all members of our community work hard to provide a caring, safe, positive and happy learning environment. We are committed to providing a fair, equitable and mutually supportive leaning and working environment for students and staff.



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From our Head of Federation, Eugene Moriarty



Thank you for your interest in St. Augustine's Church of England High school, part of St Augustine's Federated Schools. We are a multi-cultural, multi-faith school with a distinctive Christian ethos who in October 2019 joined with the St Augustine's Primary School to create St Augustine's Federated Schools known as SAFS.

Every student at St. Augustine's is treated as an individual, who we have the highest expectations of in terms of character and educational outcomes. Our motto is "Be the Best that we can be" and we support all of our community to achieve this.

Our recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) said 'The lives of pupils at St Augustine's are transformed because they are nurtured and cherished by skilled, caring and insightful adults in the school. School leaders and staff, motivated by the school's vision, go to exceptional lengths to ensure that pupils, particularly the most vulnerable have hopeful futures.'

We believe that being part of the Federation offers many benefits to both schools and that together we are stronger and better enabling us to share expertise and professional development opportunities across staff teams and to recruit and maintain high quality teaching and support staff at all levels.

From our Head of High School, Rachel Kelly



I would be delighted to welcome you St. Augustine's High School and encourage you to visit us for a tour of our school. St. Augustine's High School provides a safe, nurturing and inclusive environment where all students can thrive academically, socially, and emotionally.

We are proud to be the lead Trauma Informed School in the area, recognising that trauma has a profound impact on learning and behaviour. We work together to create a healing and supportive environment for all students. We believe that every student has the potential to "Be the Best they can Be". We are committed to helping our students reach their full potential and are proud of how this was reported by Ofsted in our latest Inspection (March 2023) who said: "Leaders have high expectations, including for pupils' behaviour. They

provide pupils with support and guidance. Pupils are safe, happy and well cared for by staff. Pupils appreciate staff's approach to managing behaviour in a fair and reflective way."

Our mission is to empower each student to develop their unique abilities, interests, and talents through a challenging and engaging curriculum, a supportive and inclusive community, and a culture of excellence and continuous improvement. We are committed to transforming the lives of all our students, through our Christian Virtues of Faith, Hope and Love.

St Augustine's is a special place to work – our culture is collaborative and supportive. Each department works hard towards delivering their objectives but will always make time to support colleagues, sharing knowledge and skills and working together on whole school events. I hope this pack provides you with all you need to move forward with your application. If you are left with questions, please contact our HR Department; we look forward to receiving your application.



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Our Benefits

We value the hard work and dedication of all our staff and the impact it has on our ability to achieve our aims and goals. No matter what your role, by joining St Augustine's Federated Schools, you will be making a difference to the lives of young people in our community and the Federation. St Augustine's has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives including:

- Excellent opportunities for continuous professional development and support to progress your career
- Pension scheme (Teachers' Pension Scheme or Local Government Pension Scheme) with generous employer contribution
- 27 days annual leave plus bank holidays (for non-term time only staff), rising to 30 days after 5 years' service
- Lifestyle friendly working arrangements and policies
- Employee Assistance Programme for free and confidential advice
- Cycle to work salary sacrifice scheme
- Interest-free season ticket loans
- Contribution of £20 towards eye tests and £65 towards frames/lenses
- Weekly opportunity to meet with the Headteacher during her 'clinic'
- Staff Well-Being Programme
- Free social events for staff
- Fallow Weeks and regular staff consultation

Federation Ethos & Expectations

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post and to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
- To engage actively in the performance review process, addressing appraisal target set in conjunction with the line manager each Michaelmas Term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the Federation
- To play a full part in the life of the Federation community, to support its distinctive aims and ethos and to encourage other staff and students to follow this example
- To support and attend Federation events and support our Church of England vision and ethos
- To adhere to the Federation's Dress Code
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Federation's Safeguarding/Child Protection policies
- To be aware of, comply with and promote all Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Federation will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).
- Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



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Job Description

Job Title	Pastoral Year Coordinator
Line Manager:	Designated Line Manager
Term:	Full-time/Term-Time Only plus 5 days
Salary:	Inner London NJC Scale PO I SCP 28-31 Actual salary (£36,405 - £38,628)

Main purposes of the job

To provide efficient administration and student welfare support for the Year group.

To enable teachers to secure high quality teaching and learning together with raised levels of attainment and achievement in the classroom.

Working with others to contribute to securing the achievement of the school's strategic priorities.

General Responsibilities

- Contribute to leadership by the Directors of Learning (DOL)
- Assist in developing and maintaining a positive learning climate for pupils in the Year group
- Be proactive in delivering the Year group's pastoral priorities
- Positive behaviour for Learning strategies, including a trauma informed approach, maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Be accountable to the DOL for progress and improvement of pupils in the Year group
- Be aware of and make provision for students who are SEN/DSP
- Update tutors of changes/developments to pastoral matters in the Year group
- Ensure that all tutors are fully briefed on matters concerning their tutees
- Model effective building of relationships between pupils, teachers' parents/carers and other third-party agencies at all times
- Ensuring uniform expectations are adhered to, and when not, sanctions and phone calls made home
- Provide support and feedback for all tutor team members on pastoral matters
- Liaise with the DOL where necessary on issues affecting the progress to target of groups of or individual pupils
- Support the tutor teams in maintaining excellent relationships with parents/carers and the community
- Take an active part in and contribute to year meetings and presentations
- Liaise with other schools with SLT with regard to Managed Moves, Mid-term and Fair Access Admissions

