



Framwellgate School Durham

Pastoral Manager (Sixth Form)

Candidate Information Pack

**Salary scale Grade FSD9 (Pt 24-26) £27,905 to £29,636
(F.T.E.)**

**Pro rata to hours and weeks worked
(£25,218 to £26,783)**

(Full time, term time + 2 weeks, permanent)

Start Date – September 2020



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FRAMWELLGATE SCHOOL DURHAM PASTORAL MANAGER (SIXTH FORM)

Salary scale Grade FSD9 (Pt 24-26) £27,905 to £29,636 (F.T.E.)

(Full time, term time + 2 weeks, permanent)

We wish to appoint an inspirational and highly motivated 6th Form Pastoral Manager to make a real impact in this rapidly improving school. The school has undergone significant change over the last three years with improving outcomes, a new ethos & uniform, excellent student behaviour and a 30% increase in the school roll. Some of these changes were reflected in a positive Ofsted inspection in May 2018, where our leadership & management, 6th form, and students' personal development, behaviour and welfare, were all graded "Good". The successful candidate will possess energy, vision and enthusiasm, and believe that every young person deserves the very best education.

A commitment to strong pastoral care and guidance, and a willingness to learn, train and develop as a Pastoral Manager are all essential. We can offer you the opportunity to work with a talented and supportive team of professionals. Our whole school pastoral team in 2020 will consist of Heads of Year and Pastoral Managers in each year group, and dedicated safeguarding, SEN, attendance and behaviour professionals. The Sixth Form Pastoral Manager will work within a smaller, dedicated Sixth Form team.

Framwellgate School Durham is a rapidly growing 11-18 non-selective secondary school within a Multi Academy Trust. The school roll is set to have increased by 35% in three years and by September 2020 we expect to have more than 1320+ students on roll.

This is an outstanding opportunity for a talented individual to join our dynamic and forward-thinking team. We are looking for someone with a caring, empathetic but firm manner who can work alongside our Head of Sixth Form to support them in all aspects of pastoral care of our students. This will include:

- Liaising with parents
- Providing support and guidance to our young people
- Engaging students in all aspects of school life
- Working to ensure attendance remains high
- Ensuring a smooth transition for students joining the Sixth Form
- Dealing with day to day issues as they arise
- Supervising students (on a rota basis with other pastoral managers and senior/middle leaders) within our withdrawal room.

If you have recently applied for one of our main school Pastoral Manager positions, you need NOT submit another application. If you wish to be considered for this role, please email Fiona Thompson and your application will be looked at in relation to this post.

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list clearance will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership
at Framwellgate School Durham**

Newton Drive

Durham

DH1 5BQ

Tel: (0191) 3866628

Email: Thompson.f@framdurham.com



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Letter of Welcome from Andy Byers, Headteacher

Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school. I took up post in September 2017 and working alongside our talented and experienced staff, we have overseen significant change and improvement. Student behaviour is excellent, and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain. By introducing new systems to manage behaviour, rewards, assessment, marking, and teaching, and with a new ethos, uniform and curriculum, we have made huge strides in transforming the school.

I am looking for people who are passionate about their work, are reflective practitioners, and enjoy working in a team to make a difference to young people's lives. I think this is an incredible opportunity and hope you will too; you must be able to demonstrate resilience, humour and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day.

Three years ago, we had much smaller pastoral team; hugely talented and committed staff but struggling to make the difference they wanted due to limited capacity. By this September we will have 6 Pastoral Managers (up from 3 in 2017), a recently appointed Director of Behaviour, and new SENCO, more LSAs and improved Safeguarding and specialist mental health provision. Last year we moved away from a model with a traditional Deputy Head of Sixth Form, so now the Pastoral Manager is the lead professional in meeting the pastoral needs, and managing the attendance of students within our growing Sixth Form.

