

Oasis

Academy  
Don Valley



# Oasis Academy Don Valley Pastoral Manager - Secondary



## Exceptional Education at the Heart of the Community

Dear Applicant,

Thank you for your interest in applying for the post of Secondary Pastoral Manager here at Oasis Academy Don Valley. I hope you find the information provided helpful, and warmly welcome any further questions throughout your application process.

It is an exciting time to be joining Oasis Academy Don Valley as we expand our team to meet the need of our growing Academy.

In this pack, you will find information on both Oasis Academy Don Valley and Oasis Community Learning as a multi-academy trust. I have also included a job description outlining expectations and duties for the role along with a person specification you can use to match your experience and suitability against.

Visits to the Academy are strongly encouraged as you will be able to meet with Senior Leaders from Oasis Academy Don Valley and get a feel for the academy and all we stand for. Please do get in touch with the Academy on 0114 2200 400 if you would like more information.

If you wish to apply for the position with us, please complete all sections of the Application Form, which can be found on our website [www.oclcareers.org](http://www.oclcareers.org) including the Equal Opportunities form.

Following the closing date, shortlisting will take place and applicants will be contacted. If you are invited to interview, we will provide further details nearer the time.

Thank you again for your interest in joining the Oasis family, and we hope to hear from you soon.

Yours sincerely,

James Pape  
Principal, Oasis Academy Don Valley

Oasis Academy Don Valley  
Leeds Road, Sheffield  
S9 3TY  
T: 0114 2200 400  
E: [recruitment@oasisdonvalley.org](mailto:recruitment@oasisdonvalley.org)

## Oasis Community Learning

Thank you for your interest in joining the Oasis Community Learning (OCL) family. We are looking for talented teachers who share in our vision and values, to join our team.

It is our vision that every young person in our academies reaches their potential, no matter what their starting point and leaves us with an aspirational, fulfilled and prosperous future ahead of them. We are at an exciting time for our organisation. In 2020 we introduced the OCL One Plan, uniting all areas of our organisation to achieve our mission by providing clear direction for the next five years, and a new entitlement for every child.

One of these entitlements is access to online learning wherever you are; each student in Oasis will receive an iPad to use at school or at home. Together, we will provide our young people with the opportunities that they deserve to realise their potential.

Our people are our most important resource and our catalyst for change. Are you the one to help us do this?

We hope that you find everything you need in this brochure, and welcome you to get in touch with the academy you are applying for with any questions you may have.

John Murphy  
CEO, Oasis Community Learning



Oasis Community Learning is one of the largest trusts in the UK and has a vision to create 'exceptional education at the heart of community.' We are a family of 52 academies: 31 primary, 18 secondary and 3 all through.

We specialise in working in socially deprived communities, and we have intentionally positioned our education services within some of the most challenging and disadvantaged communities in the country. Over 80% of our academies are now rated as Good or Outstanding. In keeping with our vision of community, each academy offers a wide range of integrated and holistic provision to both our students and the local community through its Hub strategy.



## About Oasis Community Learning

## What we offer our staff

When you join Oasis Community Learning, you become part of something special. You become part of an organisation dedicated to transforming lives and communities. But we want to ensure that our staff are cared for and happy in their work place too, feeling challenged and valued. We therefore offer the following benefits:

### **Become a part of something bigger**

The Oasis Services enable our teachers and school leaders to deliver exception education in our communities. Providing wide reaching and varied support services to our academies (Compliance, Communications, Finance, Governance, IT, People Directorate, Project Management, and Property and Estates) means that whatever your specialism, we will have an opportunity for you to be part of a wide web of professionals.

Whatever your role, wherever you are based, as a member of the Oasis family you are a role model for our young people. You are a person of character and competence, committed to being your best so that our students might aspire to become their best too. There is even opportunities within local Hubs to contribute and volunteer within our communities.

### **Clear career progression opportunities**

As a large multi-academy trust, we are able to provide career progression opportunities, whichever function or service you are a part of, from entry-level to Director.

You will be provided with opportunities for training and development, including Oasis's bespoke leadership development course.

### **Additional Benefits**

Please see below the following list of the additional benefits you can have as part of the Oasis support staff.

### **A Competitive Salary**

We offer competitive salaries across our support staff services.

### **Flexible Working**

We offer flexible working to our employees, to help them balance their work and home life.

### **Defined Benefit Pension Scheme(s)**

All employees have the opportunity to be part of the Local Government Average Salary (LGPS) Pension Scheme.

