

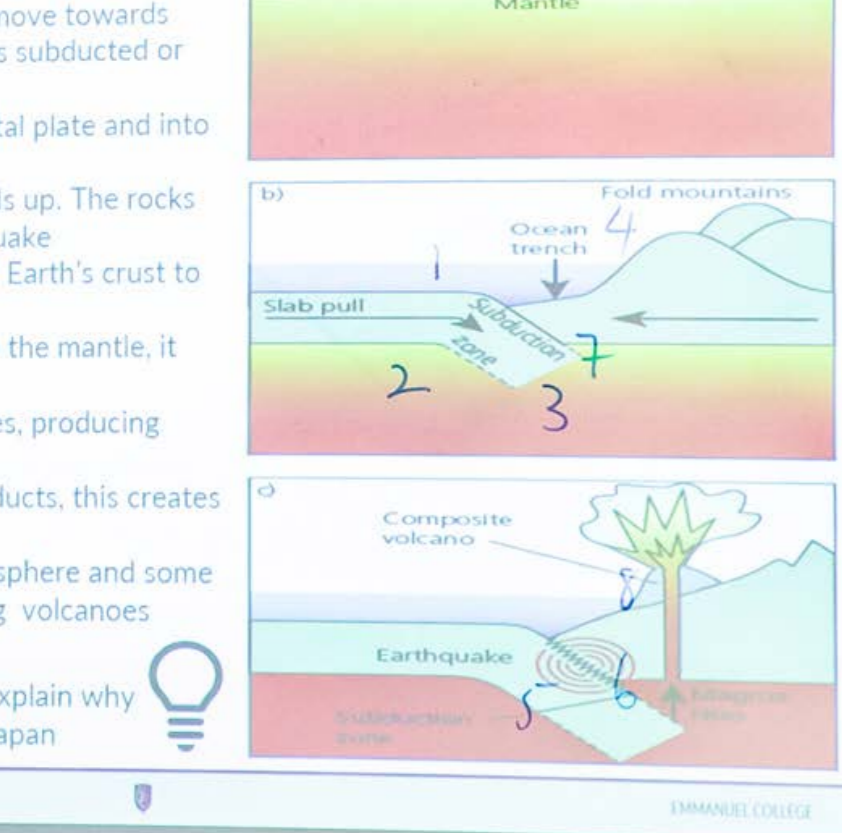


EMMANUEL COLLEGE

Emmanuel Schools Foundation

KEY STAGE 4 PASTORAL LEAD (NON-TEACHING ROLE)

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

I am delighted that you are interested in applying to be the Key Stage 4 Pastoral Lead at Emmanuel College.

We truly believe that Emmanuel College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who believes that all students should receive exemplary holistic care that is the result of the successful partnership between students, teachers, support staff and parents.

Emmanuel College is an exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. These high standards are maintained because of a relentless commitment to expectations and routines.

As Head of School, I am looking for staff who care deeply about securing the best life chances for the young people

in our care. I am also interested in learning about you as a person and what you might offer the College beyond the classroom.

We believe that we are an outstanding school, not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want our College to be a place where staff come to work excited about their day and looking forward to strengthening the relationships they have with colleagues as well as students.

If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.


 Nat Ogborn
 Head of School

“WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

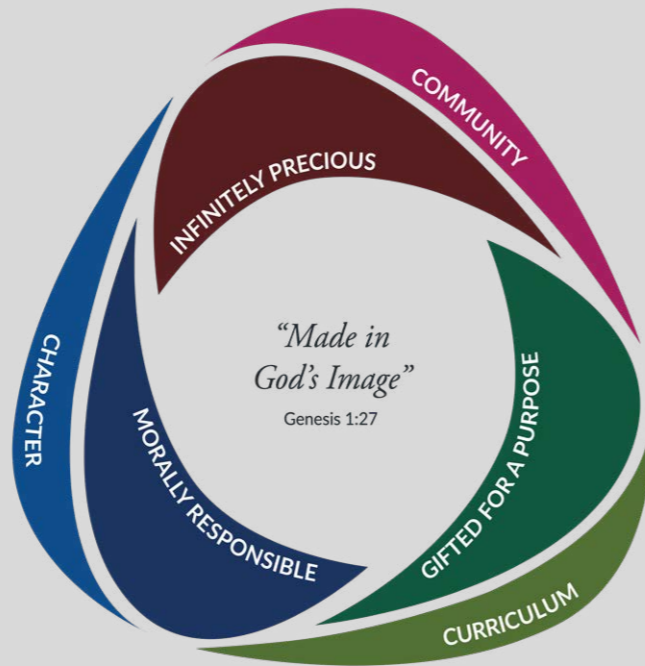
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



“
ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“
**SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**

SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The Emmanuel staff body is an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.

In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, Emmanuel staff enjoy a number of additional benefits. These include a daily lunch allowance, free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs.

There is a sense of real community amongst the Emmanuel staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball – new players always hugely welcome!





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OPEN MINDS, A THIRST FOR
KNOWLEDGE AND INTELLECTUAL
ACADEMIC CURIOSITY”

ACADEMIC EXCELLENCE

The Emmanuel College curriculum is designed to engage all students, no matter their background, in a broad and balanced range of subjects. Highly effective teaching and learning principles share our practice and are embedded within every classroom.

Our curriculum enables students to:

1. acquire the knowledge and cultural capital they need to succeed in life;
2. cultivate strong character and the intellectual discipline to apply their learnt knowledge correctly.