Under normal circumstance I would suggest that you come and visit. We would love to talk to you in more detail about our plans and if you haven't visited the school before, I think you would have been impressed with many aspects of it. You may also want to decide whether you can work with us! Please see the timeline for applications at the end of this pack. If we are back to school in June, we will ensure that shortlisted candidates are able to look round the school. If we aren't back at this time, we will conduct the interviews remotely using videoconferencing technology.

In your application, please try to focus on what would make you an effective Pastoral Manager and why you want to work at Framwellgate School Durham. Tell me why you are passionate about your work and make me feel like I am reading about you; try not to write a generic application which ticks the right boxes but doesn't tell me what you are like as a colleague.

We have changed so much already over the last three years (20+ new teachers, a new sports centre, a new school day, a new uniform, a new behaviour management policy and procedures, and most significantly, major investment in the pastoral staff) and have much more planned for 2020-21 with developments to our environment and an ever increasing number of students on roll. Developing colleagues in a supportive environment is at the heart of what we do.

Finally, one of you reading this will become a Pastoral Manager in a fantastic school. You will love it. Good luck with your application.

Yours faithfully,

Andy Byers

Headteacher

May 2020



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About the school

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are approximately 1250 students on roll including 130 in the Sixth Form. Our roll is projected to increase by a further 50-60 in September 2020 (by which time we will be oversubscribed), and within the next two years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

Aims and ethos

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement (below) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018.

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Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

The curriculum

We are committed to providing a knowledge rich curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one. Our curriculum is carefully planned and sequenced and taught by subject specialists.

We recognise that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic.

At Key Stage 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A Level and BTEC courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

Pastoral Care and Support

Pastoral care is a strength of the school. This was recognised by Ofsted in 2018. All students are placed in tutor groups, and almost all teachers have a pastoral responsibility, remaining with their tutor group as they move from Year 7 to 11. The tutor is the first port of call for all students. In 2018 inspectors praised student behaviour; indeed, we



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place a real emphasis on this aspect of school life and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and around school, is excellent. We have effective and robust systems in place to manage behaviour and tackle issues from low level disruption, to more serious incidents.

Teaching and Learning

Having introduced new systems to manage various aspects of school life, and a new knowledge rich curriculum, we spent 2019 developing and improving our classroom practice. We place a very high priority on developing our staff professionally. Middle leadership training has been a strong focus this year and there is an extensive programme of CPD opportunities which seeks to support all staff, identify their development needs and move forward in their practice. In 2017 we introduced collaborative planning time for all departments, to allow them to work together to plan exciting and engaging lessons.

We aim to ensure that our teaching stretches and challenges students, and we are increasingly research-led. We don't ask teachers to follow a prescribed learning cycle but we have invested a significant amount of time on training and CPD and have embraced Rosenshine's principles in planning the key ingredients of a good lesson.

The development of teaching is supported through a supportive appraisal process (no data-driven progress targets and objectives linked to improving professional practice), and lesson drop-ins and learning walks. The support for NQTs is exceptional and we are in the process of developing other training strands for RQTs and those aspiring to middle and senior leadership.

Ofsted

Ofsted does not determine our practice, nor does it dominate our thinking, but we believe that our ethos, curriculum, teaching and support for students are such that an inspection will confirm our own judgements and recognise our successes. Our inspection of May 2018, soon after the new leadership team had taken up their posts, confirmed that we were heading in the right direction. Inspectors highlighted the following **"Strengths:**

- The new headteacher, supported by a recently appointed and skilled senior team, has brought much-needed drive and ambition to the school. In a short period of time, they have tackled a significant number of weaknesses effectively.
- Pupils' behaviour, sixth form achievement and pupils' progress in English and mathematics have improved. The quality of teaching is also improving.
- Pupils behave very well around the school. Most are attentive in lessons and show respect for each other's opinions. Parents and pupils value the high level of support provided by the school's pastoral team
- The sixth form is good. Most students make strong progress in their chosen studies. They are well supported to go onto higher education, training or employment."

A positive monitoring visit in July 2019 demonstrates that we are on the right track.

