



**nuast**

Nottingham University Academy  
of Science and Technology

## Job Application Pack

# Pastoral Support Officer

Scale 4, points 18-21

£18,070 – £20,138 FTE,

Term Time plus two weeks

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## Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of **Pastoral Support Officer** at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 14-19 years old. Our aim is to ensure that young people who are passionate about Science, Computing or Engineering have opportunities to realise their maximum potential with us. We currently have 297 students and we will grow to our capacity of 750 students during the next few years.

NUAST has recently been approved to change to an 11-18 year old entry profile from September 2018 following requests from parents and the local authority. This means that it is an exciting time to join NUAST as the person appointed to this role will have a key opportunity to develop and shape the academy as we incorporate KS3 students.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available. NUAST achieved excellent results in 2015/16 and 2016/17 and has firmly established a reputation for academic success.

Working at NUAST will be an exciting and challenging chapter in the career of any teacher. Along with the responsibilities associated with the position, the successful candidate will be responsible for helping to form the culture, ethos and working practices of the Academy at every level. Our recent OFSTED inspection graded us as Good overall and Outstanding for Sixth Form.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert White', is placed over a light grey dotted rectangular area.

Robert White

## **Application Process**

If you feel that you could contribute to the students and team at NUASt, we would welcome your application.

All applications need to be submitted online via Vacancy Filler  
<https://www.vacancy-filler.co.uk/>

Wherever possible, please provide email addresses for your referees.

Closing date: please ensure your application arrives by 5pm on the closing date of Tuesday 1<sup>st</sup> May 2018.

Interviews for the role will take place on Thursday 10<sup>th</sup> May 2018.

# About NUAST

## The Academy

NUAST is a 14-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with the University of Nottingham and industry partners at KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

## Curriculum

Our curriculum balances specialist teaching in STEM with the other core subjects which students will need to get a place at a university or secure a good job or apprenticeship.

## The Academy Day

To ensure that NUAST can offer the broadest set of experiences for each of its learners, the academy operates an extended working day.

Starting at 8.30am, the academy works until 3.00pm with additional after-school study provision available until 4.00pm.

This extended day allows us to deliver our unique curriculum and provides students with the opportunities to access a wide range of enrichment activities.

## Pastoral Care

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

## Industry Partners

From the very start, NUAST has had the support and guidance of some of the biggest industry names in engineering and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUAST, they will have the opportunity to work with these companies alongside NUAST teaching staff. Students will leave NUAST fully equipped to enter the world of work or higher education with an enviable set of experiences and contacts.

NUAST has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba XMA Esendex Experian

Employer engagement has proved to be invaluable. We seek to expand this to all areas of the curriculum.

## Education Partners

In addition, NUASt is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff. The university will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, the education provision is supported by the Nova Education Trust.

As education partners, the Trust deliver exceptional educational support with access to curriculum and pastoral groups, and support in areas such as safeguarding, Governance and other central service functions.

## Facilities

Housed in a purpose-built, iconic building, NUASt offers the most advanced GCSE and Post 16 facility for the teaching of science, mathematics, engineering and computer science in the local area.

Industry standard science, IT and engineering facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

NUASt is a remarkable investment in the young people of the East Midlands.

For more information about the academy visit: [www.nuast.org.uk](http://www.nuast.org.uk)



## NUAST Job Description

JOB TITLE	Pastoral Support Officer
HOURS OF WORK:	Full time (37 hours per week), term time plus two weeks
SALARY SCALE:	Scale 4, points 18-21 £18,070 – £20,138
CONTRACT TYPE:	Permanent

### Job Purpose

The post holder will be the point of contact for pastoral enquiries from both students and staff and will be responsible for providing effective pastoral support and learning support to students.

### Responsibilities:

1. Respond to referrals to ensure that all Pastoral Support interventions are timely, effective and appropriate to individual need
2. Support teachers in assessing pupil progress and attainment
3. Identify barriers to learning, recognise preferred learning styles/strategies and provide appropriate support and guidance to students and staff
4. Provide study skills support including; organisation, time management, research, revision, comprehension, confidence, motivation, goal setting, note taking, target setting, basic skills, to maximise learner independence
5. Provide effective support to help learners keep on track with course targets and assignments
6. Provide support for learners during catch up and intervention sessions
7. Oversee the welfare provision for students and ensure effective links with outside agencies
8. Maintain accurate and timely support records including safeguarding information and monitor profiles in line with audit requirements and data protection
9. Actively promote the provision available to current and potential learners
10. Raise concerns in line with confidentiality and data protection any areas of concerns to personal tutors, or the SLT
11. Liaise with the SLT lead on attendance and HOY to maximise student attendance
12. Liaise with Designated Safeguarding Leads to ensure that safeguarding concerns are effectively resolved
13. Regularly review and identify potential risks to the Academy, consider the likelihood and impact of their occurrence and take appropriate actions to remove or mitigate the risk
14. Signpost learners to relevant specialists or other agencies as appropriate
15. Provide accurate statistical information and profiles of the Learning Support Service for internal/external reporting
16. Maintain relevant knowledge and adhere to best practice, professional standards and Academy policy/procedures.

## **GENERIC REQUIREMENTS**

17. It is a requirement of all posts within NUASt that Health and Safety requirements are upheld in the performance of duties.
18. All employees of NUASt are required to uphold the Equality and Diversity Policy and NUASt's Code of Conduct.
19. All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the academy leadership team.



## Pastoral Support Officer

In order to be considered for interview all essential criteria must be met.

REQUIREMENT	Essential	Desirable
<b>Experience</b>		
Experience of Pastoral Support	*	
GCSE English and Maths at Grade C or equivalent	*	
Experience of working with children/young people within an educational context appropriate to the role	*	
Experience of leading/supervising colleagues		*
Experience of leading/managing a project or initiative		*
DSL trained or willingness to do so	*	
<b>Knowledge and understanding</b>		
Knowledge and understanding of how pupils learn	*	
Knowledge and experience of working with pupils who may present challenging behaviour	*	
Able to support class/groups/individuals,	*	
Able to evaluate impact of interventions		*
Up to date knowledge of Safeguarding	*	
Experience of presenting cases at LAC reviews, PEP meetings and ICPCs. Attend all formal meetings in relation to a student in the year group i.e. professionals meetings; reintegration meetings for students placed in the Curriculum Base Room; PEP meetings etc. Record the main action points agreed at these meetings	*	
Experience of inter-agency work	*	
Experience of making safeguarding referrals and leading cases where needed		*
A daily check to ensure that all registers have been completed for each from in the Year Group of priority students. Follow up any errors or emissions		*
Monitor attendance and punctuality across the year group and refer any causes for concern to the Pastoral Support Leader and produce reports where necessary	*	
Make arrangements for admissions and leavers documentation including the transfer of appropriate record files.	*	
Work with the HOYs to enforce the school uniform code including the correct equipment for learning and the school planner		*
Attend Parents Evenings and take the lead in setting up the hall and classrooms for the Parents Evenings		*
<b>Skills and abilities</b>		
Support assemblies for the Year Team and help produce certificates/commendations as and when required in the calendar		*
Provide support during their examination and assessment periods as required		*
Administer First Aid for and other welfare support to students		*
Co-ordinate all information received from the staff at the school, parents and outside agencies regarding individual students.	*	
Maintain and manage accurate student records and files	*	
Good personal organisation in planning and delivering both pupil welfare and learning support	*	
Able to plan and prioritise own workload and that of others	*	

Good oral and written communication skills	*	
Able to develop positive, trusting, supportive and appropriate relationships with pupils, parents and stakeholders	*	
Assist with school resources and maintaining records	*	
Able to support pupils across the curriculum including literacy and numeracy activities	*	
Able to motivate pupils to promote achievement	*	
Able to work in a team and in collaborative partnerships	*	
Ability to use initiative and work with minimum supervision at times		*
Able to identify, discuss and report safeguarding issues including child protection with the relevant representatives	*	
Ability to use ICT programmes for data management and record keeping		*
<b>Skills and abilities - other</b>		
A positive and flexible approach, open to challenges	*	
A willingness to contribute to extra - curricular programmes		*
Empathy for pupils from a wide variety of social, religious and cultural backgrounds	*	
Sensitivity, flexibility and a sense of humour		*
<b>Equal Opportunities</b>		
Commitment to equal opportunities and diversity in the performance of duties	*	
<b>CPD</b>		
Evidence of commitment to own professional development	*	

## Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.