



The Collegiate Trust
Exceptional Education for All

ASSISTANT PASTORAL DIRECTOR

Information for Applicants

Academy *The Quest Academy, South Croydon*

Required **Full Time**

Salary **S26 – 29 - £25,747 - £28,351**

Interviews **As applications arrive**



Welcome



Dear Applicant

A very warm welcome to the Quest Academy. We are a great place to begin or further your teaching or support staff career.

At the Quest we know that having great people is our biggest asset and we work very hard to make sure that the posts we offer, the professional development we provide and the environment we create are the cornerstones of a highly successful Academy on a journey from 'good' to 'outstanding'.

As a new or experienced colleague you'll be joining an Academy which has already demonstrated considerable success. In the main Academy all of our students make excellent progress above the national average by the end of Year 11 (Our Progress 8 figure is +0.25 as an average over the last 3 years and in our thriving Sixth Form, Quest6, all of our students pass every subject (100% A*-E in 2015, 2016, 2017 + 2018) with a quite remarkable 55% A*-B and 32% A* or A in 2016) and an impressive record of sending almost every student to University, including Oxbridge.

I know that the atmosphere in the Academy and the climate in the classroom are key considerations for staff. At the Quest we have created a disciplined environment where you can share the passion of your vocation with well-behaved and curious learners. Levels of attendance are above the national average because our students enjoy coming to school and we have very well crafted systems of support in place to make sure there is no distraction from learning in the classroom.

We also believe we are outstanding in the support we provide for staff development. We have achieved the 'CLPD Gold Mark' for our professional development work. We run in-house training sessions every week to update and further our colleague's skills and we offer part time taught Masters and Doctorate programmes with Christ Church Canterbury University for more experienced teaching staff. In addition, for newly qualified teachers we are one of the founding members of the 'Croydon Hub' which with three other local schools provide a comprehensive professional studies programme each week to help further those skills learnt in training. We also participate in the Schools Direct programme with the two Teaching School Alliances we are members of. There really are unparalleled opportunities available to those joining our teaching team.

We are also very fortunate to occupy a stunning 17 million pound building with extensive grounds which we moved into in 2014. Every teaching area is brand new and across the campus we have invested in nearly one million pounds of cutting edge IT equipment to support learning.

Geographically we are ideally located just 15 minutes from the M25, forty minutes from central London by train and Croydon itself is undergoing major investment as a place to work and live. Rents are relatively low for London and the town centre, with venues such as Boxpark and the Southend restaurant quarter, mean there is always something to do.

I do hope that our vacancy will be of interest to you. We welcome visits at any time to see us at work so that we can show you all of this in person.

With best wishes

Mr A Crofts
Principal



Key Information

The Quest Academy is committed to ensuring that each student succeeds academically and personally. Our motto, *Learning Changes Lives* (Eruditio Vitas Commutat) reflects our belief in the importance of our work. We are committed to making sure that every student makes outstanding progress. We have high expectations of every student, offer the best quality teaching and insist on the highest standards of behaviour and respect.

The Quest is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it.

We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

We are constantly searching for new ways to encourage participation and service to others as the basis for the development of lifelong learning and a happy and successful life.

Our strength comes from strong partnerships: with our parents, the community we serve and the close links we have with our sponsor. Together we have extensive experience and expertise to guide our work.



You can find out more information about our school, and our Trust at the following websites:

www.thequestacademy.org.uk

www.tct-academies.org

Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB).

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018. The Quest Academy joined the Trust on 1st June 2018 and Courtwood Primary and Gilbert Scott Primary joined the Trust on 1st September 2018.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our Values

Strong moral values underpin the ethos of The Quest Academy. We welcome students from a wide range of cultural and faith (or non-faith) backgrounds and expect all families to value and support the moral values at the heart of all aspects of life at The Quest Academy.

We foster understanding, tolerance and mutual respect whilst producing confident, capable and respectful young people. At all times, we aim to create an environment that nurtures and develops:

- Integrity
- Compassion
- Respect
- Tolerance
- Kindness
- Courage
- Generosity
- A life-long love of learning

These values make The Quest Academy a positive and inclusive community in which all students feel safe, valued and part of the family.



Quest6

Students at The Quest Academy's 6th Form, Quest6, have excelled across the range of courses that are on offer. For three years running, students have achieved a 100% pass rate at A Level and every single Sixth Form student has now gone on to further study.

In addition to academic excellence, Quest6 is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it. We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

Students at Quest6 (and staff) have access to cutting-edge, state-of-the-art facilities that – for at least the foreseeable future – are arguably the best that Greater London has to offer. A dedicated social study area, seminar-style teaching rooms, brand new technology as well as access to all of Quest's new buildings ensure that current and future Quest6 students will learn in a modern, peaceful, exceptional education environment.



Job Description

Job Title: Assistant Pastoral Director

Accountable To: Principal & Governing Body

Responsible To: Pastoral Director



RESPONSIBILITIES

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for all Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

OVERALL RESPONSIBILITY

- Maximise access to learning and opportunity within the Academy, by incorporating the diverse needs of the students into the Academy's policies, the design of the Curriculum and the Pastoral structure.
- Develop provision in line with the Behaviour and Attendance Strategy.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

DUTIES

Leadership

1. Play an active role in support of the Academy's Senior Leadership Team (SLT).
2. Contribute to the behaviour and attendance policy in accordance with the overall Academy Development Plan.
3. Manage all aspects of the inclusion room.
4. Work with the Pastoral Director on the development of the Pastoral curriculum to meet the needs of the pupils with identified problems and support them to overcome their difficulties.
5. Contribute to the annual revision of the Self-Evaluation Form (SEF), ensuring areas of responsibility have accurate data and information.

Supporting Pupils

1. Work closely with named pupils setting individual targets for improvement.
2. Take the lead in identifying pupils who do not respond to programmes and work with the Pastoral Director and appropriate external service(s) to provide a Pastoral Support Programme (PSP), agreed with Parents/Carers and overseen by a designated member of staff.

Supporting Staff

1. Act as the Inclusion Manager in line with the Inclusion Agenda, to break down the barriers to learning and particularly to ensure equal opportunities and to tackle racism and bullying.

Liaison

1. Liaise with staff within the Academy, and outside agencies to provide appropriate meaningful opportunities for all pupils.
2. Liaise with Parents, Carers and other external agencies involved in caring for pupils, and support parenting work.
3. Work alongside other institutions and other agencies on the development and implementation of wider behaviour and attendance programmes.

Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare, and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
4. Up-date Child Protection training every three years.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the Academy Curriculum, which may have a positive effect on behaviour and attendance.
2. Undertake any necessary professional development as identified in the Academy Development Plan, taking full advantage of any relevant training and development available.
3. Update Child Protection training every three years.
4. Maintain a professional portfolio of evidence to support the Performance Management / teaching and learning review process - evaluating and improving own practice.

Continuing Professional Development - Staff

1. Co-ordinate and contribute to the provision of high quality professional development through an effective Performance Management programme.
2. Promote awareness of the different groups of pupils and strategies in identification and management of their behaviour and attendance needs.
3. Take responsibility for leading professional development, for teaching and non-teaching staff, on prevention and ways of combating disaffection.
4. Maintain a professional portfolio of evidence to support the Performance Management / teaching and learning review process.

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Development Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

PERSON SPECIFICATION

Knowledge and understanding:

- A Level or other level 3 qualifications.
- GCSE English & Maths to grade 4/C or equivalent.
- Evidence of further training and development in the pastoral field an advantage.
- Reliability and punctuality.
- Accuracy and attention to detail.
- A flexible approach to work.
- Ability to work alone or as part of a team.
- Ability to keep calm under pressure.
- Common sense.
- Ability to be firm and fair at all times.

Qualifications and Experience

- Experience would be preferred but full training can be given if necessary

Personal Qualities

- Integrity
- Confidentiality
- Calm and patient manner

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Appointment will be dependent upon further health, medical and attendance checks.

Schedule for Appointment

FOR AN APPLICATION FORM PLEASE VISIT THE WEBSITE OR CONTACT:

Miss G Bolter, email: gbolter@thequestacademy.org.uk or by telephone: 020 8657 8935.

PLEASE RETURN FORMS TO:

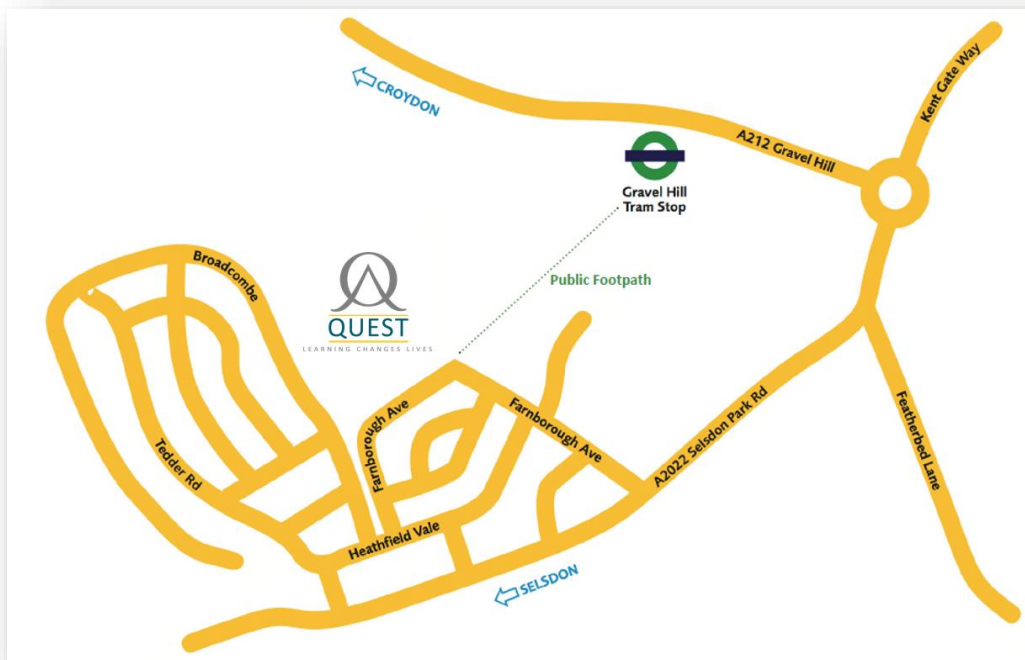
Miss G Bolter, The Quest Academy, Farnborough Avenue, South Croydon, CR2 8HD

CLOSING DATE:

Applications accepted throughout the year



How to Find Us



By Car:

If you are travelling by car, The Quest Academy is located on Farnborough Avenue which is off of the A2022, Selsdon Park Road. If you are coming from the M25 junctions 7 (Croydon), 6 (Caterham) or 4 (Orpington) provide easy access to Selsdon.

By Train

The nearest mainline station is East Croydon. You can then take either a number 3 tram (toward New Addington) and alight at Gravel Hill or one of the several buses that serve the area; 433, 130 or 466.

By Tram

There is a wide footpath (keep to the right hand side) which runs from the tram stop past the back of John Ruskin College, Gilbert Scott Primary School and Red Gates School, finishing in the corner of Farnborough Avenue. This walk takes about 12mins. The Academy is located on the right hand side in Farnborough Avenue.

By Bus: Bus routes: 433, 64, 130, 466, 359.

The Quest Academy

Farnborough Avenue, South Croydon, CR2 8HD

📞 020 8657 8935

✉ office@thequestacademy.org.uk

💻 www.thequestacademy.org.uk