



## Pastoral Manager

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**MAXIMISE OUR POTENTIAL, TO BE  
THE BEST WE CAN BE, EVERY DAY.**

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## How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [S.Bramah@theheys.school](mailto:S.Bramah@theheys.school)

Closing Date: 6<sup>th</sup> February 2024

Interview Date: To be confirmed

## Welcome



Dear Applicant,

Thank you for your interest in the post.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver our vision to **maximise our potential, to be the best we can be, every day**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email [s.bramah@theheys.school](mailto:s.bramah@theheys.school).

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

***Yours faithfully,***

**Mr P McKendrick**

**Headteacher  
The Heys School**



## The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and **maximise their potential, to be the best they can be, every day.**

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer several different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. We are passionate about developing well rounded students who have a clear focus on their future goals.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day and we are constantly looking for new ways to celebrate their successes.

We believe that education is a journey and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

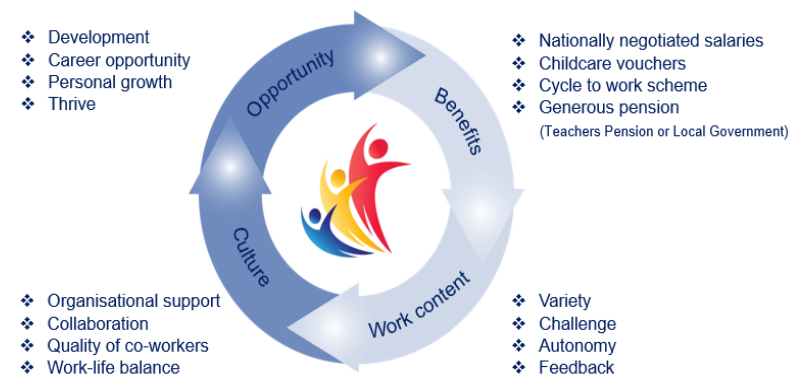
## The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



# Job Description

## Pastoral Manager

**Start Date:** February 2024

**Reports to:** Senior Pastoral Lead

**Location:** Heys Road, Prestwich

**Salary:** Grade 9, SCP 18 – 23 £25,660 – £28,121  
(£29,269 - £32,076 FTE)

## Generic and Specific Responsibilities

- Supporting 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.
- To develop and implement policies and/or procedures relating to the Pastoral service provision.
- 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
  - - Detentions
- 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.

*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

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## Essential

- Evidence of support work with young people.
- The ability to motivate, stimulate and engage students in the learning process.
- The ability to collect, interpret and use data.
- Evidence of sound numeracy and literacy skills.
- Ability to plan initiatives and monitor and evaluate outcomes.
- Evidence of exceptional organisational and time management skills.
- Evidence of exceptional communication skills and the ability to facilitate feedback to staff, parents and external agencies and on occasions lead student assemblies.
- Possess a proven track record in meeting targets and deadlines.
- Ability to work on own initiative but recognise when to seek advice or support.
- Sound knowledge of ICT applications and appropriate usage of software programmes.
- Understanding and knowledge of current safeguarding legislation and its impact on policy.
- Evidence of good interpersonal skills and ability to work in a variety of teams.
- A commitment to subscribe to the ethos of the school.
- A commitment to subscribe to whole school policies and practice.
- A commitment to continuous professional development.
- An ability to manage and resolve difficult situations / issues in a flexible and supportive way.





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: 18 Beecham Court, Goose Green, Wigan, WN3 6PR

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, Heys Road, Prestwich, Manchester. M25 1JZ		
As advertised in:		On date:	

### 2. PERSONAL DETAILS

SURNAME:		FORENAMES:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
Postcode:		Mobile No:	
Telephone No:		National Insurance No:	
Email:			





### 3. CURRENT POST

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

#### 4. PREVIOUS WORK EXPERIENCE

NAME OF EMPLOYER	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

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5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



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#### 7. FURTHER AND HIGHER EDUCATION

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

#### 8. ANY OTHER RELEVANT QUALIFICATIONS

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

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## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you have a disability? If so, reasonable adjustments would be made to allow you to participate fully in an interview.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<p>In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <ul style="list-style-type: none"> <li>- Facebook</li> <li>- Instagram</li> <li>- Twitter</li> <li>- LinkedIn</li> <li>- TikTok</li> <li>- Youtube</li> </ul>	

## 10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

## 11. 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			
Please provide name and address				Please provide name and address			
TELEPHONE NUMBER:				TELEPHONE NUMBER:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	Reference Type: (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							

## 12. FURTHER INFORMATION FOR CANDIDATES

- In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
- 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.

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

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## 13. 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:

