



# Witham St Hughs Academy, Lincoln

## Candidate Information Pack

Pastoral Leader

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## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**

**Chief Executive Officer**





## Our Academies

### Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

Pupils said that the school was ‘life changing’ and that they feel lucky to attend.

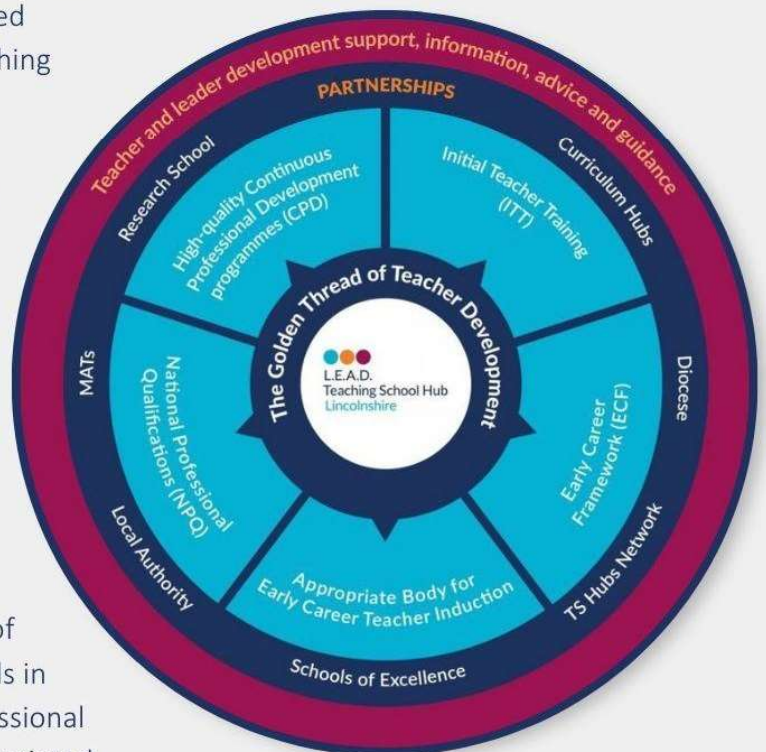
Witham St Hughs Academy,  
Ofsted report, March 2024

## L.E.A.D. Teaching School Hub

**‘Working together to lead the highest outcomes for all.’**

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



## A message from the Headteacher

At Witham St Hughs Academy, we passionately believe that education is a lifelong journey and that it is our role, alongside parents, carers and the wider community, to educate our children for the long term and prepare them to have all of the skills necessary to become successful citizens, contributing fully to society. We pride ourselves on being a warm, welcoming and forward thinking academy in the heart of a thriving and supportive community.

Mr Richard Stock, Headteacher



## About Witham St Hughs Academy

Rated 'Outstanding' by Ofsted in March 2024, Witham St Hughs Academy in Lincoln is a primary school with 420 pupils. Our curriculum is ambitious and balances our pursuit of both academic excellence and personal growth and development. Our children are quite simply amazing and have a huge thirst for learning; we truly believe that they deserve the very best. With a fantastic new library, music pods, numerous small groups spaces and a wealth of technology, children have access to high quality provision and excellent resources.



Our curriculum ambition is to prepare our children for the challenges, changes and innovations of the 21<sup>st</sup> century and we must ensure that we provide our children with the right conditions for learning where they feel safe, happy and supported.

### Our Curriculum Vision

#### Witham children will:

- Become **resilient**, responsible and healthy adults
- Be confident, **respectful** and informed young people
- Be able to work in **unity** as articulate critical thinkers and problem solvers

#### We will:

- ensure **enjoyment** and achievement for all through nurturing passions and talents
- enable pupils to show **ambition** and acquire powerful knowledge and access new opportunities that take them beyond their own experience

*Show ambition for all – preparing and exposing our children to the challenges, changes and innovations of the 21st century*



## Values culture and expectations

Our Academy values form the heart of our expectations and are constantly reinforced throughout the delivery of our ambitious curriculum. It is our intention that our children leave our Academy both academically and socially able and confident. We constantly strive to ensure that our experiences go above and beyond and our recent Ofsted inspection in March 2024 highlighted this very clearly. We know that our culture really does support ensuring our children have an exceptional learning experience.



L.E.A.D. Academy Trust  
comprises of:

**24**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

### Ofsted feedback

*"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."*

**Radford Academy Ofsted Report, Jan 2023**

*"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."*

**Bishop Alexander Academy, March 2023**

*"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."*

**Forest Lodge Academy, June 2022**



**“Pupils’ behaviour is exemplary.  
They live and breathe the school’s  
values of resilience, respect, unity  
enjoyment and ambition.”**

*Ofsted report, March 2024*



## How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: [admin@withamsthughsacademy.co.uk](mailto:admin@withamsthughsacademy.co.uk)

**CLOSING DATE: Thursday 5<sup>th</sup> December 2024**

**INTERVIEWS:** We expect this to take place the week beginning: **Monday 9<sup>th</sup> December 2024**

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: [admin@withamsthughsacademy.co.uk](mailto:admin@withamsthughsacademy.co.uk)



*"I love working within a forward-facing organisation that prides itself on professional development opportunities"*

Emily Broadley, Deputy Headteacher,  
Witham St Hughs Academy





## Job description

### Key responsibilities

<b>Role:</b>	Pastoral Leader
<b>Responsible for:</b>	Assisting with teaching and learning and associated activities in accordance with school policies and procedures.
<b>Responsible to:</b>	Deputy Head/Headteacher
<b>Pay Scale:</b>	NJC 7 – 12

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

#### Purpose of Role

Intervening and supporting pupils across the academy who are experiencing difficulties in managing social and emotional aspects of learning including where behaviour is a barrier to engagement.

