



# Application Pack

## Pastoral Leader - KS5



Be part of the  
**#DNAofNIA**



# Welcome to Northampton International Academy (NIA)

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We're part of East Midlands Academy Trust (EMAT) and are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every young person.

This is lived out daily through our DNA of NIA philosophy and our values of collaboration, excellence and respect. We are a fully inclusive school, as shown by our rising intake of disadvantaged pupils, increasing representation of pupils from ethnic minorities, and our thriving pupil led Culture Committees.

This is an exciting time to be part of our NIA family, as we seek to energise our staff and embed the expectations that are already in place across the primary and secondary schools. Since my appointment as Executive Headteacher in February 2023, our school has improved rapidly and sustainably. We now have an improving reputation in our local community, and our recent Ofsted inspection resulted in the school being judged 'Good' overall.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in  
Northampton International Academy.



Martin Serrao  
Executive Headteacher





## Post Description:

<b>Post title:</b>	<b>Pastoral Leader – NIA6</b>
<b>Responsible to:</b>	HOY – Y12 Y13, Assistant Headteacher - Head of 6 <sup>th</sup> Form
<b>Liaising with:</b>	SLT, Teachers
<b>Pay range:</b>	NJC 16-20 40 weeks per year (term time, training days plus 5 days)
<b>Contract terms:</b>	Support staff
<b>Closing Date:</b>	21 <sup>st</sup> April 2025
<b>Interview Date:</b>	w/c 28 <sup>th</sup> April 2025

### Job Purpose

Aim and main purpose of the job:

- Provide Pastoral support to NIA6 pupils ensuring that high standards of social, personal and academic development are met
- Communication with parents and carers.
- Promotion of NIA6 to NIA year 11 and external pupils
- To support enrolment of NIA6 pupils and monitor the settling in of new pupils.
- Act as Deputy Designated Safeguarding Lead for NIA6
- Support and administer bursary applications with HOY
- Ensure behaviour and attitudes meet or exceed the expected standards The DNA of NIA and the House system is embedded across NIA6
- The large majority (90%+) of pupils make at least good progress each year across the subject range

### Responsibilities include:

General responsibilities

Under the leadership and guidance of the Head of Year:

- To support the leadership of both the team of tutors and cohort of pupils,
- To articulate the vision and ethos of NIA6
- To identify key areas for improvement and to collaboratively plan appropriate actions to meet them.
- To support both the people in role and resources attached to/associated with each year group.
- To monitor the quality of learning experienced by the year groups, liaising with Curriculum Leaders and for specific support and guidance where necessary.
- To lead high-quality assemblies.
- To collaborate with the wider Pastoral Team to promote the DNA of NIA and embed the ethos of the House system across the school.
- To develop and encourage additional opportunities for pupils and staff to engage in enrichment activities.

### **Academic Progress**

Under the leadership and guidance of the Head of Year:

- To monitor the academic progress of KS5 pupils to secure and sustain effective learning.
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom.
- To use all the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Curriculum Leaders.
- To liaise with key staff, including the SENDCO, regarding all sub-groups of pupil achievement in the year groups.
- To report to the Line Manager on emerging challenges for pupils.

### **Leadership and Management**

Under the Leadership and guidance of the Head of Year:

- To support the leadership of tutors and maintain regular formal and informal contact with tutors.
- To support the induction of tutors referring any individual training needs to the Head of Year
- To act as the pivotal link for communication between parents, tutors, SENDCO, teachers, Curriculum Leaders, SLT and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed, up to date and involved in the progress of their children. To contribute to the organisation of any Parent Information evenings by encouraging and monitoring parent attendance to such events.
- To liaise with the Attendance Team when monitoring pupil attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are pushed to the highest levels.
- To support the Head of Year in the disciplining of students, referring situations when necessary.
- To contribute to the leadership of key school events; e.g. House activities, induction, transfer arrangements, outings, extra-curricular and social events (as required relative to year-group role).

### **Administration**

Under the leadership and guidance of the Head of Year:

- To support the framework for daily tutorial activities. This includes both day to day administrative tasks (checking absences etc.)
- To contribute to the preparation of exams, options and learning conversations
- To maintain individual pupil records as necessary and ensure that they are kept up to date and stored confidentially
- To oversee the completion of progress checks and of school reports for the year group according to the policy and systems in place
- To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures.
- To contribute to relevant policy development and decision making across the school.

Attribute	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Equivalent to 4 GSCE's in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with KS4/KS5 pupils in a pastoral role</li> <li>• Pastoral support procedures</li> <li>• Knowledge and experience of pastoral care and safeguarding</li> <li>• Experience of reflecting on practice, learning from it and adapting accordingly</li> <li>• Evidence of continuing professional development</li> <li>• Experience of creative problem solving and critical thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with and advising governors</li> <li>• Sustained successful teaching experience within a sixth-form or post-16 environment, leading to sustained excellent outcomes for pupils</li> <li>• Successful teaching experience across the 11-16 age range</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective careers education</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed knowledge and understanding of current issues in Post 16 education</li> <li>• Demonstrate understanding of raising achievement</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to think strategically, plan effectively and evaluate perceptively</li> <li>• Ability to inspire, motivate and lead staff and pupils</li> <li>• Excellent oral and written communication skills</li> <li>• Ability to analyse and evaluate information and data from a range of sources</li> <li>• Ability to quickly synthesis understanding and apply to new situations</li> <li>• Ability to communicate a vision and lead others towards it</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of statutory National Curriculum requirements at the appropriate key stage(s)</li> </ul>

