



Da Vinci Academy

A L.E.A.D. Academy

# Candidate Information Pack

**Assistant Achievement Leader  
(pastoral), fixed term, maternity cover  
Da Vinci Academy**





## Welcome from the Headteacher

I am incredibly proud to be the Headteacher at Da Vinci Academy, working with dedicated staff, students, parents, and the wider community to create a supportive and ambitious learning environment.

As part of L.E.A.D. Academy Trust, we are committed to delivering the highest standards of education, ensuring every student reaches their full potential. Our academy fosters a culture of high expectations, respect, and success, where students are encouraged to work hard, aim high, and contribute positively to school life.

If you are looking to join a school that is ambitious for both its students and staff, we would love to hear from you.



**Jayne Scattergood, Headteacher**

## About Da Vinci Academy

At Da Vinci Academy we passionately believe that outstanding education is every child's right and we aim to provide the same breadth and depth of provision as the best schools in the country.

Our journey towards excellence is driven by persistent effort, hard work and patience. We strive for inclusive education with high expectations, excellent behaviour, equal access to a rigorous curriculum and enrichment opportunities to enable all pupils to excel.

We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential.



# Benefits of being part of the Trust



## Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

# Job Description



## Assistant Achievement Leader (pastoral role) fixed term contract, maternity cover

Location:	Da Vinci Academy, Derby, DE21 4ET		
Salary:	NJC 17-22 payscale (Pro Rata 37 hours pw 40 weeks pa) - actual salary £26,624-£28,921		
Closing date:	12 May, 2025 at 9.00 am		
Interview date:	as soon as possible		
Start date:	1 September 2025	End date:	24th July 2026

## Job Description – Assistant Achievement Leader (pastoral role), Fixed Term Contract - Maternity Cover

### JOB PURPOSE

- Working as part of a team and in partnership with the Achievement Team and the Senior Leadership Team, the candidate will:
  - Contribute to the realisation of the school vision of being a centre of excellence
  - Be committed to providing the best learning experience for all of the children at the academy so that all children/students have the best possible start and educational journey
- To be responsible for promoting and safeguarding the welfare of children and young people within the academy.

### Duties and Responsibilities:

#### Managing Policy and Practice

- To monitor the progress of students in relation to their behaviour, attitudes to learning and progress
- To assist with the establishment and maintenance of relevant policies within the school and to provide care, support, guidance and direction to pupils
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person in accordance with policy
- To maintain good and consistent Teaching and Learning policy procedures and monitor and encourage rewarding of positive behaviour and achievement
- To manage student behaviour using the relevant academy policies and procedures, with support of SLT and all teaching staff
- To positively promote the aims, values and ethos of the school
- To lead and support form tutors
- Implement whole school Behaviour Management and intervention procedures to ensure a positive learning environment for all



# Job Description



## Support, Guidance, Monitoring and Reporting

- To be the first point of contact on pastoral matters including incidents and concerns
- To support form tutors in developing their contact with parents
- Invite parents in for meetings to discuss issues around behaviour and attendance
- To support, guide, monitor and report on all students
- To liaise with student support staff and subject teachers over any issues regarding behaviour, attendance, punctuality and rewards
- To analyse data to identify patterns of behaviour and to identify hot spots
- To maintain records of parental contact both positive and negative
- To support the completion of AGB reports to strict deadlines
- To arrange, attend and on occasions, lead meetings to discuss our most vulnerable students and high level behaviour concerns
- To attend meetings to discuss our most challenging students and discuss and implement strategies for their improvement
- To attend, run/participate in assemblies and meetings
- Set up 'buddies', mentoring and support for those students who give cause for concern
- Work with subject areas in collating student information prior to meetings i.e. generating 'round robins'
- Hold tutors to account for their role, monitoring weekly tutor time routines and use of tutor reports
- To train as a first aider and provide basic support

## Support for Pupils

- To be proactive in the implementation of the anti-bullying and behaviour policy
- Overseeing the pastoral welfare and discipline of all students in each cohort alongside the Achievement Leader
- To have general responsibility for students, undertaking day to day pastoral care and acquire detailed knowledge of the individuals
- Attend to students' personal needs and provide advice to assist in their social, health and Hygiene development
- Be available to counsel and support individuals and groups of students
- To act as a link person between home and school
- To maintain effective records of intervention and impact on student progress
- Promote an effective rewards system for students within each cohort
- Ensure that student opinions expressed through School Councils and Student Questionnaires are valued and responded to positively
- Develop and maintain an appreciation and pride amongst the year group and generate a culture of achievement and success
- Be responsible for the promoting of a sense of identity/belonging and community in order to fulfil our core values which includes celebrating success at all levels
- Provide an enrichment of school life by encouraging staff/students to participate in a variety of enrichment activities related to learning and development
- Liaise with the DSL in all aspects of Child Protection and Sensitive issues
- Liaise with SEN / Inclusion to ensure SEND students are tracked, supported and provided with interventions where required

