



**Ark Acton
Academy**

Pastoral behaviour support

Recruitment Pack

January 2025

Dear Applicant,

Are you passionate about your career? Do you want the development and support to be excel in your role? Are you driven to work with disadvantaged communities?

Ark Acton is a good school, and we are on a mission to make it a great school. From a strong sapling to a mighty oak. Be part of our growth.

We are heavily committed to staff welfare and development, and this includes:

- free use of our leisure centre
- access to the school counsellor

We have high expectations for our pupils – and our staff – but we know that by working as a team and committing to our mission we can shape the future.

We look forward to seeing you at interview

Sarah Donachy

Principal



Pastoral Behaviour Support (non-Teaching)
January 2025
Ark Acton Academy

Job Description: Pastoral Behaviour Support

Job Title: Pastoral Behaviour Support

Start date: As Soon As Possible

Salary: Support scale grade 8, points 19-29: £35,742 - £41,717

Working Pattern: Monday -Friday, 40 hours pw: Term-time only plus two weeks

Disclosure level: Enhanced

Closing date: Applications will be considered on a rolling basis

Interview date: TBC

The Role

We believe that clear and well taught routines and expectations allow us to run an efficient and healthy school.

The successful candidate will lead our reflection room – a key tool in enabling pupils to commit to our values and behave well in school.

Key Responsibilities

- Ensuring the room is calm and quiet, and that students are focused on their work.
- Setting up and embedding core practices that enable genuine reflection, accountability and growth.
- Tracking, monitoring and sharing reflection room data so that we can support pupils effectively.
- Working with the pastoral team to identify pupils who need specific intervention; playing a role in delivering that intervention.
- Carrying out other duties required as determined by the Principal.
- Provide class cover for the teacher
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Assist pupils' achievement outside of the classroom, e.g. computer lab, library

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Person Specification: Pastoral Behaviour Support

Qualifications

- Right to work in UK
- Good literacy and numeracy
- GCSE math's and English at grade C or above or equivalent

Knowledge, Skills, and Experience

- Experience of establishing successful learning relationships with a variety of children at the relevant age
- Experience and/or understanding of the role of pastoral behaviour support
- Relentless drive to do whatever it takes to ensure all pupils succeed.
- Embody our core values – integrity, courage, community, and mastery – in all aspects of work and conduct.
- The belief that with the right environment all our pupils can excel at university, or in a meaningful alternative.
- The courage and conviction to make a difference.
- The ability to listen and communicate effectively.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
- The ability to influence and motivate others.
- Develop and communicate a shared vision.
- Model desired behaviour and values.
- Empower, support and coach others.
- Hold others to account for high standards of performance.
- Understand and resolve conflict.
- Identify, analyse, and resolve problems and issues.

- Evaluate results and identify necessary actions.
- Make fact-based decisions.

Personal Characteristics

- Sustain energy, optimism, and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.
- Awareness of own strengths and limits.
- Commitment to ongoing improvement and learning.
- A passion for own role and that of others.
- Focus on achieving challenging goals and results.
- Resourcefulness and flexibility in delivering outcomes.
- Effective team worker.
- Demonstrates resilience, motivation, and commitment to driving up standards of achievement.
- Acts as a role model to staff and students.
- Vision aligned with Ark Acton's high aspirations, high expectations of self and others.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training.

This post is subject to an enhanced DBS check.

View more information on our Curriculum [here](#).

For Further information on the school please visit the school site at <https://arkacton.org>

View our Safeguarding information and policy [here](#)

View more information on the benefits of working for Ark [here](#).

For a sneak peak into school life at Ark Acton Academy [click here](#)

I look forward to receiving your application and welcoming you to our Academy.

For further information, a confidential discussion or any technical queries please contact hr@arkacton.org

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark's diversity and inclusion statement, please click [this link](#).