

HEAD OF BEHAVIOUR AND PASTORAL

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to our school. We're a relatively small, friendly community school that serves Amble and the surrounding area, on the beautiful Northumberland coastline.

It's an exciting time to join us as James Calvert Spence College is evolving rapidly – we're currently a 9-18 school as a result of a merger between middle and high schools, but transitioning into an 11-18 secondary school by next September. Additionally, the planning work for our new school building is almost at an end, with construction work anticipated to start later this year and the doors opening in summer 2026.

JCSC has improved considerably over recent years in all aspects of its work and this was validated by Ofsted in the summer of 2022 where we achieved 'Good' status for the very first time in the school's history – in fact we were judged to be Good in every area of the framework. We're very proud of this fact, especially as it was a real team effort – every member of our staff contributed to that judgement, and every member of staff plays their part in ensuring our students are well cared for, feel safe and learn well. We're a kind and caring school, and our kind and caring staff are pivotal in our continued success. When you join JCSC you become part of a dedicated and supportive team unlike any other.

We have high aspirations for all our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE, A-Level and T-level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students.

It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Linda Gordon, Business Support Officer on lgordon01@jcsc.co.uk.

Yours faithfully



NEIL RODGERS

Executive Headteacher

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Development and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Head of Behaviour and Pastoral

Permanent, 37 hours per week, term time plus 10 days

Band 8: £33,037 - £36,649

Be Kind. Work Hard. Aim High

Do you believe every child deserves the very best education? Are you an effective team player with a positive disposition and a well-developed sense of humour? If so, we have the position for you!

We are seeking a leader who will help us drive forward our vision for behaviour and safeguarding. The Head of Behaviour and Pastoral is a new role: a non-teacher who will form part of the small Executive Leadership Team at James Calvert Spence College. The post has been developed to build capacity to our leadership team, and we are seeking a new leader to lead our behavioural culture to the next level and ensure students are at the heart of every decision and get the best educational experience they can.

By applying for this role you could join our exciting journey towards developing positive behaviour across our year 6-13 school. Over the last year we have changed our approach to managing behaviour by adopting a relational approach. We have had access to a wealth of support from the BeYou, mental health team, Educational Mental Health Practitioners and other members of the local authority as one of their pilot schools. Our journey will be showcased in the Northumberland summer conferences.

We have invested heavily in developing positive behaviours throughout the school. You will manage a skilled team of Pastoral Support Officers who will also support you in your safeguarding role as Deputy Designated Safeguarding Leads. As attendance is high priority, we have appointed a Family Liaison officer. Most recently we have appointed a PSO to manage our internal inclusion unit this, alongside our reflection room, provides opportunity to reflect on behaviour choices and reduce the number of suspensions across the school.

You will be a determined and resilient individual who believes that a culture of excellent behaviour for learning and respect is vital to the progress of our students and key to supporting them unlocking their full potential. To fulfil the role, you will be required to deal with students, parents and outside agencies in a professional, prompt and confidential manner. Strong interpersonal skills are essential!

The role is predominantly based in school but also has a wider remit, including working with families and the wider community to promote engagement and intervention at the earliest opportunity. Seeking links with alternative education providers and ensuring high quality provision is also part of the day job.

The successful candidate will work with students aged 9 – 18, whose behaviour and disaffection has significant impact upon their attainment. In line with our school values ‘Be Kind, Work Hard, Aim High’, you will help to improve pupil progress and achievement by minimising barriers to learning and maximising pupil participation.

This is an exciting time to join a dedicated staff team in our Ofsted rated GOOD school. You will play an integral part in working towards our whole school priorities:

- to raise attainment of all students, including disadvantaged students, in all year groups
- to promote and enhance the physical and mental health and wellbeing of all members of our community

In return, the role offers a friendly and supportive working environment with excellent opportunities for training and development.

If you are interested in a career in student welfare, behaviour and/or wellbeing, then we’d like to hear from you.

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing lgordon01@jcsc.co.uk, Linda Gordon, Business Support Officer.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You can view our [Safeguarding and Child Protection Policy](#) online. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? Completed forms must be emailed to Linda Gordon, Business Support Officer at lgordon01@jcsc.co.uk.

The closing date for applications is 09:00 on Monday 13 May 2024.

Interviews will take place on Thursday 16 May 2024.

Head of Behaviour and Pastoral

JOB DESCRIPTION

Band: 8	Contract type: Term time + 10 days
Hours per week: 37hrs	Salary range: £37,336 – £41,418 (pro-rata)
Reporting to: Deputy Headteacher	JD number: tbc
Job purpose	
	<p>As the Strategic lead for Behaviour, Attendance and Pastoral Care, the Head of Behaviour and Pastoral has a significant responsibility for safeguarding and will:</p> <ul style="list-style-type: none"> ❖ Support and promote an inclusive culture throughout the school, enabling and children to achieve their best, overcome barriers to learning and participation ❖ Provide strategic leadership to the pastoral system, overseeing Year Leads, Pastoral Support Officers (PSOs) and the Attendance Officer ❖ Provide strategic leadership on the schools attendance strategy ❖ Oversee the inclusion unit, working with colleagues to get students into lessons ❖ Promote the relational approach throughout the school ❖ Be the strategic lead for safeguarding, ensuring that the school meets the statutory responsibilities set out in Keeping Children Safe in Education ❖ Lead on Child Protection issues
Duties and responsibilities	
Safeguarding	<ul style="list-style-type: none"> • Liaise with the Deputy Headteacher to ensure that students are kept safe in the widest possible sense • Liaise with other agencies – HINT, school health service, social services, CYPS etc. • Organise and chair regular multi-agency meetings to discuss the needs and progress of identified children • Ensure all stakeholders are informed about provision for identified groups • To co-ordinate and monitor provision for Children in Need, including those looked after or subject to child protection procedures • To develop and maintain a system to enable effective tracking and monitoring for all child protection cases
Pastoral and behaviour	<ul style="list-style-type: none"> • To provide guidance and assist teachers in identifying children with learning, behavioural, medical or emotional difficulties and children with English as an additional language • To develop strategies and policies for the school at a strategic level to improve outcomes for children • Oversee Year Leaders and tutors to ensure an effective pastoral structure is in place during tutor time • To contribute to the whole-school initiatives that improve achievement and behaviour and lead on relevant areas • Support the evaluation of the effectiveness of the School's policies and developments and analyse their impact on pupils who have barriers to learning including behavioural issues and those with external agency involvement • Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting • Identify and develop the most effective teaching approaches for those pupils with SEMH/barriers to learning and disability, including intervention programmes where necessary

