

Pastoral Manager

**Recruitment Pack**

Maximising Potential | [www.rowanlearningtrust.com](http://www.rowanlearningtrust.com/)

# Job Description

Pastoral Manager

Reports to: Head of Year and Deputy Head Teacher

Location:

The Heys School

Salary:

Grade 9, SCP 18-23

Hours:

37 per week, term time plus 1 week

## Overall purpose of post

* Leading of the provision of a complementary service alongside teachers and other colleagues within the school to address the needs of pupils who need support to overcome barriers to learning to raise their aspirations and attendance, improve behaviour and achieve their full potential.

## KEY TASKS

* To develop and implement policies and/or procedures relating to the Pastoral service provision to include: -
* To improve attendance within the allocated year groups liaising with the Community Support and Attendance Lead to plan and implement actions designed to move all pupils towards and beyond the school target of 96%.
* To improve behaviour within the allocated year groups, identifying patterns and individual pupils; subsequently devising action plans to ensure that pupils make the ‘right choice'
* To undertake duties as directed to include:

-Isolation

-Support Heads of Year in the monitoring of form time

-Breakfast club

-Lunchtime/Break duties

-Behaviour patrols

-Conversation collections

-Late/Gate duties

* Intervention groups and use of provision map to track impact
* To attend and contribute to meetings and year group events as directed, to include Radar

meetings, assemblies, parent’s evenings, and rewards events etc.

* By investigating information and analysing patterns/trends in a range of data, take a lead in the comprehensive assessment of pupils, in conjunction with teaching and other support staff. Areas of investigation and analysis should include:
  + Significant and consistent underachievement
    - Poor behaviour as compared to peers
    - Failing motivation and/or confidence
  + Difficulty in concentrating and being focused
    - Poor attendance and/or punctuality

- Behaviour that places the child or others at risk

* Working with the SENCO with identified pupils on the SEND register
* To develop and implement individual behaviour/action plans for identified pupils relating directly to their individual needs and circumstances, which could be particularly complex needs, to overcome barriers as suggested above.
* To monitor and evaluate pupil’s responses, progress and achievements against the action plan through techniques such as observation and gathering relevant data. To amend the action plan as appropriate to take into account ongoing assessment of pupil’s progress and individual needs and circumstances.
* To establish and maintain positive and appropriate relationships with pupils that engage, motivate and remove barriers to learning, to achieve the goals defined in their action plan.
* To lead on activities for groups of pupils and/or parents, this could be single activity or as part of a series of events. The activities could cover a variety of topics such as promotion or self-esteem, anti-bullying, social development or learning/homework techniques. Activities should relate to needs identified within the school and have associated outcomes/objectives.
* To offer information, advice, and guidance to others regarding the support of pupils. This could include sharing knowledge of activities, courses, organizations and individuals that can be accessed to provide additional support to pupils.
* To use the school’s systems and procedures to positively reinforce good behaviour, anticipate and manage challenging behaviour and conflict, improve, monitor and develop strategies to remove barriers to learning.
* To follow the school’s policy and procedures on Safeguarding, and to promote pupil’s

awareness of personal safety and well-being, logging all safeguarding concerns on CPOMS.

* To provide a range of information, advice and guidance to support and enable pupils, tailored to their specific needs, to make choices about their own learning and behaviour.
* To provide objective and accurate feedback and reports, written and verbal, appropriate to the intended audience regarding pupil attendance, behaviour and progress, ensuring the availability of suitable evidence.
* To be a “point of contact” between the school and external agencies involved in supporting pupils, proactively initiating and establishing links with other services as necessary and maintaining positive working relationships to facilitate successful outcomes for pupils. This could include attendance at relevant meetings, e.g. Early Help, TAF, CIN meetings or Child Protection meetings.
* To maintain regular contact with families/careers of pupils in need of additional support, to keep them informed of the pupil’s targets and progress, and to secure positive family support and involvement. The role includes conducting home visits to facilitate this.
* When undertaking transition work, to work flexibly with other schools to promote a speedy and smooth transition for the pupil(s), including the effective transfer of appropriate pupil data/information.
* To lead new pupil induction meetings ensuring that all relevant documentation is completed and information shared.
* Undertake pupil welfare duties and if qualified administer first aid as necessary; liaising with parents/staff in accordance with school procedures.
* Exam invigilation as directed by the examinations officer
* To monitor pupils behaviour at social times, including lunch and before/after school.