The Website and Social Media

Our new website (www.framdurham.com) gives an insight into the school and I would encourage all prospective applicants to look at it. Many departments have an active twitter account and you may be interested in the Headteacher account (@framheadteacher) and school account (@fram_official). The Headteacher also writes a weekly blog (www.framheadteacher.com)



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Job Description: Pastoral Manager (6th Form)

Main Purpose of the Role

To manage aspects of pupil development and well-being.

Main Duties and Responsibilities

- To support students in our Sixth Form with all aspects of their personal development and Pastoral Care (including attendance, punctuality, study skills, guidance and mental health) in conjunction with the Head of Sixth Form, Director of Safeguarding, and SENDCO
- Along with other PMs, manage the B4 facility (withdrawal room) for all students removed from lessons (Stage 3), and all other students on Phases 1-3 of the Behaviour System, keeping appropriate records, and liaising with Heads of Year, the AHT (Student Development), and the Director of Safeguarding
- Along with other PMs co-ordinate whole school detentions each evening and supervise break-time detentions as required
- To work proactively with students giving cause for concern, including setting appropriate personal development targets, monitoring their non-academic progress, and celebrating their achievements
- To support individuals and small groups in activities outside of the classroom as appropriate
- To manage attendance systems and procedures in the Sixth Form and intervene in line with agreed systems and processes when attendance drops.
- To support the work of the Sixth Form Executive as required
- To work with key students to improve parental and student engagement and student attendance
- To consult and liaise with internal support eg SEMH Lead, school counsellor etc and external agencies as appropriate (e.g., EWS, Access, Crisis Response)
- To provide 1:1 support for students when necessary to meet the complex pastoral and social needs of our Sixth Form cohort
- To attend appropriate meetings to support the students in your care
- To ensure effective records are kept and, as appropriate, colleagues are kept informed.
- To work in accordance with Safeguarding regulations and relevant school policies/procedures
- Provide supervision in B4, lunch/break duty as required
- To undertake any other responsibilities as determined by the Headteacher, commensurate with the grade
- Provide first aid as and when required

General responsibilities of all staff

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, and adhere to all relevant safeguarding policies and procedures
- To carry out your duties with full regard to the Academy's Equality Policy
- To comply with Health and Safety policies, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others



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Person Specification: Pastoral Manager (6th Form)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Five GCSEs at C plus (or equivalent) including English and maths	<ul style="list-style-type: none">• Level 3 qualifications• First aid qualification
Experience	<ul style="list-style-type: none">• Experience of working with secondary aged children in a school	<ul style="list-style-type: none">• Experience of working with secondary aged children in school in a similar role• Experience of working with Post-16 students
Skills	<ul style="list-style-type: none">• Good oral and written communication skills• Ability to use ICT effectively to support teaching and learning• Ability to work effectively as part of a team• Calm and positive approach• Ability to relate well with children and adults and form effective working relationships• Sensitive to the needs of children and parents• Active listening skills• Ability to use own initiative when required• Able to manage time effectively• Creative thinker• Excellent organisational skills	<ul style="list-style-type: none">• Skilled in managing students with a range of pastoral needs• Skilled at developing positive and productive working relationships with parents

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The Application Process

Please complete the Application Form available from www.jobsinschoolsnortheast.com or www.framdurham.com

Guidance on completing the application form:

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to Thompson.f@framdurham.com by **Monday 8th June 2020 – 8.30a.m.** All applications will be acknowledged by email. Please DO NOT upload your application to a website. Please note that we do not accept CVs.

Interviews are scheduled to take place in the week commencing 22nd June. Dates and times may be subject to variation due to the ongoing pandemic and, if necessary, interviews may take place remotely.

If you have recently applied for one of our main school Pastoral Manager positions, you need NOT submit another application. If you wish to be considered for this role, please email Fiona Thompson and your application will be looked at in relation to this post.

We regret that, at present, we are unable to arrange visits to the school in advance of an application, but if you have any queries or questions about the role, please contact Fiona Thompson, Executive Assistant Thompson.f@framdurham.com and she will arrange for someone to respond.