

Title:	Extended Leadership Team (ELT) – Pastoral Lead	Contract:	Permanent	Salary:	Leadership Scale L1 to L7 dependent on experience
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Responsible to:	Vice Principal	Responsible for:	Any and all areas of pastoral care as directed by the Vice Principal
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Mossbourne Federation

The Mossbourne Federation is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Since 2004 the Federation has nurtured Sir Clive’s dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of ‘Excellence’, ‘No Excuses’ and ‘Unity’. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional. The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation. The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

Mossbourne Victoria Park Academy

At Mossbourne Victoria Park Academy we are continuing to build on that ethos to provide an inspiring education for all our students. With children at the heart of everything we do, Mossbourne Victoria Park Academy is continuing to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfil their true potential. Our students receive great lessons, enjoy a vibrant enrichment programme and have access to our Oratory specialism. Our outstanding teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our students.

If you want to be part of the team that is improving the future of our students, then read on!

The Extended Leadership Team

The ELT consists of the Senior Leadership Team, the Heads of Learning Area, the Senior Pastoral Team, and Senior METs (Mossbourne Excellent Teachers). The ELT support the Principal in both the day-to-day running of the Academy and in shaping the medium-term strategy for maintaining superb standards in a high-performing school. The ELT, on a rota, run the senior detention and carry out senior duties, as well as being highly visible staff who are always available to support staff in the Academy. The ELT attend and support all significant academy events including parents’ evenings and results days.

The Pastoral Team

The Pastoral Team is led by a Vice Principal and is also comprised of this position; the Head of SEN Inclusion; the Senior Mental Health Lead; the Heads of Year; and the Pastoral and Safeguarding Administrator. The Pastoral Team are essential in maintaining the purposeful and disciplined environment in which Mossbourne students excel. The Pastoral Team support the daily smooth running of the Academy and are also intrinsic in supporting the personal development of the students in our care. The Pastoral Team are highly visible at all times around the Academy and form the Safeguarding

Team (Designated Safeguarding Leads) at the Academy.

The Extended Leadership Team (ELT) - Pastoral Lead Role

As the ELT Pastoral Lead you will have in depth knowledge and experience of the pastoral expectations at Mossbourne Victoria Park Academy. You will be confident when making decisions regarding pastoral issues and confident in your ability to both support and lead Heads of Year. You will directly line manage Heads of Year and support them with decision making regarding support strategies, sanctions and next steps for students. You will co-ordinate the work of these Heads of Years and the associated Form Tutors. You will liaise closely with the Vice Principal who has responsibility for Pastoral Care to ensure the outstanding standards of behaviour, attendance and punctuality are maintained throughout the academy and to ensure that students at all times feel safe and well looked after. You will take ownership of, and be accountable for, whole school pastoral initiatives as directed by the Vice Principal and will contribute to the strategic direction of pastoral care at the academy.

Key Accountabilities

The role is very dynamic and as such will require you to be responsible for, directly or indirectly, one, some or many of the following areas of pastoral care at Mossbourne Victoria Park Academy:

- Line management of Heads of Year
- Line management of non-teaching staff e.g. the Pastoral and Safeguarding Administrator or Attendance and Welfare Officer
- PSHCERSE
- The Behaviour Support Unit
- The Alternative Provision Centre
- The Rewards System
- Student Conduct when not in curriculum areas e.g. the playground, outside the academy
- The Pastoral CPD Programme
- The Trainee Head of Year Programme
- Form Tutor Training
- Pastoral Interventions e.g. BSPs
- Parental Engagement
- Mid-Year Admissions
- Transition (either Year 7 or Year 11 or both)
- Attendance
- Students' Personal Development
- Student Voice including the Student Parliament
- To model, in everything you do, the Academy's values of courtesy, hard work, integrity, resilience and excellence
- To take part in the academy's wider curriculum offer including PSHCERSE, Bourne Scholar and Enrichment as required.

The role may also require you to be a Head of Year and/or fulfil many of the key accountabilities of the Head of Year role; everything in the Head of Year Job Description is therefore applicable to this role and the two job descriptions must be read in conjunction with one another. You may also be required to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience				
E	<ul style="list-style-type: none"> Ability to critically evaluate strategies for school improvement and contribute effectively to strategic planning meetings 	✓	✓	✓
E	<ul style="list-style-type: none"> Be focused on raising the attainment of all pupils within their department and developing their team 	✓	✓	
E	<ul style="list-style-type: none"> A proven track record of success in leadership 	✓	✓	
E	<ul style="list-style-type: none"> An outstanding classroom practitioner with demonstrable pastoral experience 	✓	✓	
E	<ul style="list-style-type: none"> Ability to teach your subject at all key stages 	✓	✓	
E	<ul style="list-style-type: none"> A track record of supporting students to achieve superb outcomes in your subject area 	✓	✓	
E	<ul style="list-style-type: none"> Ability to pay attention to detail regarding expectations for students and staff 	✓		✓
E	<ul style="list-style-type: none"> Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work 	✓		
E	<ul style="list-style-type: none"> To be exacting and comprehensive regarding record keeping 	✓	✓	
E	<ul style="list-style-type: none"> Ability to work independently and as part of a team 		✓	
E	<ul style="list-style-type: none"> Ability to develop and maintain positive relationships with teachers, support staff and parents 	✓		
E	<ul style="list-style-type: none"> Excellent classroom management and efficient organisation of resources 	✓	✓	
Qualifications				
E	<ul style="list-style-type: none"> A good degree in a relevant subject 	✓		✓
E	<ul style="list-style-type: none"> Qualified Teacher Status (QTS) 		✓	
IT knowledge				
D	<ul style="list-style-type: none"> Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point) 		✓	✓
D	<ul style="list-style-type: none"> Ability to swiftly adapt to and utilise new/various systems/software 		✓	

D	<ul style="list-style-type: none"> Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area 		✓	
Behavioural Competencies				
E	<ul style="list-style-type: none"> Superb communication and interpersonal skills 	✓		
E	<ul style="list-style-type: none"> The ability to set, monitor progress towards, and achieve short, medium and long term targets for your area of responsibility 	✓	✓	
E	<ul style="list-style-type: none"> Ability to manage meetings of a potentially challenging nature with confidence and professionalism 	✓		
E	<ul style="list-style-type: none"> Ability to prioritise workload in response to students needs and safety 	✓		✓
E	<ul style="list-style-type: none"> The upmost integrity and high levels of motivation and commitment. 	✓		
E	<ul style="list-style-type: none"> Ability to work effectively and calmly under potentially pressured circumstances 	✓	✓	
	<ul style="list-style-type: none"> Ability to efficiently organise lessons and resources under potentially pressurised circumstances 	✓	✓	
E	<ul style="list-style-type: none"> Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> Undertake training as required to so in order to fulfil the requirements of the role 	✓	✓	
E	<ul style="list-style-type: none"> Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings 	✓	✓	✓
E	<ul style="list-style-type: none"> Play an active role in terms of Safeguarding all students and adults 	✓	✓	

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race,



colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure.