

Consilium Academies Recruitment Pack

KS3 Pastoral Manager
Heworth Grange School





Heworth Grange is at the beginning of an exciting revival. We are working relentlessly with pupils, teachers, parents, carers and the trust in order to rapidly improve our climate for learning and Quality of Education for every learner, irrespective of need. We value the 'voice' of all parties in contributing to improvements, and driving our change for the better.

We are intent on creating the highest possible standards at our school in order to give all pupils the very best chance to achieve the success that they deserve, with this in mind our school priorities for this academic year are:

1. To improve the climate for learning, centred around a mutually positive learning environment
2. To improve the punctuality and attendance of all pupils
3. To have a no excuses approach to bullying and poor behaviour
4. To improve the outcomes of all pupils

In addition to the above our school ethos and values provide an important cornerstone in realising the potential of all pupils that we are proud to support and cherish throughout their time at Heworth Grange.

We have a no excuses approach to the merits and application of our ethos:

Learn

At Heworth Grange, we want every single student to achieve their potential. We will work together to provide the best learning experience possible for all students and ensure that it takes place in an environment that is safe, supportive and overwhelmingly positive; an environment of mutual respect and where the progress of each student is central to everything that we do. We will support all our students to achieve their individual learning goals and provide the widest possible curriculum choices to engage, challenge and motivate them. We recognise that learning takes place outside the classroom too, and we will strive to always provide the highest level of cultural and social experiences for all students.

Believe

We will foster and nurture the belief in all our students that they can have the highest aspirations for themselves and others, and that there are no goals beyond their reach. We will always respect, encourage and support the dreams and aspirations of every student throughout their time. All students can be confident that no obstacles will prevent them from attaining their goals whether that be on the basis of their gender, race, creed, sexuality, personal circumstance or social background.

Achieve

All students have the right to expect that they can reach the very highest levels of achievement at Heworth Grange and that no barriers exist that can prevent that success. Individuals will be recognised, respected, celebrated and valued for their individual achievements by all students, staff, parents, carers and the wider community.

About the Trust

The Consilium Mission

'Consilium Academies will provide an inclusive partnership within our Trust and with our communities, where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed'

"Partnership, Opportunity and Integrity"

Consilium Academies Trust is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England.

Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that our ethos is realised on a daily basis and that the lives of our young people are enriched by care, experience and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
- ensuring that all stakeholders are seen as partners in our work within the communities we serve.
- Development of the whole child by providing exciting and challenging learning and extra-curricular opportunities and experiences.

The Trust operates a small central team which is led by the CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

KS3 Pastoral Manager | Heworth Grange School

Start date: September 2020

Permanent | Term-time only | 36 hours per week

Grade 7 (NJC Scp 19 to 23) | Salary £24,799 - £26,999 (pro-rata)

We are looking to appoint a KS3 ~~and KS4~~ Pastoral Manager to monitor, track and support all students in the Key Stage in order to contribute to raising achievement, attendance and behaviour for students at Heworth Grange School.

You will support the Head of Year in your Key Stage in providing pastoral care for students and be the first port of call for parents/carers. As a Key Stage Pastoral Manager you will work closely with Attendance and Behaviour Leads to coordinate interventions for students, tracking progress and liaising with a range of people.

The successful candidate should be supportive of the ethos and values of the school and have the ability to encourage and motivate our students. We are looking for an enthusiastic and motivated Pastoral Manager to join our dedicated Pastoral Team.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

To apply please complete the online application form through TES.

For any questions regarding this role please contact Gaynor Cuthbertson at gaynor.cuthbertson@heworthgrange.org.uk or Shirley Headlam at Shirley.headlam@heworthgrange.org.uk

Closing date for applications is: Thursday 28th May 2020.

Interview dates to be confirmed.

Consilium Academies and Heworth Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to satisfactory references and an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered. We do not accept CV's.

Job Description

Job Title:	KS3 Pastoral Manager
Reports to:	Deputy Headteacher: Curriculum and Standards
Based at:	Heworth Grange School

Main purpose of the Role

Monitor, track and support all students in the Key Stage in order to contribute to raising achievement, attendance and behaviour of students.

Contribute to the safeguarding of students.

