



nishkamschool
westlondon



Post: Graduate Intern- Pastoral Administrator

Dates:	<u>Apply by:</u> Friday 31 st May 2024 (12.00pm)
Start date:	Autumn Term 2024
Salary:	Grade 4 (£27315 - £28,920) pro-rata
Location:	152 Syon Lane, Isleworth, TW7 5PN
Contract type:	Full-time
Contract term:	Fixed Term (One Year)
School Size:	1400 pupils at capacity in 2024

Are you at the outset of your career and want experience in an educational setting? Do you want to work at an ambitious school with bright, well behaved and engaged learners? Are you interested in helping students to gain a deeper understanding of themselves and the world around them? An exciting opportunity has arisen for a passionate and talented Pastoral Administrator to play a key role in supporting students in our outstanding, multi-faith school.

Unique features of this role are:

- The chance to make a significant contribution to the school's pastoral team and the personal development of our students.
- Potential for promotion
- A bespoke CPD package relevant to the successful candidate's career stage
- The chance to contribute to agendas beyond your specific role
- Opportunities to train to teach

Nishkam School West London is a flagship school for our Trust, offering all-through provision on an expansive 11-acre green site. Opportunities like these are few and far between and will interest those with creative minds and high aspirations, seeking to inspire a new generation of children through a virtues-led, multi-faith curriculum. The journey will be one of leading a core curriculum area within this recently established institution to excellence and growing the team to capacity, which will be immensely rewarding for the right individual.

Background: Nishkam School West London is an innovative state of the art all-through 4-19 school. Nishkam's outstanding primary school opened in 2013 and the highly over-subscribed secondary phase opened in September 2018. The school is part of a successful Multi-Academy Trust (4 schools, 2 nurseries; 1 vocational college in Kenya).

- "Pupils are proud to attend this aspirational school. Pupils feel valued as individuals within the school community. The behaviour of pupils is exemplary. Pupils enjoy attending the extensive range of clubs and the well-thought-out experiences, trips, and visits. Leaders ensure that all pupils can fully participate in these activities."
- "Leaders are relentless in their desire to improve the school. Staff feel that leaders are considerate of their workload and well-being. They are proud to work at this school."
- "The school has extremely high expectations for pupils' behaviour. These expectations are modelled by all staff consistently. Disruption to pupils' learning across the school is rare because the curriculum and teaching are thoroughly engaging. As a result, pupils consistently strive to succeed."
- "Pupils are taught to be good citizens through exceptional personal development programmes. Pupils learn the value of making a positive contribution to society. They have very positive attitudes towards people with different backgrounds."

Ofsted-January 2024

As a staff member at Nishkam School West London, you will work in a pioneering group, Nishkam School Trust (NST). NST is one of the first multi-academy free school trusts in the UK. The Trust has opened two free schools in Birmingham (a primary in 2011 and a secondary in 2012), both of which are judged Ofsted Outstanding, and a third, a primary free school in Wolverhampton. The Trust continues to expand and has recently welcomed another primary school in Derby into the Nishkam family. We are looking for a highly committed and innovative individual to work in close collaboration with teachers in both the secondary and primary phases across the Trust.

NST has developed an inclusive virtues-led, multi-faith educational approach that nurtures pupils of all faiths and those of no particular faith. The Nishkam ethos is to help grow a selfless mindset, aspiring to excellence as well as going beyond ourselves to serve others, to create supportive communities and to realise our true potential. This pervades every aspect of the school. Below is just some of the feedback from our most recent staff surveys:

- The school environment is very calm and the behaviour of the pupils is good overall. Leadership team works hard and is approachable and supportive if you need any help or guidance.
- Regular staff and department meetings ensure all teachers are updated regularly to ensure high quality teaching is being delivered. Additionally, professional development training is provided as a means to guide and support teachers in the classroom. This helps teachers to discuss and explore different teaching strategies they may want to implement into their own teaching.
- Leaders at Nishkam are empathetic, compassionate and encourage excellence in a way that corresponds to individual ambitions.
- I am proud to work at this school and feel that SLT as a whole is really supportive and help me reach my goals.

Staff Survey Feedback- October 2022

The Role

The role will commence in Autumn Term 2024. You will:

- have a strong voice in shaping the everyday practice of the school as we continue to develop and embed our ethos and routines.
- have the opportunity to support our young people with their pastoral needs.
- role model expected behaviours and assist students on reflecting on their behaviours when they do not meet the expected standards.

This is an exceptional opportunity to work within a vibrant atmosphere and a supportive setting.

The Environment

The school is based in 11 acres of green space in an impressive purpose-built single facility housing the all-through school.

Our expectations are that you will:

- believe all pupils can and will achieve highly
- build an environment through a virtues-led education that encourages compassion, humility, service; and recognises all humanity as one
- ensure excellence in learning, teaching and achievement in all of your classes within the context of a faith-inspired, virtues-led school
- ensure that standards of learning and teaching at GCSE and A Level are a benchmark for excellence and within the top quintile of all schools
- nurture a culture that cherishes childhood, stimulates the spirit of adventure and ignites a passion for lifelong learning
- develop and implement an enriched curriculum for the school that allows children to both further their own interests and explore new horizons
- develop and maintain the support and active involvement of parents in their children's learning
- build and nurture links within the local community
- contribute to, and maintain the ethos of the Nishkam culture by drawing on best practice across Nishkam Schools, locally and nationally
- report to the Senior Leadership Team of Nishkam School West London
- work closely with the Local Governing Body
- work in collaboration with the Senior Leadership Team and teachers in both phases at NSWL.

We will offer you:

- a very warm, welcoming and talented team
- hardworking and dedicated colleagues who are prepared to give selflessly for the benefit of the pupils
- supportive parents, carers and community
- a committed and fully involved Governing Body and Board of Directors
- a state-of-the-art learning environment
- wide-ranging opportunities for professional development
- terms and conditions similar to other academies and schools
- a strong commitment to staff wellbeing.

Nishkam School Trust (NST) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Any successful applicant will be required to undertake an Enhanced DBS check.

To find out more:

- Arrange an informal visit or conversation' with the Headteacher by contacting: Recruitment.NSWL@nishkamschools.org or 020 3141 8760.

To apply:

1. We would be very happy for you to email or call for further information if required.
2. Apply by completing an application form, <https://nishkamschooltrust.face-ed.co.uk/vacancies> by 17th May Midday. Please note, only shortlisted candidates will be contacted to attend an interview.
3. Please include the following details in the personal statement:
 - Why the post attracts you;
 - Why you believe you are the right candidate;

Or arrange an informal visit or conversation' with the Headteacher by completing the form on our website [Nishkam School - Vacancies \(nishkamschooltrust.org\)](https://nishkamschooltrust.org).

Please note that if you are selected for an interview we will be requesting references immediately.

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Contract type: Full-time

Contract term: Permanent

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