	<ul style="list-style-type: none"> • Develop and deliver behaviour and safeguarding training for whole school, PSOs, LSPs, HLTA's, Year Leaders and any other colleagues, as required • Take a strategic lead on the internal school inclusion resources, implementing and leading Inclusion panel meetings • Responsible for the management, monitoring and quality assurance of the SEMH provision, including sourcing and quality assuring Alternative Provision, and liaising with the PRU and EOTAS • To lead on the effective development of resources and strategies to ensure that students' emotional needs are being met and they are able to engage in learning effectively. • Monitor changes in statutory requirements relating to schools, attendance and safeguarding and actively lead on actioning the changes within school • Complete statutory returns to the local authority, DfE and other relevant bodies • Manage the school's Inclusion Unit • Work with students to get them to engage with the systems in place and staff and arrange for appropriate support to be in place • Lead on home school visits • Oversee reintegration plans and risk assessments for vulnerable students • Lead on managing exclusions
<p>Support for the wider school</p>	<ul style="list-style-type: none"> • Work proactively with staff, students and governors to ensure the role meets the needs of the schools and appropriate protocols are in place • Work in conjunction with the Leader of Personal Development & Character Education to ensure that a response to identified local priorities are appropriate and effective • Work in conjunction with the Leader of Personal Development & Character Education to ensure that tutor time is used proactively and effectively to ensure pupils build character, resilience and tolerance • Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the schools • Appreciate and support the role of other professionals • Participate in training and other learning activities and performance development as required • Attend and participate in relevant meetings, including governor meetings on a regular basis • To undertake other duties and responsibilities as required commensurate with the grade of the post
<p>Communications</p>	<ul style="list-style-type: none"> • Internal: Staff, Students, Governors • External: Community, Health Services, Northumberland County Council, Social Services, any other external agencies that engage to support pupils • Develop and maintain good relationships and communications with parents, governors and the diversifying school community
<p>Management of resources</p>	<ul style="list-style-type: none"> • Accountable for expenditure of Alternative Provision budget and the rewards budgets (circa £50,000), including allocating funds and using them to ensure government guidelines are adhered to. • Responsible for the management of pastoral and attendance staff across the school, including the allocation of resources to meet the needs of students

	<ul style="list-style-type: none"> • Responsible for handling sensitive and confidential personal information in relation to SEN, child protection, looked after children and other vulnerable students • Responsible for line managing, directing and supervising a team of Pastoral Support Officers (PSOs) and a Family Liaison Officer, including recruitment, appraisal and performance management
Work arrangements / demands	<ul style="list-style-type: none"> • Requires lengthy periods of concentrated mental attention • To work during the school day with some occasional flexibility for evening work e.g. open evenings • To work 5 days during the school holidays for events and activities such as training days, exam results, holidays clubs etc. • Usually office-based
Additional duties	<ul style="list-style-type: none"> • To strictly adhere to the principles of the UK General Data Protection Regulation • To actively promote safeguarding, student wellbeing and associated procedures in line with Keeping Children Safe in Education and school protocols
<p>The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management. This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions. The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law, and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety. The school 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.</p> <p>JCSC is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.</p>	

Head of Behaviour and Pastoral

PERSON SPECIFICATION

The successful candidate is likely to possess all or most of the following:

Criteria	Focus Area
Qualifications and experience	Be educated to degree level or have equivalent experience (essential)
	Qualifications relating to mentoring, coaching, counselling, wellbeing
	Leadership and management in a setting appropriate to the post
	Significant experience of successfully supporting vulnerable children or young people.
	Experience of working with safeguarding policies/procedures and child protection systems
	Experience of successful multi-agency work
Knowledge and understanding	Knowledge and understanding of safeguarding and child protection procedures
	Knowledge and understanding of current educational issues and their relationship to inclusion, behaviour support and children's services.
	Detailed knowledge and understanding of relevant legislation, such as the SEND Code of Practice, equal opportunities and disability discrimination legislation
	An understanding of how optimum outcomes for children and young people can be supported, and how high-quality learning can be achieved
Skills	Evidence of being able to motivate, inspire and lead staff, parents and children
	An innovative thinker who can encourage, promote and implement new ideas, with the ability to influence change whilst motivating others
	Able to work effectively under pressure, be flexible, resilient and prioritise appropriately to meet deadlines
	Demonstrable strong interpersonal skills such as communication, empathy, emotional intelligence and conflict resolution
	Excellent oral communication skills with ability to influence internal and external stakeholders
Personal attributes	Ability to put the needs of students first and at the heart of every decision
	Have a caring, understanding and supportive approach to students, staff and parents/carers
	Demonstrable commitment to sustain excellent attendance at work
	A clear understanding of the JCSC aims and ethos and buy in to the relational approach
	An effective team player with a positive disposition and a well-developed sense of humour