

# Pastoral Manager

## Information for Candidates



Wolfreton School and Sixth Form College  
Well Lane  
Willerby  
East Riding of Yorkshire  
HU10 6HB

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Headteacher	Susanne Kukuc
Telephone	01482 659356
Email	<a href="mailto:enquiries@wolfreton.co.uk">enquiries@wolfreton.co.uk</a>
Website	<a href="http://www.wolfreton.co.uk">www.wolfreton.co.uk</a>

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Dear Applicant

Thank you for your interest in our vacancy for a Pastoral Manager.

This is an exciting opportunity for an energetic and committed individual to join our Pastoral Team. The successful candidate will lead key aspects of pastoral work to secure the highest standard of pastoral care and the best possible outcomes for students, in terms of their achievement, well-being and safety.

Wolfreton School and Sixth Form College is a large and forward-thinking school and a proud member of The Consortium Academy Trust (TCAT). We are a friendly and ambitious community and we recognise the impact of exceptional staff in further developing of our positive and engaged student body, to enable them to achieve their ambitions.

In 2016 we moved into our new single site, purpose-built school. With state-of-the-art facilities and a real commitment to the values encapsulated in our strapline, 'The Wolfreton Way – Excellence, Endeavour and Respect', the school is at an exciting stage of its development, continuing to move forward and take advantage of the many opportunities afforded to us through our people and our partnerships with others.

You will find information about the school, the role and the application process in this pack. Please visit our website [www.wolfreton.co.uk](http://www.wolfreton.co.uk) for further information about Wolfreton School and Sixth Form College.

Yours faithfully

Susanne Kukuc  
Headteacher

## Our Vision and Values

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At Wolfreton we are motivated by our Vision and Mission, that everyone is able to achieve their ambitions.

Our Vision	Our Mission
Igniting Fires, Expanding Horizons, Achieving Ambitions	We aim to enable everyone to fulfil their potential, providing the foundations for them to excel in all that they do and to move forward, prepared to achieve their ambitions.

Our Values		
Excellence	Endeavour	Respect
We aim to INSPIRE – to be the best that we can be	To promote the qualities of DETERMINATION and COURAGE	We are firm advocates of FRIENDSHIP and EQUALITY

## Our Goals

<b>Create</b>	An inclusive caring environment that enables every student to enjoy learning and achieve their academic potential.
<b>Prepare</b>	Responsible young adults who value learning, helping them to make a positive contribution to society.
<b>Develop</b>	Self-confidence, motivation, aspiration and commitment in every student, celebrating all achievements.
<b>Respect</b>	Every young person's right to learn while encouraging them to stay safe, be healthy and enjoy equal opportunities.
<b>Provide</b>	All students with a broad and balanced curriculum, enabling them to develop and achieve economic well-being.

## General School Information

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Wolfreton is a large comprehensive school with over 1500 students on roll, including 200 in the Sixth Form. We are a successful school with a positive and engaged student body and a dedicated and talented staff.

The school is set in the attractive leafy suburbs of the East Riding of Yorkshire close to the Wolds and only seven miles from the market town of Beverley. The catchment area covers the pleasant residential districts of Willerby, Kirk Ella and Anlaby in the East Riding of Yorkshire. These are relatively affluent areas with good quality housing and access to varied leisure opportunities. Proximity to the M62 ensures easy access to the motorway network and other major cities in Yorkshire and beyond.

Historically Wolfreton was a split-site school, however in August 2016 we took possession of our new single site school. Having had the opportunity to work with the design team and construction company during the build period, many have had an input into the new school building and its facilities. This has ensured that the building really can deliver. Staff and students alike are now enjoying the benefits of high-quality accommodation, equipped with the latest technology and specialist facilities that are amongst the best in the region.

Wolfreton is a good and ambitious school. Having been graded in good in our Section 5 Inspection in all areas in 2013, this was endorsed again when they most recently inspected the school in October 2021. Motivated by our Vision and Values, we aspire for great things and continue to work to secure further improvements across the school. Staff are ambitious and students are too; Students are keen to work with staff and take advantage of the many opportunities they are offered.