- It is a Defined Benefit Scheme Benefits build up at a set rate of LGPS 1/49 (e.g. £20k salary/year/49 = £408.16 pension)
- Life cover - you get life cover of 3x pensionable pay
- Lower tax
- Survivor benefits and
- Ill health cover

### **Generous Holiday Allowance**

When you join Oasis you receive 25 days annual leave in the first instance, plus bank holidays. This then rises to 30 days after 2 years of service, plus bank holidays.

### **Expenses and Travel Costs**

We remunerate our staff for incurred expenses and travel costs when asked to work outside of the normal school environment. This is in line with our Staff Expense Policy.

### **Free Counselling Service**

As an employee of Oasis you will have access to a free confidential counselling service

### **Free Eye Tests**

Staff at Oasis are entitled to eye-care vouchers, with a free eye test and money off standard glasses should there be a need.

## Our curriculum

In line with the Oasis Education Charter, the curriculum is the heart of our academy's educational provision. Through this and our commitment to an exceptional climate for learning and great pedagogy, we make learning the foundation of every lesson. We have designed our curriculum to meet the needs of all, striving for personal as well as academic and vocational excellence.

We know that the development of character does not happen by chance but by purpose and intention: it is therefore an explicit part of our curriculum. We work hard at preparing our students to be the best version of themselves, today and in their futures.

Our curriculum is highly effective. In order to ensure that all our students receive the best, broad and exciting lessons and to make teachers' workload manageable, we have designed the Oasis Curriculum for all secondary subject areas. Led by our National Curriculum Leads, by the end of the academic year 2019-2020 we plan to have this extended into the primary phase, so that children from age 2 to 18 have the very best possible curriculum entitlement.

## The Oasis ethos

Our ethos is a part of everything we do. We are looking for people who not only share in our vision but are champions of our ethos and 9 Habits.

## Our ethos is:

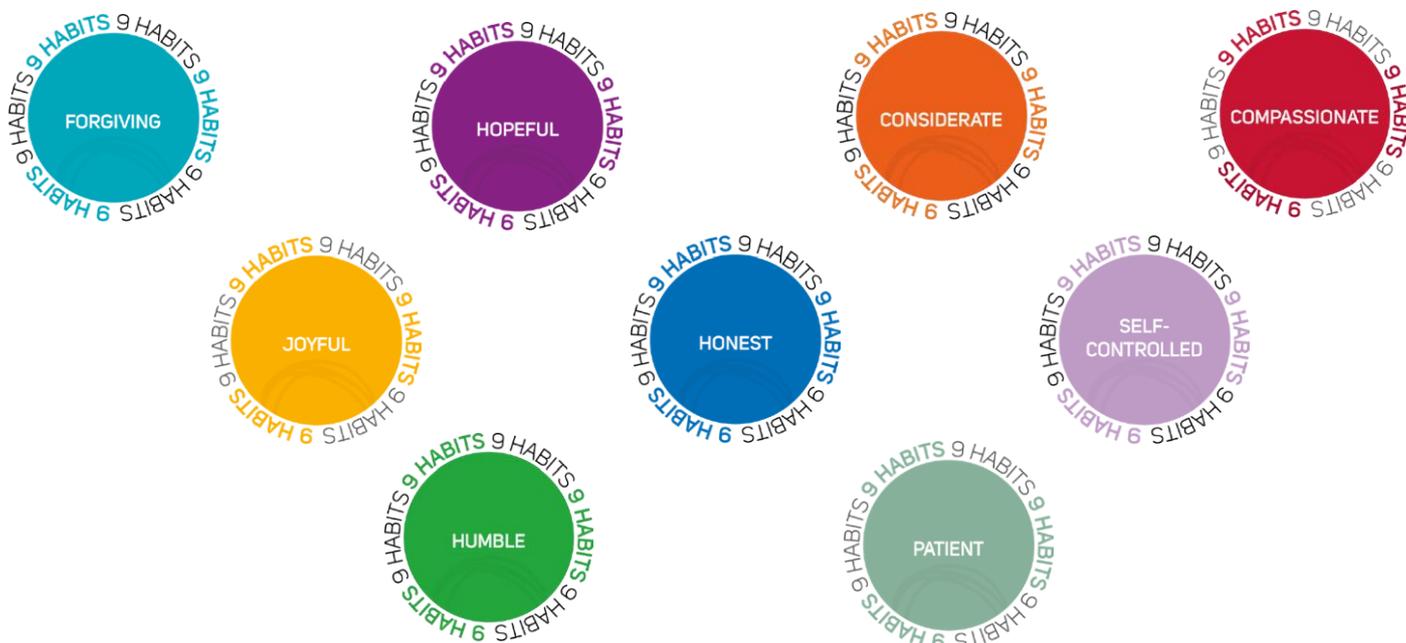
- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