## STANDARD DUTIES

* To actively promote the equalities and diversity agenda in the workplace and in-service delivery.
* To know and understand the policies of the school.
* Improve one’s own practice through training observation, evaluation and discussion with colleagues. Recognize one’s own strengths and areas of expertise and use these to advise and support others.
* Keep abreast of current developments in your area networking with colleagues and professional associations.
* Attend and participate in meetings within the school as required.
* Contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g. open evenings and media publications
* Appreciate and support the role of other people in the team.
* Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.
* All support staff take an active role in the care and guidance of pupils and the post holder will be expected to fulfil the role of assistant to the Lead Form Tutor.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification – Pastoral Manager**

|  |  |  |
| --- | --- | --- |
| **13.** | Evidence of good interpersonal skills and ability to work in a variety of teams. | Application Form / Interview |
| **14.** | A commitment to subscribe to the ethos of the school. | Application Form |
| **15.** | A commitment to subscribe to whole school policies and practice. | Application Form |
| **16.** | A commitment to continuous professional development. | Application Form |
| **17.** | An ability to manage and resolve difficult situations / issues in a flexible and supportive way | Application Form  Interview |
| **18.** | An ability to work within a variety of teams within school and with external agencies | Application Form / Interview |

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| **Essential Criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **Method of Assessment** |
| **1.** | Evidence of support work with young people. | Application Form / Interview |
| **2.** | The ability to motivate, stimulate and engage students in the learning process. | Application Form /  Interview |
| **3** | The ability to collect, interpret and use data. | Application Form /  Interview |
| **4.** | Evidence of sound numeracy and literacy skills. | Application Form / Tasks |
| **5.** | Ability to plan initiatives and monitor and evaluate outcomes. | Application Form / Interview |
| **6.** | Evidence of exceptional organisational and time management skills. | Application Form /  Interview / Task |
| **7.** | Evidence of exceptional communication skills and the ability to facilitate feedback to staff, parents and external agencies and on occasions | Application Form / Interview |
| **8.** | Possess a proven track record in meeting targets and deadlines. | Application Form /  Interview |
| **9.** | Ability to work on own initiative but recognise when to seek advice or support. | Application Form /  Interview |
| **10.** | Sound knowledge of ICT applications and appropriate usage of software programmes. | Application Form /  Interview |
| **11.** | A proven track record of excellent attendance and punctuality. | Application Form / Interview |
|  | | |
| **12.** | Understanding and knowledge of current safeguarding legislation and its impact on policy. | Application Form / Interview |



The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

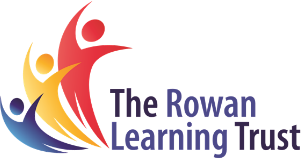
All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY Company Number 8010464

# THE HEYS SCHOOL

**JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD, PRESTWICH, MANCHESTER. M25 1JZ

**TELEPHONE:** 0161 773 2052

***EMAIL:*** [*jobs@theheys.school*](mailto:jobs@theheys.school)

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **School:** | The Heys School |  |  |
| **As advertised in:** |  | **On date:** |  |

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME:** |  |
| **TITLE:**  **(Optional)** |  | **Date of Birth:**  **(Optional)** |  |
| **Address:** |  | | |
|  |  | | |
| **POSTCODE:** |  | **Email:** |  |
| **Telephone No:** |  | **Mobile No:** |  |

1. **CURRENT POST**

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT EMPLOYER AND JOB TITLE:** |  | | |
| **DATE OF APPOINTMENT:** |  | **SALARY:** |  |
| **NOTICE PERIOD:** |  | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | |
|  | | | |
| **Reason for this application** |  | | |

1. **PREVIOUS WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Dates of employment** | | **Post(s) held** | **Reasons for leaving** |
|  | **From** | **To** |  |  |
|  |  |  |  |  |

1. **OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post** | **Dates** | | **Employer** | **Grade/Salary** | **Reason for Leaving** |
|  | **From** | **To** |  |  |  |
|  |  |  |  |  |  |

1. **GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

1. **FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

1. **ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

1. **ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? *(If yes, please state relationship)* | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  *(If yes, please give details)* | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  *(If yes, please give details)* | Yes / No |
| Do you hold a current and valid driving licence?  *(if yes, please state the category)* | Yes / No |

|  |  |
| --- | --- |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |  |

1. **Criminal convictions or cautions**

|  |  |
| --- | --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.  Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.  Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities. | |
| Do you have any unspent criminal convictions, cautions or bind-overs?  If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes / No |

1. **REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFEREE 1** | | | | | **REFEREE 2** | | | | |
|  | | | | |  | | | | |
| **TELEPHONE NO:** | |  | | | **TELEPHONE NO:** | |  | | |
| **EMAIL:** | |  | | | **EMAIL:** | |  | | |
| **Reference Type:**  (Please circle) | Employer | | Education | Character | **Reference Type:**  (Please circle) | Employer | | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | | | |

1. **FURTHER INFORMATION FOR CANDIDATES**
   * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
   * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
   * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

1. **DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……………………………………………………………………………Date:…………………………………………………………