At Wolfreton students and staff enjoy the benefits that being part of a large school affords them. Our school Houses ensure that all students are known as individuals and our faculties and support staff teams ensure that everyone is part of their own team, as well as being part of the School team and wider Trust.

Our students have access to a broad and balanced curriculum and specialist teaching ensures that engagement and progress can continue to increase for all. To deliver this the school maintains a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. As a school, we have a long history of partnership working in this area, being a part of 'The Consortium Sixth Form', a long-standing and successful sixth form partnership with two other local schools who are now also part of The Consortium Academy Trust. Students are able to study at Wolfreton as well as having the option to study subjects at one of the other Consortium Sixth Forms. The Sixth Form has a dedicated suite of teaching rooms and facilities within the building, giving it a bespoke Sixth Form College feel in this area. Sixth Form students play a full roll in the life of the school, but equally will continue to enjoy the advantages of this dedicated provision.

Wolfreton teachers are known for their caring approach with all students and we are committed to providing strong and effective pastoral support. Our established House systems creates a smaller family feel in a large school. Each tutor group belongs to one of our five Houses, with tutors in this team led by a Head of Year who is a member of the teaching staff, and a non-teaching House Pastoral Manager. Heads of House are committed to developing the ethos of their House. As well as recognising successes, they focus on student progress and lead valued opportunities to work collaboratively through inter-house competition and charity challenges across the House and the school.

As a school we firmly believe opportunities and experiences play a huge role in enabling young people to develop their skills and attributes beyond the classroom. The school prides itself on the wide range of extra-curricular opportunities offered to our students. Annually, students take part in over 250 teams, clubs, and events. Staff give a great amount of time to these and the students and school have achieved many accolades in the widest range of fields.

The school has a strong community ethos. We have built close links with employers and have developed links both nationally and internationally. We also support many charity initiatives and have good relationships with community partners.

Wolfreton remains a popular choice for secondary education. Our annual intake of 270 students is taken mainly from five neighbouring primary schools, with whom we have excellent and close relationships. We are also committed to high quality induction and ongoing training and staff development.

## **The Consortium Academy Trust**

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In September 2017, Wolfreton School and Sixth Form College, along with Cottingham Academy Trust and The Hessle Academy Community Trust founded a new multi academy trust, 'The Consortium Academy Trust'. The schools have a shared history of over 25 years of working together through our Consortium Sixth Form partnership. In September 2018, Howden School joined the Trust, shortly followed by Holderness School and Sixth Form and most recently Winifred Holtby School. Croxby Primary joined in October 2017 followed by Keyingham Primary.

The Trust has been developed in order to provide a platform to deliver high quality educational experiences for the children and young people within our local community, to enhance and improve their life chances and enable them to make substantial and sustained contributions to society. We will achieve this building a strong, regional offer that supports the educational aspirations of current and future generations while providing excellent careers opportunities for staff.

The Consortium School Trust:

- Promotes excellence for all learners
- Actively encourages shared working, adopting common approaches where it is in the best interests of learners
- Establishes robust and transparent systems of accountability

The Consortium Academy Trust (TCAT) currently comprises of five secondary schools, two primary schools and one through school with over 8000 learners and a 1300 strong team of staff.

## Staff Development

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A commitment to investing in our all of our people including through professional learning opportunities is a priority of both Wolfreton and of The Consortium Academy Trust. We know that, in order to deliver continued high-quality educational experiences for our young people, our staff need to be well-trained, dedicated, energised and happy. In addition, we expect everyone in our school to want to get better for the simple reason that we believe from students, to teachers, to support staff, to senior leaders, the motivation of continuous personal development is both beneficial and personally satisfying. To that end, our CPDL programme encourages staff to take responsibility for their own developmental priorities, fully supported by the SLT, Faculty Leaders and Support Staff Leaders.

As a school we recognise the value of investing in staff development and the impact this has on new and experienced teachers, aspirant and developing leaders and ultimately our young people and their experience in school. Our approach includes a wide range of opportunities to meet individuals' differing and developing interest, needs and aspirations.

*The information here provides a brief overview of the school, please refer to our website [www.wolfreton.co.uk](http://www.wolfreton.co.uk) for full information on all aspects of Wolfreton School and Sixth Form College*



THE CONSORTIUM  
ACADEMY TRUST

**Wolfreton**  
SCHOOL AND SIXTH FORM COLLEGE



## Job Description

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**Job Title:** Pastoral Manager

**Pay Scale:** NJC Scale 17 £24,920 FTE (£21,736 actual salary)

**Work Pattern** 37 hours per week  
Monday to Thursday; 8.15am to 4.30pm  
Friday; 8.15am to 4.00pm

Term time only plus 8 additional training days

**Reporting to:** Head of Year

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### Core Purpose

- To support the smooth running of the school on a daily basis by providing high quality pastoral care, challenge and support to individual students whilst ensuring the highest standards and highly effective attitudes to learning.
  - In collaboration with the Head of Year, work with Form Tutors, the Wider Pastoral Team, families and agencies to support and ensure the needs of the students are met and that they can both engage with and succeed in the curriculum and in school, equipping them to go on achieve their ambitions.
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### Duties and Responsibilities

#### Pastoral care:

- Liaising with the appropriate Head of Year to provide information to enable effective intervention strategies to be implemented, and to ensure safeguarding procedures are in place and implemented
- Contribute to the Monitoring and Evaluation Procedures of the school.
- To play a role contributing to the creation and maintenance of school policy in relation to pastoral care.
- Ensuring good communication with parents and members of the school staff by the use of letters, phone calls, emails etc
- Interviewing students following referrals related to school work, behaviour, bullying, student concerns, crisis or other incidents.
- Liaising with the Learning Support/SEN Units and acting to implement coherent strategies within Individual Behaviour Plans, Pastoral Support Plans and Individual Education Plans.
- Liaising with external agencies, and attending multi-agency meetings.
- Supervising student social areas and being available for students at breaks and lunchtimes.

- Maintaining student records including CPOMS (Safeguarding and Child Protection Software) and organising administration related to pastoral procedures
- Monitoring and maintaining student behaviour information e.g. through ClassCharts.
- Organising and collating work for excluded/sick/absent students and attending meetings with parents or home tuition where appropriate
- Supporting the organisation of parents' evenings/open evenings/celebration evenings
- Ensuring that standards of school uniform are high across the year and taking appropriate actions to address non-compliance with the school uniform policy
- Promoting and assisting with school reward visits and events as appropriate
- Covering the absence of other Pastoral Managers and members of the wider pastoral team
- Organising and helping to deliver assemblies
- Recommending and organising the use of appropriate sanctions including Detention, Isolation and Exclusion following appropriate investigation
- Patrolling the corridors to manage student behaviour
- Providing cover in the "Isolation Room / Seclusion facility", on a rota basis.
- Contributing to the production of agendas for timetabled pastoral meetings and where appropriate taking a lead in such meetings
- To promote the completion of Individual Behaviour Learning Plans, Pastoral Support Plans and paperwork associated to external provision
- To use appropriate methods of communication, including annual reports and reviews, to build up relationships with parents that allow the further development of their children
- To lead the process of ordering and allocation and maintenance of any House related physical resources
- To establish common standards of practice within the House
- To lead meetings of staff as appropriate and organise and lead House specific events in collaboration with relevant colleagues
- To work with the other Pastoral Managers, Heads of House and the wider pastoral team to ensure consistency of application of policies relating to management of students.
- Responsibilities for: LGBTQ+, Student Council, Anti Bullying, Student Well Being within the House
- Supporting the organisation and quality assurance of student reports.
- Covering lessons when required.

#### **Intervention Strategies and Safeguarding Students:**

- Implementing and managing student support plans, including IBPs and Attendance Action Plans
- Implementing and managing parental contracts and Early Help Assessments
- Monitoring attendance and punctuality and taking positive steps to improve attendance and punctuality
- Recommending student referrals for additional support
- To ensure the monitoring of student attendance and punctuality together with students' behavioural progress and performance in relation to targets set for each individual and group; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. Liaising with Form Tutors as appropriate.
- Meeting with the Attendance and Welfare Manager to review attendance and punctuality issues.
- To have a key role in Safeguarding and the implementation of the Safeguarding Framework, in particular in relation to Child Protection. To undertake appropriate safeguarding training, attend inter-agency meetings and support students appropriately

#### **Transition Arrangements:**

- To liaise with other institutions, agencies and pastoral staff as appropriate to ensure a smooth and effective transition for each student from one Key Stage to the next or beyond the school as appropriate



- To arrange in-year admissions days as requested

#### **Monitoring and Evaluation:**

- To implement School quality procedures and to ensure adherence to those within the House
- Within the context of monitoring and evaluation framework, evaluate the work of the House, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality.
- To seek/implement modification and improvement where required

#### **General Information**

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees.
- Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the GDPR. Confidentiality must be maintained at all times.

#### **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to challenging and supporting young people to meet high expectations in relation to behaviour and conduct
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of young people
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Consortium Academy Trust academies
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees of The Consortium Academy Trust will be expected to comply with the Data Protection Act when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

<b>Employee signature:</b>			
<b>Print Name:</b>		<b>Date:</b>	

## Person Specification

**Job Title:** Pastoral Manager

Category	Essential	Desirable	Evidence
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Good standard of basic education, equivalent to NVQ 3</li> <li>Level 2 qualification in both English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>ICT qualification/training</li> <li>Certificate in Support/Learning</li> <li>Driving Licence and use of car</li> </ul>	Application form/Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people between the ages of 11 - 18 years</li> </ul>	Application form/Interview
<b>Skills, knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Excellent administration skills, and IT skills, including the use of excel</li> <li>Ability to effectively supervise young people</li> <li>Ability to work using own initiative in responding to challenging situations, remaining calm and resolving problems</li> <li>Ability to establish good professional relationships with colleagues at all levels</li> <li>Understanding of Safeguarding and Child Protection</li> <li>Willingness to take responsibility</li> <li>Commitment to helping young people achieve their potential</li> <li>Commitment to own learning</li> </ul>	<ul style="list-style-type: none"> <li>Good IT skills</li> <li>Understanding of an effective classroom environment</li> <li>Understanding of the variety of ways that student can learn</li> <li>Experience of responding to queries/concerns and effective problem-solving to resolve concerns</li> <li>Understanding of pastoral</li> <li>Understanding of Safeguarding in schools</li> </ul>	Application form/Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Belief in the potential of all young people.</li> <li>Commitment to the school ethos of respect and inclusion for all</li> <li>High levels of organisational and self management skills</li> <li>Effective team player</li> <li>Flexibility and adaptability</li> <li>Listening skills</li> <li>High levels of personal and professional integrity</li> <li>Personal impact and presence to inspire respect and confidence in students, colleagues and parents</li> <li>Confidentiality</li> <li>Commitment to the safety and welfare of students</li> <li>A positive role model for young people and colleagues</li> <li>Energy, enthusiasm, optimism, ambition and resilience</li> <li>Self-motivation and a willingness to accept responsibility</li> <li>Excellence of day-to-day contribution and reliability</li> <li>Appropriate awareness of health and safety in relation to area of work</li> <li>Excellent health and attendance record</li> <li>Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to contribute to and participate in continuous professional development</li> <li>Willingness to get involved in wider extra-curricular activities</li> </ul>	Interview

## How to Apply

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Thank you for taking time to read our Candidate Information Pack and we hope that you have gained a useful insight into our school.

Further information about the school can be found on the school website [www.wolfreton.co.uk](http://www.wolfreton.co.uk)

### **Application Form**

An application form can be downloaded from the school website. Within the personal statement please outline how your skills and experience equips you for this role.

Completed applications should be returned to [recruitment@wolfreton.co.uk](mailto:recruitment@wolfreton.co.uk) no later than 9.00am on Thursday 14 July 2022.

### **Interviews**

Dates for interview are to be confirmed.