# Job Description



## Support for the School

- To promote positive behaviour using data during tutor time and to monitor its use during Tutor time
- To challenge and attempt to modify inappropriate behaviour
- To contact via phone parents on the same day about behaviour issues that have occurred throughout the school day
- To work with subject teachers to develop and implement effective use of department reports
- To act as gatekeeper for behavioural issues, signposting which staff are best placed to take particular action
- To ensure that the school rewards systems are implemented effectively within their tutor group
- To use daily reports for students in accordance with behaviour policies
- To produce pastoral support plans for key students
- To refer to and update pastoral support plans, taking into account information from a variety of staff
- To be a positive role model at all times
- To refer students of concern to appropriate members of staff
- To attend, co-ordinate and evaluate Parents' Evenings and other consultation events
- Induct and support new admissions (with the support of senior staff and admin staff)
- To collate and process information for tracking behaviour and attendance of pupils;
- Share responsibility for the establishment of Tutor Groups and liaise with Achievement Lead with regard to the formation of Teaching Groups
- Support the Achievement Lead to manage, monitor and coach the work of tutors
- To support form tutors in their daily check of dress code and equipment and deal with persistent offenders appropriately
- To visit Tutor Groups on a daily to check that students have the correct equipment and take action where necessary
- To attend a range of Pastoral Events - These may form your additional hours. You may be required to work some evenings.
- To encourage and support participation in clubs and inter-form extra-curricular activities
- To provide an 'On call' service on a timetabled basis
- To supervise students in and around the school at the beginning and end of the school day, break times and lunchtimes
- To liaise with outside agencies, as appropriate
- To liaise with support staff e.g. SENCO as required
- To supervise students on visits, trips and out of school activities as required
- Monitoring the attendance patterns of individual students and tutor groups and taking the necessary action in order to improve the attendance statistics for the year group, alongside the Achievement Leader
- Ensure that accurate and easily accessible records are kept on each student and that these records are disseminated properly
- To assist with the supervision of students entering internal/external examinations
- Positively promote the school with students and parents in our Primary Partner schools and as part of our transition activities
- Co - leading a team of tutors in ensuring that each cohort develops a positive ethos which reflects the school's vision statement
- Lead and manage the team of tutors to high standards of performance, including challenging aspects of underperformance in line with the school's performance improvement and disciplinary procedures
- Establish clear expectations and constructive working relationships among all staff, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice and developing an acceptance of accountability
- Support the SLT in carrying out their vision for the school

# Job Description



## Personal Development

- Through Performance Management identify personal development needs;
- Participate in training and other learning activities as required.

## General

- To train and undertake first aid duties
- To carry out unstructured time supervision duties as part of the staff duty team
- To undertake other duties and responsibilities, as required, commensurate with the grade of the post
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding

## Influencing and Managing Relationships

- Head Teacher
- Outside Agencies
- Parents and carers
- Senior Leadership Team
- Staff e.g. SENCO
- DSL

## Other Academy Specific Responsibilities

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• This role is subject to an enhanced DBS</li><li>• At least L2 in English and Maths</li><li>• Willingness to undergo further relevant training</li></ul>	<ul style="list-style-type: none"><li>• L3+ qualifications</li><li>• Recent training linked to working with young people</li><li>• A qualification relating to supervising and/or directing pupil/ young people activities.</li><li>• First Aid Qualification.</li><li>• Full UK driving licence.</li></ul>

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• Ability to lead and manage projects successfully under pressure and to strict timescales</li><li>• Ability to express oneself effectively verbally and in writing to adults, children and young people</li><li>• Ability to analyse data and information in order to produce reports etc.</li><li>• The ability to constructively and positively resolve conflict</li><li>• The ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers</li><li>• Counselling skills</li><li>• Ability to engage constructively with, and relate to, a wide range of young people with different social and cultural backgrounds</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of specific emotional, behavioural and physical needs with ability to motivate and re-engage disaffected students.</li><li>• Independent thinking, initiative, forward planning and able to prioritise work and manage own caseload to meet deadlines and the ability to work constructively as part of a team.</li></ul>



# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• A proven track record of working with young people</li><li>• Have excellent inter personal skills and be able to communicate effectively with pupils, parents, school staff</li><li>• Recent experience of working in a school</li><li>• Experience of working with IT packages such as Microsoft Office and MIS software</li><li>• Experience of working in a supportive role to management</li><li>• Well organised, enthusiastic and able to work on own initiative</li></ul>	

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• A conscientious employee, honest and reliable</li><li>• Tactful and diplomatic when dealing with people and situations that require an understanding of the individual needs</li><li>• An understanding of and a commitment to equal opportunities issues both within the workplace and the community in general</li><li>• Awareness of the need to maintain and respect confidentiality of information</li><li>• Resilience</li></ul>	



# How to apply

Closing date: 12 May, 2025 at 9.00 am  
Interview date: to be confirmed  
Contact email: [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk)  
Contact number: 01332 831515

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

## Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



**Lead**



**Empower**



**Achieve**



**Drive**

"We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people."

*Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.*



**24**

Primary  
Academies



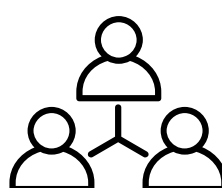
**03**

Secondary  
Academies



**05**

Geographical  
Regions



**11,500**

Pupils



**1,650**

Staff



**Da Vinci Academy**  
**A L.E.A.D. Academy**

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St Andrew's View,  
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