Compiled by:

Revision Number

Approved by:	Revision Date    __/__/__
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### Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The postholder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

### How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

**Vacancy Closing Date:** 21<sup>st</sup> April 2025

**Interview Date :** W/C 28<sup>th</sup> April 2025

### About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



## Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

## Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

## Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

# Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

**Every child deserves to be the best they can be**, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via [hrqueries@emat.uk](mailto:hrqueries@emat.uk)

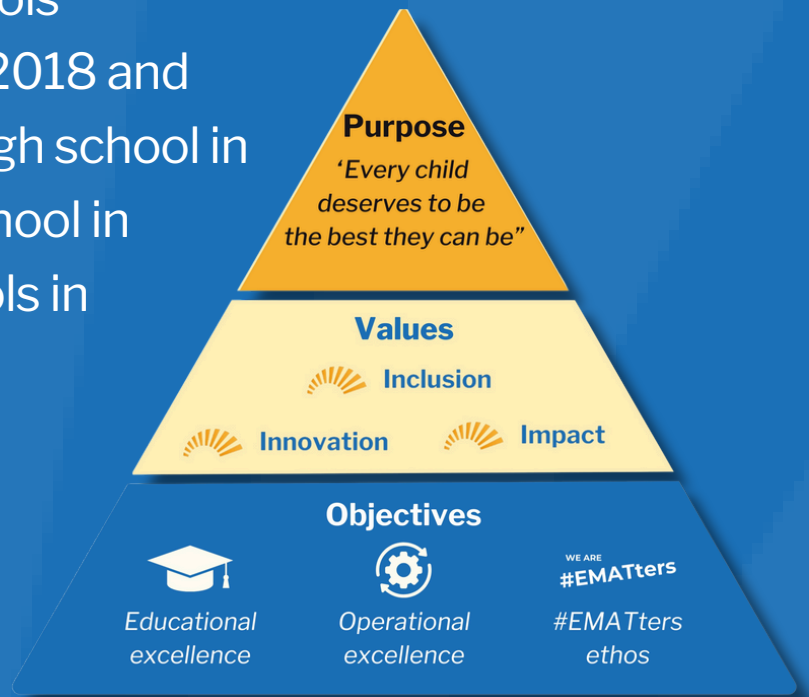
Joshua Coleman  
Chief Executive  
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Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



## “Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters



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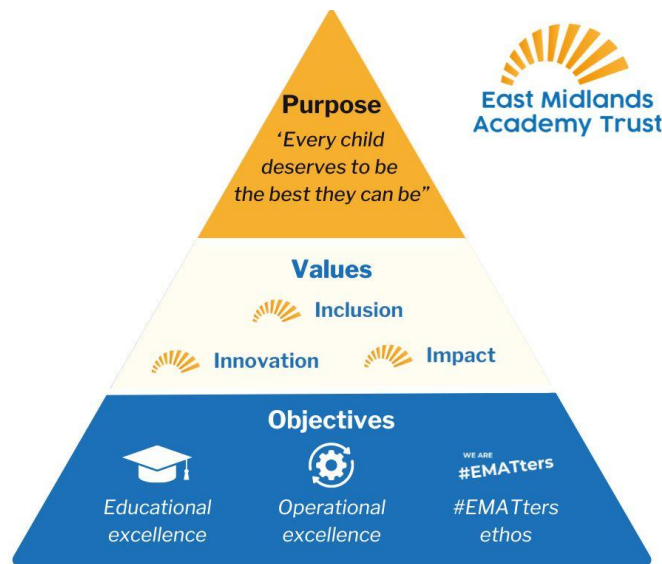
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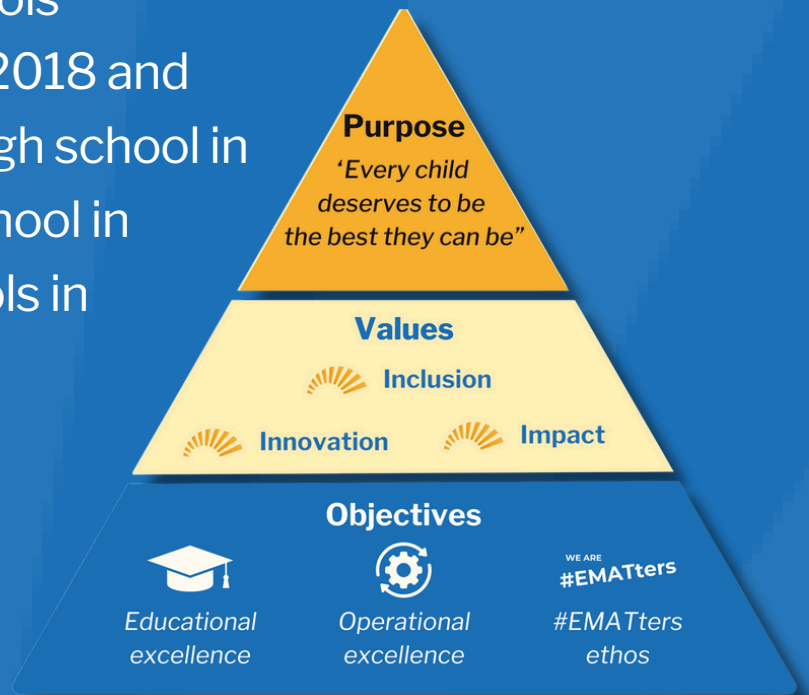
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