Emmanuel College is committed, for all students, to:

1. have access to an ambitious, coherent, knowledge-rich curriculum that allows all students to acquire and apply knowledge;
2. experience a straightforward delivery of said curriculum, supported by effective sequencing of topics with long-term learning at its core;
3. engage in reliable assessments that accurately gauge students' progress through the curriculum and further embed knowledge.



THE PERSON

We expect all applicants to be well qualified, self-motivating, adaptable and imaginative, and keen to join a team that is committed to achieving academic excellence amongst students of a wide ability range in Key Stage 4. This is a non-teaching role working very closely with the Heads of Years 10 and 11.

Your motivation will be the positive care and development of young lives and you will view children as individuals, gifted with unique abilities and potential regardless of background, ability or behaviour. You will have the highest expectations of students, refusing to believe that socio-economic deprivation or special educational needs should act as a barrier to success. You will be passionate about fostering a love of learning, possess the ability to form strong relationships with young people and be confident in dealing with confrontation in a professional manner. You must be able to manage and analyse data,

be discerning in deciding if a student requires support and able to follow established procedures.

There is no requirement that individual members of staff should be Christians, but it is essential however that all staff understand and enthusiastically support our mission, ethos and values. There is a remarkable unity of purpose within the current staff team as individuals unite around our core beliefs that people are infinitely precious, gifted for a purpose and morally responsible. A desire to work with the most deprived in our communities and those with low academic starting points, as well as with the most able and those from more privileged backgrounds, is an essential prerequisite.

If, prior to submitting your application, you wish to visit Emmanuel College to find out more about the role and the College, then you would be most welcome.

GENERAL
INTEREST

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WE BELIEVE IN EXCELLENCE IN CHARACTER DEVELOPMENT, LEARNING ACROSS THE CURRICULUM AND SERVICE TO OUR COMMUNITIES”





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**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE **ROLE**

The Key Stage 4 Pastoral Lead will work closely with the Heads of Year 10 and 11 to:

Ensure the development of good character leading to the exemplary conduct of students in Year 10 and 11 by:

- supporting the Heads of Year in ensuring that students in Year 10 and 11 consistently show respect for all, exercise self-discipline demonstrated by exemplary conduct at all times, and wear uniform to the highest standards both in college and when in the community before and after the college day;
- supporting the Heads of Year to help students who struggle to follow the code of conduct by engaging in restorative conversations and supporting sanctions given to students; including working with students in the referral / reflection room and helping supervise detentions after school;
- supporting the Heads of Year in carrying out detailed investigations where necessary to ensure that bullying is at worst rare and is always dealt with effectively, recorded appropriately and that communication with parents is timely.

Ensure the highest standards of attentiveness, intellectual engagement, and participation in learning for all students in Year 10 and 11, so that all students are prepared for exemplary outcomes at GCSE by:

- supporting the Heads of Year in ensuring that students in Year 10 and 11 miss as little curriculum time as possible by tackling poor punctuality and attendance and ensuring efficient use of any intentional withdrawal from lessons;
- supporting the Heads of Year in working with Heads of Department and senior staff to ensure that a comprehensive system of tailored academic support after college is in place following GCSE rehearsal examinations for Year 11 students, and that students attend and work hard;
- supporting the Heads of Year to ensure that a regular system of after college support is available for Year 10 students who need to 'catch up' or for those who need extra academic support during their GCSE studies.

Establish excellent relationships with parents and students by:

- speaking with parents both on the phone and in meetings to inform them of incidents and issues that have occurred in school;
- establishing good relational relationships with students by being available on duties to talk to students and get to know the year groups;
- helping students with activities and events in and out of college that relate to character building and transitioning beyond compulsory education.

THE OPPORTUNITY

This is a rare opportunity which would suit someone wanting to make a difference in the lives of our Key Stage 4 students.

PERSONAL SPECIFICATION

You will have:

- 5 GCSEs or equivalent A*-C, including maths and English;
- experience of working in a secondary school (desirable);
- working with and supporting students;
- high expectations for student behaviour and a calm, consistent approach to ensuring students work under the authority of adults;
- sound knowledge of safeguarding;
- a strong intellect underpinned by a clear moral compass, instinct and intuition;
- strong communication and excellent literacy skills;
- be competent in using Microsoft applications;
- be confident in using technology;
- the ability to plan, organise and prioritise effectively;
- a conscientious and diligent work ethic;
- a commitment to the College's Christian ethos and educational purpose.

PERSONAL ATTRIBUTES

The successful candidate will:

- be strongly self-motivated and personally resilient;
- possess exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness;
- be passionate about fostering a love of learning;
- be pro-active in using initiative;
- be creative, constructive, insightful and have an innovative approach to problem-solving;
- be willing to take a hands-on approach as necessary;
- possess the ability to work under pressure, prioritising own workload;
- be firm but tactful and diplomatic; friendly and professional;
- work with complete discretion and confidentiality.



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A PLACE WHERE ALL STUDENTS AND STAFF HAVE EQUALITY OF OPPORTUNITY AND SUPPORT”



APPLICATION DETAILS

Vacancy details:

Term time only plus three days
Monday to Friday – 40 hours per week
SCP 25-30 - £31,108 - £35,030 actual annual salary

Deadline:

Closing date: **Friday 7 July at 9:00am**
Interview dates to be confirmed
Please note that depending on the applications received, this vacancy may close early

How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit www.emmanuelcollege.org.uk or call HR on 0191 461 4156 or email hr@emmanuelctc.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



EMMANUEL COLLEGE

Emmanuel Schools Foundation

Principal **Matthew Waterfield MA**

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**EMMANUEL SCHOOLS
FOUNDATION**