Core Responsibilities & Tasks

Support for Students

1. To support the HOY in your Key Stage and be first port of call for parents/carers;
2. Assist HOY in providing pastoral care for students within your Key Stage who require it;
3. Work with Attendance Leads to improve attendance and punctuality to school and other academic interventions for students in your Key Stage, tracking patterns forming and implementing early intervention.
4. Work with Behaviour Leads to improve behaviour for students in your Key stage including: behaviour modification, organising and coordinating intervention strategies, monitoring patterns in behaviour and liaising between staff and parents/carers to engage students and have students on report and coordinate personalised strategies to reform behaviour and improve academic outcomes.
5. Inform Safeguarding lead of any concerns with students in the Key Stage and ensure that all student needs are met.
6. Play a lead role supporting the HOY in dealing with inappropriate classroom behaviour, be on call to assist, remove and intervene with students where necessary, including students attending detention and attending the removal room.
7. Support the HOY to monitor equipment, if not contact parents/carers;
8. Support HOY to monitor uniform, all students to wear correct uniform and adhere to uniform policy;
9. Work and meet with Pastoral team to maintain a consistent approach;
10. Support HOY in holding parental meetings re concerns and monitor via report;
11. Support HOY to monitor pastoral interventions including making sure students are being placed on report;
12. Have students on report and report back to staff any issues;
13. Hold Pastoral Meetings with Head of Year and form tutors for each Year group within the Key Stage;
14. Attend specific raising achievement strategy meetings for students in your Key Stage
15. Contribute to improving lesson punctuality by being on duty particularly at changeover of lessons;
16. Carry out pre, post and lunch duties daily, ensuring that you welcome and bid farewell to students at the start and end of each day;
17. Coordinate weekly pastoral detentions for repeat offenders, i.e. poor punctuality, low-level disruption.

Support for Curriculum

1. Attend all parent/carers consultation evenings.

2. Monitor all data for your Key Stage and support the HOY with escalation process to ensure all students follow correct time frame and producing reports when necessary.
3. Work with SLT lead for outcomes to track & intervene to improve achievement for students in the Key Stage
4. Work with SLT lead to contribute to form time activities, including literacy strategy and academic interventions;
5. Support HOY to liaise between parents, carers and staff regarding curriculum concerns, ensuring that records, information and data is updated and known to staff, ensuring pupil welfare and achievement drives us forward.
6. Support the HOY, track monitor, intervene and analysis of progress within your Key Stage and report to SLT lead
7. Identify and track all students in the Key Stage particularly those vulnerable to underachievement including SEND, disadvantaged and most able students to instil and encourage a positive attitude.
8. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the HOY and teachers, to support pupil achievement and progress.
9. Support HOY by meeting with parents/carers re: low level disruption across lessons and monitor via reporting processes.
10. Undertake Behaviour modification 1-2-1 meetings
11. Carry out home visits to students within your Key Stage when necessary.
12. KS4 - Coordinate all extended day and revision sessions / KS3 support transition with primary partner schools.
13. Co-ordinate all rewards data and produce relevant reports for HOY for end of term.
14. To significantly contribute to the delivery of After School Provision.
15. Work with HOY to ensure all students on Alternative Provision receive the appropriate work and visits.
16. Attend Behaviour Strategy meetings weekly
17. Work with the personal development leads to implement strategies to raise aspirations and improve mental health and well being of students

Support for the school Community

1. Complete all administration duties relating to Pastoral Manager role.
2. Undertake MIDAS training and drive the school minibus as and when required.
3. Carry out lunch duties and break duties daily
4. Be around the corridors for 10 minutes at the start of every lesson to make sure students are punctual to lessons and ensure that other members of staff do the same;
5. Support the HOY with assemblies, deliver whole or part of assemblies when required;
6. Maintain good relationships with staff and work together as a team.
7. Attend Year Group meetings, ensuring that HOY and form tutors are kept updated on key students and reporting processes are followed.
8. Support the HOY to maintain a display board promoting the news from your Key Stage, tracking pastoral competitions and rewards
9. Encourage students to take roles of responsibility;
10. Use SIMS and class charts when needed to track, review and evaluate pupil intervention strategies;
11. Generate relevant reports from SIMS to monitor & inform.
12. Undertake First Aid Training
13. Support HOY and Form Tutors in your Key Stage to adopt the school's values
14. Work with SLT lead and HOY to run Year events.

15. Produce a governor report each term for your Key Stage.
16. Monitor all data for your Key Stage including monitoring of refusals/C3 escalation process to ensure all students follow correct time frame and producing reports when necessary.
17. Run Student Voice meetings per half-term to listen to the views of the students and to develop student leadership, shaping identity and ethos of your Key Stage.
18. Develop and maintain committees that feed into the School Council.
19. Undertake any other tasks as the Head teacher may reasonably require.

Corporate 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
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.

Person Specification		
	Essential	Desirable
Qualification and CPD		
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	✓	
Educated to degree level	✓	
Recognised qualification or commitment to undertake training/study in the area of SEND		✓
Clean Driving Licence	✓	
Experience, Knowledge and Skills		
Supportive of the ethos and values of the school	✓	
Excellent interpersonal skills	✓	
Self motivated and organised	✓	
The ability to encourage and motivate students	✓	
Competent use of ICT	✓	
Excellent Literacy and Numeracy skills	✓	
Excellent verbal and written communication skills	✓	
Flexible approach to working	✓	
Willingness to take a full role in the life of the school	✓	
Qualities to be a positive role model to all students	✓	
Experience of event organisation		✓
Excellent health and attendance records	✓	
Experience of working with young people and families	✓	
Experience of working with outside agencies	✓	
Experience of delivering assemblies / speaking to large groups		✓
Experience of supporting students in lessons, particularly those vulnerable to underachievement	✓	
Knowledge of Safeguarding Policies and Procedures	✓	