



Pastoral Coordinator Candidate Information Pack



June 2022

Dear Candidate,

Over the last seven years, King Solomon Academy has consistently been one of the highest performing non-selective schools in the country. We are redefining what is possible and we are seeking an exceptional person ready to join our high-performing school and to contribute to the achieving of our mission. This is a unique opportunity to be part of showing what education can achieve.

We are excited to appoint to the new role of Independent Learning Coordinator to the Secondary School. This role will be vital to the running of the school, organising the learning of pupils when they are outside of normal lessons.

This is a challenging and exciting role which places its holder in a position of influence over the future of pupils at KSA. You will have the opportunity to establish and implement systems to ensure provision is rigorous and effective. You will hold high expectations of pupils so that they achieve well.

This role will act as a great springboard for early career professionals to learn how to manage learning and behaviour in a high performing environment. The role will include supervising lessons when teachers are unavailable in a way which ensures that learning time is not lost. The role will also ensure that those pupils who are out of class are able to access quality resources.

To apply, and to see more information about the school and this role please visit <http://kingsolomonacademy.org/current-vacancies>. The deadline is **11am on Monday 4th July**. To discuss the role, please feel free to email the Principal's PA, Shaheen Riaz (s.riaz@kingsolomonacademy.org) or phone on 0207 563 6901.

Yours sincerely,



Max Haimendorf
Principal

Job Description: Pastoral Coordinator

- Reporting to:** Appropriate Leader
Location: King Solomon Academy, Older Years Site
Salary: Support staff Band 5 (Full Time equivalent and actual salary: £23,837-£27,494)
Working Pattern: Full time, term-time only, 7.45 - 5pm (or 8am - 5.15pm, as required)
Start date: September 2022

The Role

To provide organisational capacity to the running of the school to ensure that all aspects of pastoral care run effectively, and by doing so pupils are able to be successful. Working closely with the Pastoral Leadership team to ensure consistent warm strict approach towards pupil culture and behaviour.

Key responsibilities

There are three key areas of responsibility as part of the Pastoral Coordinator role, all of which rely on organizational excellence:

- Ensuring attendance of vulnerable pupils is high
- Ensuring that all behaviour systems run effectively and are tracked accurately
- Supporting the learning of pupils by supervising pupils completing work set by subject specialists in their absence
- Managing relationships with parents
- Mentoring pupils to be successful
- Ensure the set piece parts of the day (e.g. break, lunch) are successful

Outcomes and activities

Progress in lesson time

- Supervising pupils so that they can make rapid progress when their specialist teacher is absent
- Applying the KSA behaviour policy robustly to ensure that all pupils remain focused in lessons when doing independent work

Raising attendance of vulnerable pupils

- Making proactive phone calls to weak attenders to ensure they are in school.
- Managing communication and parent relationships to ensure families are supported with attendance issues

Effective running of systems and routines

- Ensure that all significant behaviour events are tracked accurately
- Ensuring reward and sanction systems are accurate and enforced
- Supporting lunch and break times to ensure routines are in place.

Mentoring vulnerable pupils

- Mentoring and supporting pupils who are working independently
- Instituting pupil specific targets and rewards to ensure pupils are invested

Managing parent relationships

- Keep parents informed
- Answer parent emails
- Speak to parents on phone to maintain relationship, through reward phones calls and sanction related phone calls

Other

- Undertake other various responsibilities as directed by the Principal.



Person Specification: Pastoral Coordinator

Qualification criteria

- Degree level qualification
- Right to work in the UK

Knowledge and experience

- Experience of working with children and/or young people in a structured environment
- Experience leading, coaching and motivating pupils
- Ability to run and devise systems
- Proficient use of Microsoft Office is essential

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them organised around our four school values:

“Aiming high”

- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others’ strengths and helps others to be better through a culture of clear, kind feedback

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others
- Able to talk to pupils in a way which calms them down and reduces confrontation

“Leading the way”

- Has a passion for working with sixth form students
- Has confidence to hold students to account and have high expectations of them
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

Principal

Max Haimendorf graduated from Oxford and joined the first cohort of the Teach First programme, teaching Science in West London. Following work at Teach First central office he joined the consultants Oliver Wyman where he worked in finance strategy. Whilst there he wrote about the importance of small schools in Teach First's first Policy Paper, Lessons from the Front. In 2008 he was appointed as Secondary Headteacher of King Solomon Academy, starting the Secondary part of the school in September 2009. He has now led KSA through two outstanding Ofsted inspections and to achieve the highest GCSE results in the country for a non-selective school in 2015. He became all-through Principal of KSA and Executive Principal of Ark Paddington Green Primary Academy in September 2016. He was awarded an OBE for services to education in the Queen's Birthday Honours of 2020.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”



Positive Action and inclusive recruitment at KSA

We are keen to bring new perspectives and backgrounds into our school to build a diversity of thinking so that we can build the best school possible. Following an analysis of our teaching body, we are actively welcoming qualified candidates from Black and Ethnic Minorities, as they are currently under-represented amongst our teachers. This is particularly important given the diverse community we serve.

We want to make applying to and working at King Solomon Academy as inclusive as possible, and have a variety of systems in place to ensure that our approach is as fair and open as possible:

- Transparent application procedure, including a well signposted interview day, which tells candidates how they will be assessed and how they can prepare
- 'Blind' screening of applications, discounting identifying characteristics when shortlisting, in pairs
- Diversity and Inclusion training for senior leaders involved in recruitment
- Interview processes which include a range of leaders to avoid any individual bias
- Discussion with the Staff Working Group (staff consultative body) to ensure the recruitment process is inclusive.

Ark Safe 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 safe guarding and relationships with pupils.

If you can't fly then run, if you can't run then walk, if you can't walk then crawl,
but whatever you do you have to keep moving forward.

Martin Luther King

