

Pastoral Manager

Applicant Pack

SILVERDALE
SIXTH FORM



SOUTH
YORKSHIRE
TEACHING
HUB

RECRUITING • TRAINING • DEVELOPING TEACHERS



SHEFFIELD
TEACHER
TRAINING
ALLIANCE

National
Modern
Languages



SCHOOL CENTRED • INITIAL TEACHER TRAINING



Eckington School



Hope Valley
College



Silverdale
School



Westfield School



Bradwell
Junior School



HADY PRIMARY SCHOOL



Malin Bridge
Primary School



Stocksbridge
Junior School



Chorus
Education Trust

Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	5
Specific duties and responsibilities	5
Support for the trust/school	6
Changes to these duties.....	7
Person Specification	8
Job Title: Pastoral Manager.....	8
Knowledge, experience and skills	8
Qualifications	8
Other skills	8
Interpersonal skills	9
Child protection	9
Silverdale School & Sixth Form	10
Chorus Education Trust	11
To apply	12
Disability confident	12
Safeguarding	12

The vacancy

Post advert

Deadline for applications:	11.59pm on 29 June 2025
Interviews to be held:	Week beginning 30 June 2025
To start:	01 September 2025

Required to start as soon as possible, a Pastoral Manager to work within our friendly, fast paced and experienced team, providing an efficient and effective pastoral support service. You must be able to follow systems, procedures and processes to the standards required by the School, Trust and appropriate regulatory bodies.

Responsibilities will include working with the Key Stage Leaders, Senior Leadership Team, Inclusion Team, teaching staff and outside agencies to ensure all our students receive relevant, appropriate and focused support and behave to the high standards expected in our school. Previous experience of working with young people would be an advantage.

The post holder will also play a key part in the administrative function of the School, inputting and analysing student data, communicating both verbally and in writing with a variety of stakeholders and undertaking a range of pastoral administrative duties.

Benefits include:

- CPD support from one of the largest Teaching Schools, the **South Yorkshire Teaching Hub**, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.

Role summary

Post title:	Pastoral Manager
Profile:	BS3.5
Grade:	5
Grade spinal point range:	SCP 15 to 20
Salary:	£29,093 - £31,589 (pro rata £26,307 - £28,561)
Accountable SLT post:	SLT Lead responsible for Pastoral and Inclusion
Line manager (if different):	N/A
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Inclusion Team, Pastoral Team, & Senior Leadership Team
Holiday and sickness relief:	Pastoral Managers & Teaching Assistants
Purpose of post:	To provide support and guidance to young people and those engaged with them, by supporting the school's strategies to remove barriers to learning in order to promote effective

participation, enhance individual learning, raise aspirations and achieve full potential.

Version revised:

July 2022

Contract:

Permanent

37 hours/41 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

Support for Students

- To provide appropriate pastoral care and support to students
- Attend to students' needs and provide advice to assist in their safe personal, social and health development in conjunction with the Inclusion Team and other staff with Safeguarding responsibilities
- Use a range of information including approach to learning, attendance data, behaviour and rewards to determine those in need of a particular type of help and support
- Work with Key Stage Leaders and teaching staff in order to improve behaviour, attendance and engagement in learning
- Establish productive working relationships with students, acting as a positive role model
- Arrange and develop 1:1 mentoring with identified students and provide support for distressed students, liaising with other lead professionals in house to meet the diverse needs of young people
- Actively support students to ensure they have an effective and successful transition to each key stage
- Provide feedback to students which enables them to make positive choices about their own learning, progression, behaviour or attendance
- Motivate and challenge students to promote and reinforce self-esteem
- Monitor and evaluate pupils' responses and progress against individual plans (e.g., behaviour reports or pastoral support plans).
- Communicate with parents, groups of students and individual students and other stakeholders in a professional and timely manner.

Support for Teachers

- Liaise with feeder schools and other relevant bodies to gather student information to support the successful transition of students into school
- Support disengaged students' access to learning using appropriate strategies, resources etc
- Provide reports as required on student behaviour, attendance and other pastoral matters to help inform further intervention and support, ensuring that accurate records are maintained as evidence of interventions/discussions held

- Facilitate accurate record keeping systems
- Contribute to the development of behaviour management strategies in discussion with subject teachers, Heads of Faculty/Subject, Inclusion Team and the relevant Senior Leaders
- Establish constructive relationships with parents/carers, exchanging information about their child's attendance, punctuality and uniform
- Develop constructive relationships with parents / carers to improve their child's attitude to and engagement with learning
- Arrange and facilitate parental meetings regarding behaviour, attendance and other pastoral matters
- To support the Key Stage Leader in the development, implementation and monitoring of systems relating to attendance and engagement with learning e.g., truancy, links with Attendance and Inclusion workers
- Provide supervision of students who are accessing Seclusion Room and provide 'On Call Support' in response to incidents inside and outside of the classroom
- Support SLT by supervising students at lunchtime when appropriate.

