

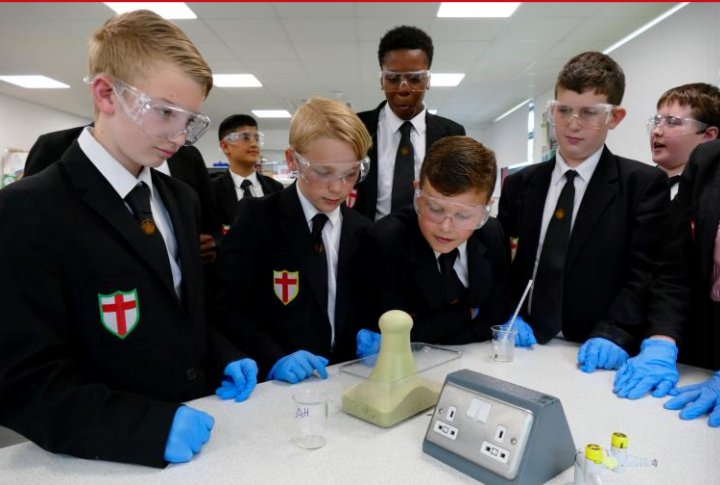


# Vacancy Pack

COMMUNITY LEADER



# Saint George's Church of England School





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# AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

## AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

## OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

**Saint George's**  
Church of England School



**All Different,  
All Equal,  
All Flourishing.**

**IN...**

Creativity  
Honesty  
Resilience  
Inclusion  
Stewardship  
Thankfulness

#weareallone

#lifeinallitsfullness

# Leadership Structure

*Executive Headteacher/CEO*

*Head of School*

*Deputy Headteacher  
(Raising Standards)*

*Deputy Headteacher  
(Teaching, Learning and Assessment)*

*Assistant  
Headteacher  
(Behaviour and  
Inclusion)*

*Deputy Headteacher  
Headteacher  
(Primary Phase)*

*Assistant  
Headteacher  
(Community &  
Stakeholders)*

Support Leads:

Site Manager

ICT Lead

Finance Lead

Leadership Support Officer

HR & Administration Officer

# Role Profile

## Community Leader

**Purpose:** To coordinate the pastoral support for students within a vertical community.

**Responsible to:** Assistant Headteacher (behaviour and safeguarding)

## Main Responsibilities:

### Shaping the Future

- Establish an ethos of high expectation and achievement within the community.
- Establish a sense of belonging to the community including leading worship.
- Promote the whole school ethos and its Christian values.
- Work in liaison with teaching staff, Raising Standards Leaders and senior leaders to promote high expectations of behaviour for learning.
- Meet and work cohesively with the Inclusion team.
- Carry out the role of Duty Manager in rotation with other Community Leaders.
- Ensure appropriate interventions are in place for any student who requires it. Monitor the effectiveness of all interventions.
- In conjunction with the other Community Leaders, ensure the effective running of the isolation room.
- Build positive relationships with parents, carers and outside agencies.
- Meet with parents/carers and other relevant agencies to secure the best possible experience and achievement for students in the community.
- Monitor the well-being of students in the community, ensuring appropriate actions are taken to address concerns.
- Ensure students in the community are appropriately rewarded for success and that achievement is celebrated.
- Respond to Emergency Calls
- Work with the Families Officer to ensure excellent attendance across the community.
- Be prepared to undertake CPD and lead on interventions.

### Managing and Leading Teams

- Lead tutor meetings termly
- Set high expectations of students and adults within the community and follow up poor performance.
- Ensure effective communication between all concerned in the students' welfare and progress.
- Ensure high quality worship for the community.
- Inform all relevant staff of issues or concerns relating to students within the community.
- Assist with behaviour hotspots and feedback.
- Work cohesively as part of the Community Leader team

## **Managing Policy and Planning**

- Meet regularly with the Senior Community Leader
- Report progress to the leadership line manager on a regular basis
- Ensure comprehensive and accurate record keeping.
- Prepare reports for Governor Meetings. Attend meetings when appropriate.
- Disseminate good practice and plan for improvement with other Community Leaders.
- Complete bi-termly case studies about students within the community
- Ensure students in the community are aware of sanctions in place for inappropriate behaviours. Assist in setting sanctions.
- Run regular reports to monitor behaviour across the community.

## Person Specification:

Professional Experience	<ul style="list-style-type: none"> <li>• Pastoral experience in a secondary school environment</li> <li>• Knowledge of safeguarding procedures</li> <li>• IT skills</li> <li>• Good organisational and record keeping skills</li> <li>• Excellent communicator</li> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering effective interventions</li> <li>• Evidence of working with stakeholders</li> <li>• Experience of leading teams</li> <li>• First Aid trained</li> <li>• Mental health first aid trained</li> <li>• Experience of delivering assembly or worship</li> </ul>
Shaping the Future	<ul style="list-style-type: none"> <li>• Knowledge of outside agencies</li> <li>• Ability to promote the ethos of the school</li> <li>• Ability to promote a community ethos</li> <li>• Ability to communicate well with parents, carers, staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of successfully implementing and supporting change</li> </ul>
Managing policy and planning	<ul style="list-style-type: none"> <li>• Experience of reporting progress</li> <li>• Evidence of successful implementation of new initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of reporting to the Leadership Team and Governing Body</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• The ability to command respect from others</li> <li>• Calm, firm but fair</li> <li>• Ability to build and sustain effective working relationships</li> <li>• Ability to demonstrate enthusiasm and sensitivity while working with others</li> <li>• Ability to make considered decisions</li> <li>• Be creative, flexible and innovative</li> <li>• Be encouraging and supportive in the development of others</li> <li>• Self-aware</li> <li>• Be able to operate calmly and de-escalate situations.</li> <li>• Have high personal aspirations and inspire the same in all members of the school community</li> <li>• Demonstrate a high level of integrity, honesty and fairness</li> <li>• Readiness to reflect on, evaluate and improve practice and to hold self and others to account</li> <li>• Humour, warmth and energy</li> </ul>	

# Non-teaching Community Leader

**Kent Range 7 - £23,378 to 26,466 annum (pro rata to £20,716-£23,450 per annum)**

**37 hours per week - term time plus 5 development days plus 5 additional days (40 weeks per year)**

## Required ASAP

An exciting opportunity has arisen for a candidate of exceptional ability to join our pastoral team in this over-subscribed and successful school.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations.

We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

The successful applicant will coordinate the pastoral support for approximately 240 students within a vertical community.

The candidate should have experience working in a pastoral role within a secondary school environment and be familiar with working with external agencies and understand safeguarding procedures.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every student to achieve the very best they can
- are an ambitious professional

**Please download an application pack below or at**

**<https://aat.uk/recruitment/> and return your application by email to Elise Batcheldor, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk)**

**Closing Date: Tuesday 1<sup>st</sup> November 9am**

**Interview Date: Friday 4<sup>th</sup> November**

Saint Georges CE School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

