



**THE AVON VALLEY SCHOOL
& PERFORMING ARTS COLLEGE**





THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

 01788 542355  admin@avonvalleyschool.uk  avonvalleyschool.uk
 @AvonValleySch  AvonValleySchool



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

STUDENT WELFARE LEADER

Job Start:

Salary: Band I SCP 17-20 (Actual Salary: £25,321 - £27,664)

Contract Type: Full Time - 37 Hours per week (39 weeks - TTO plus teacher training days)

Contract Term: Permanent

The Avon Valley School is seeking to appoint a committed and enthusiastic Student Welfare Leader who will motivate and encourage our students to realise their full potential. Our Student Welfare Leaders are a key part of our pastoral support team. The successful candidate will work closely with the Achievement Leader in one of the school's four Houses, supporting students on a day-to-day basis. Under the direction of senior staff, you will work with students to overcome barriers to learning, and assist them with reaching their potential. You will be a contact for everyday student issues, including being the first point of contact for parents.

You will benefit from an environment that provides a progressive and supportive context for change, where your own ideas are highly valued. We aim to appoint a candidate who will contribute and thrive in our vibrant community.

Closing date: 20th October 2023

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews to be held: Soon after the closing date

For further information, the application form and job description, please visit our website, email: recruitment@avonvalleyschool.uk or telephone: 01788 542355. Please note we do not accept CVs without an application form. Please note we do not provide working visas. Please send completed application forms to: recruitment@avonvalleyschool.uk

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

 01788 542355  admin@avonvalleyschool.uk  avonvalleyschool.uk
 @AvonValleySch  AvonValleySchool



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

Job Description Job Title: Student Welfare Leader

Accountable to:	Assistant Headteacher – Safeguarding and Behaviour	Line Managing:	N/A
Post type:	37 hours per week Term time only plus teacher training days	Salary/Grade:	Salary: Scale I 17-20
Liaising with:	Headteacher, Achievement Leaders, Governors, SLT, all staff, parents		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Job purpose:

- At the core of this role is the provision of high quality pastoral work with the students in the allocated House. This includes providing first line support to students on pastoral issues; providing attendance, behavioural and educational support to students and providing a strategic link between the School and other agencies and parents/carers.

Duties & Responsibilities

- To provide support and advice regarding pastoral issues to the students in the House.
- To monitor and take appropriate action in relation to the behaviour and progress of these students.
- To communicate and liaise with parents, careers and outside agencies in a proactive manner.
- To meet with the Assistant Headteacher and Achievement Leader on a regular basis to discuss the progress of students and issues around their welfare.
- To work collaboratively with the House Achievement Leader, including meeting regularly to discuss students' achievement and welfare.
- To support teachers in the application of the school's behaviour policy.
- To take appropriate action and provide support/advice/guidance to students for whom there is a developing pattern of poor behaviour.
- To assist in the re-integration of new students and students who have been absent.
- To liaise with parents/carers and if necessary, make home visits.
- To collate and present relevant information to the Governors' Behaviour Panels.
- To represent the school in Social Service and Early Help Meetings.
- To prepare and deliver House assemblies.

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

☎ 01788 542355 ✉ admin@avonvalleyschool.uk 🌐 avonvalleyschool.uk
✂ @AvonValleySch 📘 AvonValleySchool



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

- To develop and prepare pastoral support programmes and 1:1 mentoring arrangements.
- To challenge and motivate students, promoting and reinforcing self-esteem.
- To set high standards through the example of own presentation, personal and professional conduct.
- To act as an ambassador for the school at public events, including Transition Evening, Parents Evening and Open Evening.
- To communicate a positive image of the School.
- To have a high profile around school and to ensure high standards of behaviour by modeling good practice for other colleagues.
- To liaise with the SENCO in relation to providing early intervention.
- To monitor rewards and sanctions within the House.

Quality Assurance:

- To monitor behaviour within the House and implement strategies for improvement.
- To undertake further investigations into behaviour incidents as appropriate.
- To encourage high levels of attendance and punctuality.
- To set attendance targets for students.
- To monitor and take action to reduce internal truancy.
- To investigate patterns of attendance of individual students and take appropriate action to support them in improving their attendance.
- To attend Attendance and Behaviour Panels.
- To implement the school's reward system within the House.
- To liaise with the colleague in charge of the IIU to ensure that students excluded from the normal timetable have opportunities for reflection.

Management:

- To contribute significantly to the implementation of School policies and practice. To promote collective responsibility for their implementation, with particular emphasis on ensuring Health and Safety.

Administration:

- To ensure that appropriate documentation is kept regarding student welfare issues in an accurate and confidential manner.
- To update and maintain student records (detailing interventions/outcomes etc.).

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

☎ 01788 542355 ✉ admin@avonvalleyschool.uk 🌐 avonvalleyschool.uk
✂ @AvonValleySch 📘 AvonValleySchool



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments.
- Undertake any necessary professional development as identified.
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice.

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies.
- Undertake any other duties as reasonably required by the Headteacher.

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

☎ 01788 542355 ✉ admin@avonvalleyschool.uk 🌐 avonvalleyschool.uk
📧 @AvonValleySch 📘 AvonValleySchool



Person Specification

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> • 5 A*-C grades at GCSE including at least C grade in English and Mathematics; • Relevant qualification or comparable professional experience to post e.g. Social Work, Counselling etc. 	<ul style="list-style-type: none"> • Further formal professional development 	Application form
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to communicate and exchange information, verbally and in writing, with a range of audiences. • Ability to undertake routine work or work within established procedures but without close supervision. Ability to solve straightforward problems. Able to make some decisions involving the use of judgement. • Able to maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school. • Good organisational skills • To have personal impact and presence; • To be able to establish and develop good relationships with all involved in the School • To have extensive experience of developing relevant interventions to support young people and families • To have knowledge of relevant referral systems (Early Help, Children’s Services, Frontdoor, etc.) with external agencies; • To have experience of working with families and external agencies to support young people • To be caring, compassionate and empathetic towards young people; • To have a positive and motivated approach to work 	<ul style="list-style-type: none"> • Previous employment within a pastoral role 	Letter, references & selection process

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

Personal qualities and skills	<ul style="list-style-type: none"> • To be approachable. • To be resilient and calm under pressure. • Enthusiastic, sensitive, flexible and hard working with a sense of humour and ability to remain calm • Good knowledge of the school, its organisation, activities and policies • High level skills of communication, time management and prioritisation • Excellent interpersonal skills and organisational skills • Ability to support and challenge • Ability to inspire, motivate and influence others • Be able to stay calm and (on occasion) deal with difficult or aggressive visitors. 	<ul style="list-style-type: none"> • Ability to ask for help if required • Concern for the welfare of the school community 	Letter, references & selection process
Special Requirements	<ul style="list-style-type: none"> • Excellent punctuality and attendance record • An understanding and willingness to be involved in school enrichment activities 		References & selection process

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

 01788 542355
  admin@avonvalleyschool.uk
 avonvalleyschool.uk
 @AvonValleySch
  AvonValleySchool