## Putting the community into Oasis

### Community Learning: Oasis Hubs

Developing and running Hubs is core to the global purpose of Oasis and vision for healthy communities. To this end, our staff are committed to working in an inclusive, integrated and empowering way so that all people experience wholeness and wellbeing. We want to see local communities that are characterised by trust, safety, cohesion, mutual support, vibrancy, health and opportunity, as well as increasing capacity to address their own issues. We want to see those who are excluded brought back into the community to share the experience of wholeness and wellbeing.

Each Oasis academy is part of an Oasis Hub that responds to the needs of the local community through many different forms of outreach. Our united goal is to see the entire community transformed for the better.



## About Oasis Academy Don Valley

At our Academy our mission is simple, to provide all children with an exceptional education which is at the heart of our community. Within the Academy, we celebrate diversity and relentlessly focus on the attainment of all of our students.

We achieve this by having high expectations of behaviour, through focused routines, an unwavering focus on outcomes and by offering the very best teaching and support. At Oasis Academy Don Valley students learn, behave and are well mannered.

Our Academy is values driven and from the moment children join our academy family we expect them to live our values. In our academic culture children are focused on working hard and endeavour to do well, striving to be the very best version of themselves.

The Academy has gone from strength to strength since opening in September 2015 and we believe we are developing a strong reputation across our community. We are especially proud that this year we were the first choice Academy for 97% of our families.

The relationships we have with our parents and wider community are extremely important to us because it is only by working together that our children can achieve their social, emotional and academic potential. That is why keeping children safe and challenging them to rise to our high expectations is our main priority.

Our Academy mission is to:

***‘Provide an exception education at the heart of the community, which provides our students with the character and capacity to have a successful future***

Oasis Academy Don Valley wants to be an integral part of our community as we recognise takes the whole community to create an exception Academy.



At Oasis Academy Don Valley, we are creating a thriving Academy that is at the heart of our community, committed to developing successful learners for the future, through delivering outstanding outcomes for all. Through this we will ensure that our learners' leave us prepared to have a successful future. We will aim to create an exciting, secure and happy environment, which provides opportunities for nurturing personal growth and fostering the development of enquiring minds.

Our Academy is a happy and vibrant place where expectations are high, everyone is valued and encouraged to be their very best. Our staff are passionate about achieving the very best for every child and we are committed to becoming an outstanding academy with inspirational teaching and learning an expectation.

Children, their families and our community play a large part as we celebrate each moment of our journey, so together we can feel proud of all that we achieve.

## Our Values

- **Pride**
  - We endeavour to be proud of what we achieve
- **Respect**
  - We respect our similarities and our differences
- **Enthusiasm**
  - We approach everything we do with enthusiasm
- **Courage**
  - We approach every new opportunity with courage
- **Hope**
  - We maintain a deep sense of hope that the future can be transformed

## Our Beliefs

- **Every Child**
  - All children can be successful, regardless of their background
- **No Excuses**
  - Adults – Teachers and other Academy staff, parents and carers are responsible for ensuring children achieve their potential
- **High Expectations**
  - Children, Staff, Schools and Communities will live up to the expectations placed upon them
- **Lead Learning**
  - The most important things that happen in a school happen in classrooms
- **No Islands**
  - When great Schools, Staff and Children work together, anything is possible



# Job Description – Pastoral Manager, Secondary

<b>POST:</b>	Pastoral Manager
<b>RESPONSIBLE TO:</b>	The Principal, under the day-to-day management and leadership of the Assistant Principal, Director of Inclusion.
<b>RESPONSIBLE FOR:</b>	N/A
<b>GRADE:</b>	SCP 17-23, £26,845.00 - £30,151.00 actual £24,823.00 - £27,878.00
<b>KEY RELATIONSHIPS:</b>	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
<b>LOCATION:</b>	Oasis Academy: Don Valley
<b>WORKING PATTERN:</b>	37 hours per week, 41 weeks per year plus 5 training days.
<b>DISCLOSURE LEVEL:</b>	Enhanced

## **JOB PURPOSE:**

To manage and lead the pastoral development of a year group and manage the implementation of all necessary processes for the relevant 'key stage' of the curriculum. Provide a complementary service to Academy teachers and support staff particularly in implementing behavioural objectives and addressing the needs of students who need help to overcome barriers to learning both inside and outside the Academy in order to achieve their full potential. To lead the pastoral development of an identified group, managing the implementation of all necessary systems, process and routines.

