



Key Stage 3 Lead

DATES:	Apply by midday on Monday 2 nd December
TITLE:	Key Stage 3 Lead
Reporting to:	Assistant Principal - Pastoral & Safeguarding
SALARY:	Grade 7 £38,282 - £42,804 (40 hours and 41 weeks Pro Rata is £34,579.66 - £38,664.33)
LOCATION:	Nishkam High School Birmingham
TO COMMENCE:	6 th January 2025
CONTRACT:	Support Staff - Permanent - 40 hours per week / 41weeks per year

Nishkam High School, Birmingham

Nishkam School Trust (NST) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. We value diversity and wish to promote equality at all levels.

Job Description

Purpose:

- To lead the provision of pastoral care across Key Stage 3, where you will have overall responsibility for students' behaviour, wellbeing and attendance. You will work within the larger pastoral team to create an environment in which pupils feel challenged, valued and secure.
- To provide leadership and management for a team of tutors across Key Stage 3 in terms of support for students within their tutor groups.
- To assist the Senior Leadership Team in the overall management and development of the school.
- To act as a Deputy Designated Safeguarding Lead.
- To be a first aider.

Key Responsibilities

- To promote a learning environment and ethos that ensures that all pupils make progress.
- Analyse attendance and behaviour data, using it to quickly identify areas of concern and ensure that support is tailored and provided in a timely manner to those that need it.
- To ensure all tracking of pupils within Key Stage 3 is regularly updated, including significant incidents.
- To help develop the use of rewards within the behaviour system, ensuring those students that regularly show our virtues are celebrated.
- Ensure that pupils are placed on appropriate reporting systems in line with school policy and that interventions are effective.
- To have a strong working relationship with local authority partners, including social workers and early help workers, ensuring you keep them up to date with pupils they are working with.

- Support pupils following any safeguarding disclosures and making referrals to Children’s Services where needed.
- To liaise with the SENDCo in relation to plans for specific pupils.
- Following each Assessment Data Entry cycle (GL and Check Points), review assessment data and coordinate follow up actions and interventions in conjunction with SLT.
- Coordinate events that include, but are not confined to, assemblies, inter-form activities, reward trips, pupil photographs, pupil injections.
- Maintain strong relationships with parents/carers and to support colleagues in meetings with parents/carers.
- To be the first point of contact for parents with queries about support for their child.
- Mentor, encourage and support colleagues in their professional development.
- Use meetings to share good practice, moderate and cascade training.
- Offer CPD to the Pastoral Team and across the school.
- To work in liaison, where appropriate, with local Primary and Secondary schools, e.g. during Off Site directions.
- To support the reflection room, stage 2 rota (our in-house behaviour system) and any after school intervention where required.
- To oversee activities designed to raise pupil aspirations (e.g. offsite visits and liaison with external agencies) and provide support to the member of SLT leading careers advice and guidance.
- Ensure that pupils contribute to the ethos of the school through peaceful movement around the school site.
- To supervise pupils departing the site at the end of the school day, ensuring minimal disturbance to neighbours
- Prepare for termly Tutor Team meetings – identify the purpose, circulate an agenda and minutes.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school; to promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents/carers evenings (Overtime to be paid to support staff).
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Pupil development and Wellbeing

- Establish a purposeful learning environment conducive to learning where pupils feel safe, secure and confident.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused interventions and productive relationships.
- Deal with inappropriate behaviour in the context of the school's behaviour policy.
- Take responsibility for implementing school policies and practices.

Other Duties

- Support with break and lunch time duties.
- Promote the general progress and well-being of individual pupils and of the tutor group as a whole.

Person Specification

Attributes

Essential:

- Be passionate about the pastoral care of our students.
- Believe that all children can achieve.
- Possesses a 'can do' attitude.
- Creative and proactive in finding solutions.
- Flexible and adaptive to changing needs and priorities.
- Resilient, calm and tenacious under pressure.
- Passionate about inclusive practice and equality of opportunity.
- Relentless in finding ways to remove any barriers for our students.
- Excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students and parents.
- Commitment to the protection/safeguarding of all students.
- Self-reflective practitioner who always seeks to improve.
- Willingness to contribute to the extra-curricular life of the school.

Desirable:

- Previous experience of leading pastoral provision within a school environment
- Previous experience of working with key stage 3 students

Competence – Knowledge, Skills, Abilities and Experience

Essential:

- Enthusiasm and empathy for the needs of young people.
- Have very high expectations of all students at all times.
- Have a good understanding of how to support the emotional wellbeing of students.
- Be a positive team player with a strong commitment to professional development.
- Embrace new technologies and ideas that enhance the learning of students.
- Highly self-motivated.
- Able to prioritise workload and work well under pressure with competing deadlines.
- Relevant experience of working with external agencies such as Children's Services, CAMHS etc.

Desirable:

- Experience of working with high levels of EAL students.

Qualifications**Essential:**

- Further/higher education or professional qualification
- Maths and English GCSE to grade C or above or equivalent.

Desirable:

- Further study or qualification
- Safeguarding qualification
- First aid trained