



Colonel
Frank Seely
Academy



Candidate Pack – Pastoral Leader

We are seeking an outstanding individual to join our team as a Pastoral Leader, someone who shares our commitment to helping every student achieve their very best now and in the future.

We are looking for a candidate who:

- Possesses a genuine passion for education and is dedicated to making a significant impact on the lives of young people.
- Demonstrates successful leadership experience, preferably within a secondary school environment.
- Excels in communication and interpersonal skills, capable of forging strong connections with students, staff, and parents.
- Has a profound understanding of the challenges faced by young people and is committed to enhancing their welfare and well-being.
- Brings an innovative and strategic mindset to problem-solving, with the ability to inspire and motivate others.
- Works collaboratively within a team and embraces change and new challenges with enthusiasm.

In return for your dedication, we offer a competitive salary, ongoing professional development opportunities, and the chance to be part of a school that is committed to excellence. If you have the skills, experience, and passion to make a difference as our Pastoral Leader, we warmly invite you to apply.

Our aim is to provide an exceptional educational experience for our students and to cultivate a community where everyone feels valued and supported. We are looking for someone who will lead and model excellence consistently. This role offers the opportunity to work in a supportive and dynamic school environment, where you can make a real difference in the lives of our students.

Colonel Frank Seely Academy is dedicated to delivering an outstanding education and supportive environment for all students. As the new Pastoral Leader, you will play a crucial role in achieving this goal. If you are a proactive and organised individual with a passion for education, this could be the perfect opportunity for you.

Jon Gale, Headteacher

The deadline for applications is **9.00am on Monday 27 January 2025**.

Please visit <https://www.redhillacademytrust.org.uk/vacancies> to complete the on-line application form

Job Description

Job Title:	Pastoral Leader, No teaching commitment
Location:	Colonel Frank Seely Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 10, Scale Points 46-50
Hours of Work:	37 hours per week, term time only
Responsible to:	Assistant Headteacher - Principal Pastoral Leader
Post Objective:	To provide efficient administrative support to the academy's vertical tutoring system.

Main Duties and Responsibilities:

Organisation & Support – Staff

To work under the guidance and support of the Assistant Headteacher - Principal Pastoral Leader

Post title	Pastoral Leader. No teaching hours
Reporting to	Assistant Headteacher - Principal Pastoral Leader
Core Aim	<ul style="list-style-type: none"> ▪ To work alongside the other Pastoral Leaders, Inclusion team, Pastoral staff, and Principal Pastoral Leader to implement an outstanding behaviour for learning policy, resulting in outstanding attitudes to learning and disruption free classrooms.
Core Responsibilities	<ul style="list-style-type: none"> ▪ Take responsibility for a House of students. ▪ Lead an effective team of Tutors. ▪ To strategically lead and be actively involved in all reward and celebratory events ▪ To forge strong partnerships between students, school, and home ▪ Work alongside and proactively tackle non-attendance and punctuality for the students in your House. ▪ Analyse behaviour data from Class Charts to proactively look to remove barriers to learning and promote the culture of disruption free learning. ▪ Lead reintegration meetings for suspended students. ▪ Liaise with families where students are causing a concern and complete Pastoral Support Plans. ▪ Initiate referrals to external agencies to get ensure the right support for students is available. ▪ Ensure the House meets the academy's standards with regards conduct, perfect uniform, equipment, and punctuality. ▪ Take a proactive role in promoting excellent attendance for your House. ▪ Liaise with the SENCO for students where needed. ▪ Work in partnership with the safeguarding lead for students where safeguarding concerns arise ▪ Participate in the academy's duties, on call and other rotas. ▪ Support both morning and afternoon line-up ▪ Lead weekly tutor briefings. ▪ Attend 3:20pm meetings every day. ▪ Support with the compiling of documentation in relation to exclusions/suspensions ▪ Act as an academy first aider. ▪ Attend all parents' evenings and other events relating to your House. ▪ Ensure a smooth transition from Year 6 to Year 7 for students within your House. This includes visits to primary schools, transition events and any additional transition requirements. ▪ Track achievement and take active role in providing intervention strategies. ▪ Take an active role in promoting Co-curricular offer and leadership structures.

	<ul style="list-style-type: none"> ▪ Conduct regular checks with students on Alternative Provision. ▪ Organise and oversee alternative education for students following sixth day of suspension. ▪ Maintain overview of students accessing the Reintegration Centre and visit when necessary.
To Support	<ul style="list-style-type: none"> ▪ The full pastoral staff with pastoral related matters ▪ To support the Principal Pastoral Leader with the implementation of a robust and effective behaviour policy that produces outstanding behaviour for learning and disruption free classrooms.
General	<ul style="list-style-type: none"> ▪ Liaison with other departments and non-teaching staff over matters relating to House and whole-school issues. ▪ Attendance at staff meetings and INSET activities where relevant. ▪ To uphold and actively support the academy's policies and procedures. ▪ Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms

Person Specification

	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications:</p> <ul style="list-style-type: none"> • Appropriate Level 3 qualification or demonstrable equivalent level of comparable work experience (i.e. entry level management experience) • Appropriate first aid qualification (or committed to achieving within agreed timescales). • Evidence of participation in regular professional development or further study 	<p>D</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary. • Proven experience in an educational setting • A high level of interpersonal and communication skills are necessary. The post holder will need to have the ability to communicate effectively with colleagues, outside agencies and other key stakeholders. • Knowledge and experience in safeguarding and child protection is essential. • Counselling or behaviour / mentoring qualification or willingness to work towards within agreed timescales • Completion of recognised Classroom & Behaviour Management training or a commitment to complete • Training to support emotional, social or development needs • Understanding of the Health and Safety issues related to pupil safety 	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Skills, Ability, Knowledge:</p> <ul style="list-style-type: none"> • The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds. • The ability to work effectively with, and command the confidence of, teaching staff and senior management within the school. • Knowledge of school procedures. • Full UK driving licence • Knowledge of child protection / safeguarding legislation and procedures. 	<p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