## **Attendance and Punctuality**

- Day to day responsibility for the attendance and punctuality of the year group.
- Ensure that all Academy procedures relating to attendance and punctuality are followed.
- Communicate attendance and punctuality concerns to parents and carers working with them to ensure improvement.
- Communicate attendance concerns to the tutor, parent liaison officer and Assistant Principal, Director of Inclusion.
- Liaise with and organise support as required with external agencies and partners.
- Ensure appropriate arrangements are made for students who are unwell or who have accidents during the Academy year e.g. appropriate work sent home.
- Enabling students to overcome obstacles and barriers to learning both inside and outside of the Academy in order to achieve their full potential.

## **Behaviour and Rewards**

- Day to day responsibility for the behaviour and rewards of the year group including, implementing lesson checks, managing behaviour escalations, reporting mechanisms, detentions and exclusion processes and paperwork.
- Each week ensure all behaviour and rewards statistics are recorded, analysed and actions are taken to reach individual and group targets.
- To promote positive behaviour throughout the Academy through supporting the development of an outstanding climate for learning.
- Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns.

- Communicate behaviour concerns to the teachers and Assistant Principal.
- Present information to internal Inclusion Panel where additional support is required, seeking to work in partnership with colleagues offering additional needs support.
- Providing individual and group support for students – to develop self-confidence, self-esteem and anger management to promote positive attitudes to learning.
- Liaise with and organise support as required with external agencies and partners.
- Collate and record work for students who are excluded or withdrawn from the Academy community through isolation or part time timetables.

### **Uniform and Equipment**

- Responsible for upholding the Academy's standards and expectations in relation to the uniform and equipment of students in the year group including liaising with parents as appropriate.
- Support teachers and the Assistant Principal in regularly monitoring student planners and equipment.

### **Communication**

- Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard or bespoke letters.
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff.
- Assist with the preparation of student attendance / behaviour reports and liaise with admin/clerical team in the production of all student assessment data and standard/general letters home.
- Provide effective liaison with relevant outside agencies.

### **Academy – General**

- Carry out student supervision duties immediately before and after the Academy day, and at break and lunchtimes where necessary.
- Participate in Pastoral Team meetings and other meetings relevant to the year group.
- Participate in annual reviews of performance providing clear evidence of impact.
- Participate in training as appropriate.
- Undertake cover relevant to the role for absent staff (i.e. pastoral staff/peer group) and invigilate examinations if required.
- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Lead and manage all pastoral matters for safeguarding and child protection for your designated year group. Complete referrals, plan, organise and chair meetings relevant to the role (e.g. pastoral meetings, meetings with parents, CAMS), as required.
- Working with Assistant Principal assist in extracurricular and enrichment activities, e.g. competitions, rewards and trips.
- Support Academic Review days and Parents' Evenings and assist with other Academy events.
- Take responsibility for a specified task across the year groups within area of role as agreed with the Principal.
- There is no supervisory responsibility but the post holder will be expected to assist in work familiarisation of peers and new recruits
- To support in the coordination of the Academy's extra-curricular provision to ensure children are engaged positively in these activities.
- Support the induction of new arrivals to the Academy and mid-year allocations.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

# Person Specification – Secondary Pastoral Manager

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment, which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Appropriate academic qualifications to at least GCSE standard</li> </ul>	<ul style="list-style-type: none"> <li>Post 16 educational qualifications</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English.</li> <li>Evidence of a commitment to own professional development</li> <li>Seeking to develop a career working with children and families in an educational context</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful experience of working with children and families</li> <li>Experience of using behavior management strategies with children</li> <li>Experience of working effectively within a team and managing others</li> <li>Experience of delivering outcomes</li> <li>Experience of working with numerical and statistical data</li> </ul>	<ul style="list-style-type: none"> <li>Successful experience of working with children and families from a variety of different backgrounds.</li> <li>Experience of working in a highly confidential environment</li> <li>Evidence of independent work</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Familiarity with word processing and spreadsheet software (or ability to respond to training)</li> <li>The ability to converse at ease with parents/children and members of the public, and provide advice in accurate spoken English.</li> <li>Understanding of Safeguarding requirements within a school setting</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of how schools operate</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>High levels of literacy, numeracy and ICT</li> <li>Good attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Proficient use of email and the internet</li> </ul>