The Pastoral Manager will work with the Key Stage Leaders and Senior Leadership team, Inclusion Team and Teaching Staff who are responsible for the progress of all students in the Year Group.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Pastoral Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of working with young people in an education, training or similar environment.		✓	A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		A / I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
A caring, nurturing and positive attitude towards supporting students' learning, safety, wellbeing, diversity and resilience.	✓		A / I
Ability to manage the behavior of students effectively.	✓		A / I
Understanding of the wide range of learning needs of students and the factors that can impact on learning.	✓		A / I
An understanding of and ability to analyse data to positively influence student outcomes.	✓		I

Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Interpersonal skills			
Ability to maintain confidentiality when appropriate	✓		I
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		A / I
Able to make a positive contribution to the team.	✓		A / I
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Silverdale School & Sixth Form

Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. Silverdale has 1,450 students on roll including 450 in Silverdale Sixth Form. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.



Silverdale has an excellent record of student achievement at both key stage 4 and key stage 5. At our heart is one of the country's original teaching school hubs, the South Yorkshire Teaching Hub, which includes the Sheffield Teacher Training Alliance and National Modern Languages SCITT.

At Silverdale, we benefit from a new building with excellent facilities, which was expanded in 2023 to provide further state of the art teaching facilities and a dedicated Sixth Form centre.



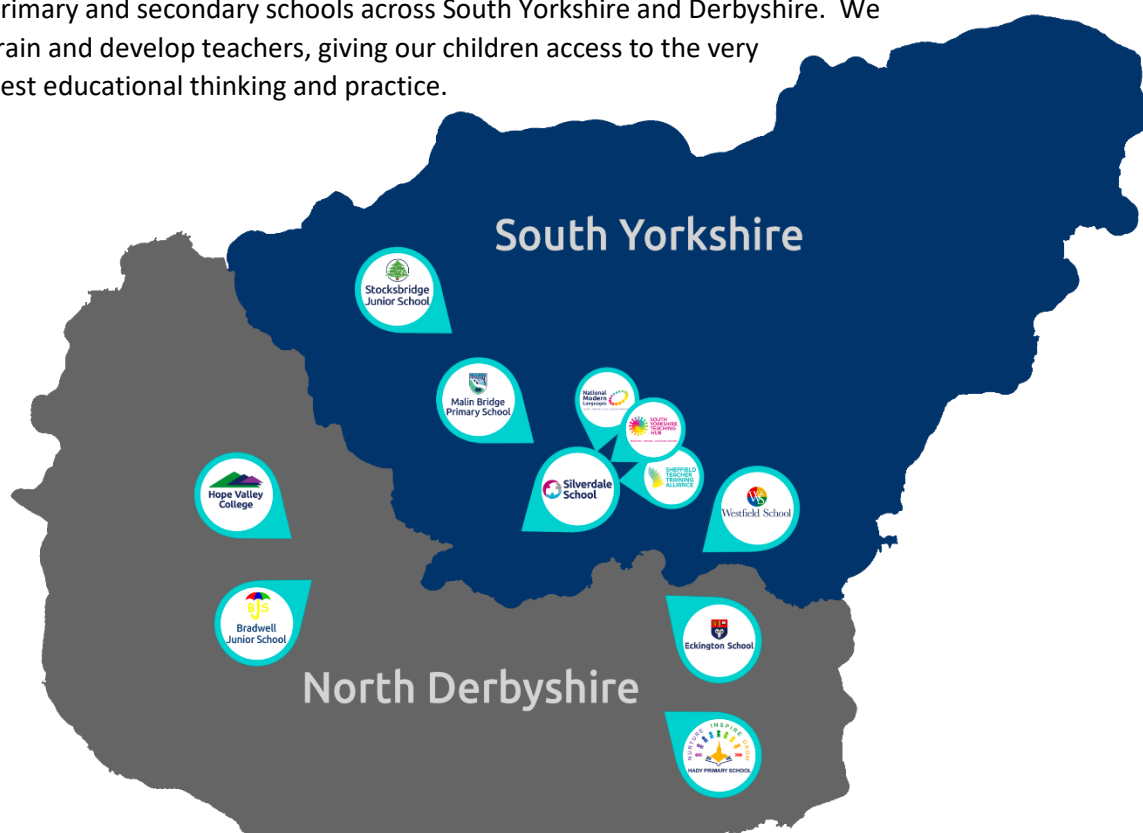
In addition to trust-wide benefits for all staff, those at Silverdale School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: www.silverdale.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- | | |
|---|--|
|  An ethos of being a force for good ; of being part of a team that enables 'outstanding achievement for all'. |  Leading edge training and development through the South Yorkshire Teaching Hub. |
|  A collaborative environment encouraging knowledge sharing and support. |  Discounted health schemes through Westfield Health and Westfield Rewards Schemes. |
|  Competitive pension schemes : Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff). |  Term-time only contract postholders have the freedom of having school holidays off. |
|  Career progression opportunities within a growing, local trust. |  Support for flexible working arrangements. |

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from:
www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Katie Beasley (HR Administrator)
at: recruitment@silverdale.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 29 June 2025
- Interviews to be held: week beginning 30 June 2025

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.