Pastoral Duties

- Liaise with the DOL and staff to ensure the implementation of the school's pastoral system
- To promote the safety and welfare of students and comply with the School's safeguarding and health and safety policies
- To demonstrate commitment and enthusiasm to promote the principle of equality and diversity
- To carry out duties of the post with due regard to confidentiality
- To undertake such additional duties or projects as the Head of School or SLT may determine from time to time
- Make student support referrals to relevant services (nurse, CAMHS, Social Services, Early Help)



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Attendance

- Manage late detentions
- Hold attendance meetings with parent/carer, referral to early help team, letters home, completing home visits when a student is not attending school with the Attendance Officer
- Monitor attendance and punctuality and liaison with Early help team

Behaviour Management

- Manage removal of students from lessons when behaviour expectations are not met
Investigation of incidents – collecting student statements etc, conflict resolutions meeting and organisation of community service
- Take steps to prevent bullying and support the victims of bullying.
- Complete the paperwork (reports) for all fixed term exclusions and internal seclusions
- Keep reports on student behaviour and make contact with parents when concerned
- Facilitate and support Restorative Detentions and SLT detentions
- Keep data on Year group SLT detentions, internal seclusions, fixed term suspensions and reports
- Manage students on Year group report
- Manage students on internal seclusion
- Ensure school expectations are adhered to in relation to uniform, make-up and jewellery etc

Admissions

- Manage in year admissions including induction of new students' uniform, and access to the school's ICT Systems
- Ensure all student information has been obtained from the parent/carer and from student's previous school before student joins
- Ensure in year admissions are administered in accordance with the schools Admissions Policy and other relevant legislation and government guidelines
- Provide the Local Authority with the required admissions data including informing the LA when a child leaves the school
- Updating new student information on SIMs
- Ensure student files are transferred securely when a student leaves the school

Administration/Events

- Support the school with cohort events – school photos, year group vaccinations, parent's evenings
- Ensure that parents' evenings are organised and co-ordinated with the DoL.
- Organise and manage student files, providing reports as required for specific purposes.
- Lead on establishing good communication across the school – Key stage handovers and student files
- Minuting meetings where necessary
- Medical triage and contribution to Health care plans where possible (meetings with Medical Team)
- Managing Year group data (reports/internal/FT/SLT)
- Updating student files on SIMS for school census

Attendance at Meetings

- To plan and co-chair tutor team meetings and to attend each of the following meetings every half term according to the published meetings cycle: Staff meetings, Tutor team meetings, Post suspension meetings, Outside agency meetings (Social workers, Early Help Practitioners, CAMHS etc), Weekly Student support meetings, INSET and Twilight/CPD directed time.



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Other Professional Requirements

- Undertake any other duties commensurate with the level of the post, as required by the Senior Leadership Team
- To work according to the School's policies and procedures
- To continue personal development as agreed.
- Support the school's Church of England vision and ethos
- To engage actively in the performance review process

Equalities

- Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Grade C equivalent at English and maths • Professional Qualifications - preferably A-level or degree standard 	<ul style="list-style-type: none"> • Essential • Desirable
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience of working with children/young adults in a school setting • Youth mediation experience • Counselling or equivalent experience 	<ul style="list-style-type: none"> • Essential • Desirable • Desirable
Skills and knowledge	<ul style="list-style-type: none"> • Understand the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity even when under pressure • Knowledge of behaviour management systems • Understanding of the needs of students in a diverse school population • Understanding of pastoral care system • Effective communication, good time management, ability to prioritise and problem solve • Positive role model for students • Report writing and presentational skills • Utilise Office 365, SIMS, Teams • Knowledge of Trauma Informed Care 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Desirable
Abilities	<ul style="list-style-type: none"> • Ability to relate to and work with others as a lead and member of a team • Ability to contribute positively to change • Ability to analyse and interpret information and identify issues 	<ul style="list-style-type: none"> • Essential • Essential • Essential



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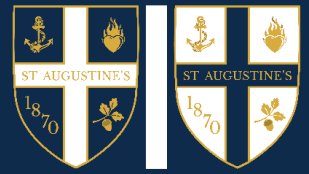


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	<ul style="list-style-type: none"> • Ability to assess and recommend remedial action in situations relating to pastoral care • Able to devise systems to implement, monitor, evaluate systems to improve the activities of pastoral care • Ability to adapt to the ever-changing demands of the school community • Ability to work in partnership and develop the trust, respect and co-operation of others 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential
Qualities	<ul style="list-style-type: none"> • Tact, diplomacy and a sense of humour • Self-motivating with the ability to multi task • Excellent interpersonal skills and the ability to work with people at all levels • A commitment to safeguarding and promoting the welfare of young people • Able to keep confidentiality throughout all aspects of their work • Good attendance and punctuality • Commitment to the ethos and values of the school 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential
Equal Opportunities	<ul style="list-style-type: none"> • A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way • A commitment to working in a multi - cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community 	<ul style="list-style-type: none"> • Essential • Essential • Essential

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their Line Manager, SLT or Headteacher to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.





Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date on our application form (CVs are not accepted).

Thank you for your interest in the St Augustine's Federated Schools. We look forward to receiving your application.

How To Apply

Please visit <https://www.stahigh.org/about-us/our-current-vacancies/> to download our application form. Completed applications should be sent by email to applications@stahigh.org.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A supporting statement

Help and Support

If you have any queries, or for help and support completing your application, please contact applications@stahigh.org

Safeguarding Notice

The St Augustine's Federated Schools are committed to ensuring the highest level of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.