	<ul style="list-style-type: none"> <li>● High levels of tact, diplomacy, discretion and ability to respect confidentiality</li> <li>● Calm and adaptable with an ability to work in a flexible and busy environment</li> <li>● Excellent organisational and prioritisation skills</li> <li>● Good time management skills</li> <li>● Excellent interpersonal skills</li> <li>● Ability to carry out routine and clerical tasks</li> <li>● High expectations of behavior</li> <li>● Able to challenge without confrontation</li> <li>● Must hold a clean driving license and have access to own transport</li> </ul>	
<b>Commitments</b>	<ul style="list-style-type: none"> <li>● A belief that all children can be successful with appropriate support to challenge barriers to learning</li> <li>● Inclusive and comprehensive education</li> <li>● Raising standards and life-long learning</li> <li>● Able to demonstrate a commitment to the behaviors and values that flow from the Oasis ethos</li> <li>● Commitment to safeguarding and promoting the welfare of children</li> <li>● Promotion of extra-curricular activities/educational visits/out-of-school learning</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Passion for improving outcomes for children</li> <li>● Capacity for hard work</li> <li>● Enthusiastic, reliable and flexible</li> <li>● Relentlessly positive</li> <li>● Ability to work under pressure and determination to succeed</li> <li>● Ambitious for further promotion</li> <li>● Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>● Motivation to work with children and families</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>● Emotional resilience in working in challenging situations</li> <li>● Able to demonstrate diplomacy, credibility and stature</li> </ul>	

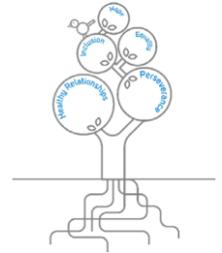
# The Oasis Education Charter

The Oasis Education Charter is who we are, how we are distinctive and the entitlement we provide for our children and their communities.

## Oasis **Ethos**

Our ethos is rooted in what we believe and who we are.

- We have a passion to include everyone.
- We have a desire to treat everyone equally, respecting differences.
- We have a commitment to healthy and open relationships.
- We have a deep sense of hope that things can change and be transformed.
- We persevere and keep going for the long haul.



## Oasis **Learning**

The purpose of education is to understand what it means to be human - living intentionally and asking two key questions: Who am I? Who am I becoming?

- The foundation of our students' learning is made up of five integrated objectives.
- We develop competence, striving for excellence in skills, knowledge and qualifications.
- We foster character and self-belief and encourage our students and staff to become the best versions of themselves through the 9 Habits.
- We embrace community, advocating the value of living interdependently with others.
- We equip our students and staff to be engaged local and global citizens who strive for a better society
- We nurture and empower a life-long passion for learning in all the people we serve.



## Oasis **People**

As an interdependent family, we enjoy exceptional strength and opportunity.

- We believe that good relationships are at the heart of everything we do.
- We support and encourage each other in championing the Oasis ethos.
- We work, learn and develop together so that students and staff can share and benefit from everyone's best practice.



## Oasis **Purpose**

We work in partnership with our communities to transform lives, where everyone is included, can contribute and is able to reach their God-given potential. We deliver this through an Oasis Hub our model of integrated community development.

- We deliver education in the context of our Hubs.
- We create a culture of excellence for all.



## Oasis **Inclusion**

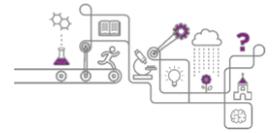
Our vision is driven through a passion and commitment to include everyone.

- We believe all our children and young people are precious; we prioritise social inclusion and integration in all we do.
- We model and set high aspirations and expectations for every child and young person and member of staff.
- We provide opportunities and experiences for all of our students, as well as their wider families, giving advantage to the disadvantaged.



## Oasis **Curriculum**

The curriculum is the heart of Oasis's educational provision.



- We make great learning the foundation of every lesson.
- We design our curriculum to meet the needs of all.
- We strive for personal as well as academic and vocational excellence, achieving outcomes that drive social mobility, and give everyone freedom of choice through their lives

A number of reference documents support the Oasis Education Charter, and are available on [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)