To liaise with the pastoral team, staff and parents to provide appropriate support and intervention where pupils are experiencing disruption to their learning.

#### **Key Duties**

- Liaising with Senior Leaders and the pastoral team to support vulnerable pupils.
- Working as part of the wider pastoral team in the academy to develop and deliver effective strategies for pupils to help them understand and manage their own behaviour.
- Creating a culture of good learning and conduct behaviours in school with an emphasis on developing social and emotional skills in order to successfully access learning and make positive choices.
- Being aware of and able to use current research into pupil behaviour, attitudes and inclusion to inform and guide assistance to learning.
- Devising and delivering proactive intervention strategies and behaviour support plans for sustainable improvement with identified individuals and small groups.
- Building and maintaining effective positive and constructive relationships with all pupils.
- Championing the school's behaviour policy.
- Responding to and dealing with conflicts if they arise, providing de-escalation and reintegration support as needed.
- Developing and implementing a restorative approach to support pupils in developing their future behaviour choices.

- Collating information and maintaining records of pupil behaviour and progress using various information systems.
- Working collaboratively with all staff to promote and support the effective use of behaviour management strategies.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to develop appropriate support.
- Working alongside parents/carers to support the work of the school in improving behaviour and ensuring effective lines of communication.
- Contributing to the whole school approach in promoting positive mental health and well-being.
- Acting as a motivator, role model and advocate for pupils.
- Participating fully with arrangements made in accordance with the Academy Trust's Performance Management Policy.
- Performing any other reasonable duties as requested by the Headteacher.
- Provide proactive break time or lunchtime supervision in managing behaviour at unstructured times of the school day.

#### **School Specific Responsibilities:**

- Contributing to the overall ethos and Academy priorities.
- Playing a full part of the life of Witham St Hughs Academy to support its vision and values.
- Promoting Equality and diversity in all aspects of work.
- To train as a first aider.
- To attend and support the pastoral team at meetings and events.
- In conjunction with the line manager, take responsibility for personal professional development.

#### **Influencing and Managing Relationships:**

- Senior Leadership Team within the Academy
- Pastoral Team
- All teaching and support staff
- Parents and Carers
- Other multi-agency organisations as required

As this job description cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

## Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

			E	D
1	<b>Skills, knowledge and aptitudes</b>	The L.E.A.D Pastoral Leader should have:		
		• Ability to constructively and positively resolve conflict.	E	
		• Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	E	
		• Counselling skills		D
		• Ability to use own initiative, prioritise workload, manage time effectively and meet deadlines	E	
		• Ability to work effectively alongside pupils, parents and other stakeholders	E	
		• Ability to engage constructively with a wide range of pupils with different social and cultural backgrounds	E	
		• Ability to maintain a calm and constructive approach in difficult situations	E	
2	<b>Qualifications and Training</b>	The L.E.A.D Pastoral Leader should have:		
		• Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths	E	
		• Willingness to undergo further training	E	
		• Relevant Level 3 qualification		D
		• Recent experience in dealing with pupils with SEMH needs		D
3	<b>Experience</b>	The L.E.A.D Pastoral Leader should have:		
		• Experience of working effectively with children/ young people in either education, social work, youth work or another related area of work	E	

		<ul style="list-style-type: none"> <li>Excellent interpersonal skills and be able to communicate effectively with pupils, parents and school staff</li> </ul>		D
		<ul style="list-style-type: none"> <li>Recent experience of working in a school</li> </ul>		D
		<ul style="list-style-type: none"> <li>Experience of working with young people who display high behavioural needs/complex needs</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Experience of working effectively with the parents /carers of children / young people</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare</li> </ul>		D
		<ul style="list-style-type: none"> <li>Experience of working in a multi-agency environment ability to create a suitable programme of intervention in response to the needs of the pupils</li> </ul>	E	
		<ul style="list-style-type: none"> <li>ELSA support programme</li> </ul>		D
		<ul style="list-style-type: none"> <li>Trauma informed practise understanding</li> </ul>		D
		<ul style="list-style-type: none"> <li>Mental health first aider</li> </ul>		D
4	<b>Personal Attributes</b>	The L.E.A.D Pastoral Leader should have:		
		<ul style="list-style-type: none"> <li>Passion and drive</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Calm and encouraging manner</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Flexibility</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Resilience</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Organisational skills</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Commitment to make a difference</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Tact</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Teamwork</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Confidentiality</li> </ul>	E	
5	<b>Special Requirements</b>	The L.E.A.D Pastoral Leader should have:	E	
		<ul style="list-style-type: none"> <li>Be able to work at times and locations convenient to the service provision</li> </ul>	E	
		<ul style="list-style-type: none"> <li>This role is subject to an enhanced DBS</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Other relevant qualifications</li> </ul>	E	



**L.E.A.D. Academy Trust**

**Lead • Empower • Achieve • Drive**

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