



Holderness Academy
& Sixth Form College



THE CONSORTIUM
ACADEMY TRUST

Application Pack Pastoral Manager





Information for Candidates

Post: Pastoral Manager

Thank you for your interest in the above position. I hope you find the following information useful; we look forward to receiving your application.

In this application pack you will find information about our Academy, a letter from the Headteacher, job description and person specification. Please note the closing date for completed applications is **9am, Wednesday 7 September 2022**. We reserve the right to close this vacancy early.

Please apply via our [website](#) for an application form. Applications should be submitted by email to vacancies@holderness.academy (*CVs will not be accepted*)

Applicants not contacted within two weeks of the closing date should assume they have not been shortlisted for interview.

**THIS POST IS SUBJECT TO ENHANCED DBS CLEARANCE AND APPROPRIATE
PRE-EMPLOYMENT CHECKS**

Letter from The Headteacher



Holderness Academy
& Sixth Form College

August 2022

Dear Applicant

I am delighted to enclose an application pack and details of our Pastoral Manager post at Holderness Academy & Sixth Form College, part of The Consortium Academy Trust. This position is full time (37hrs per week, term time only +5 additional days) and permanent, commencing as soon as possible.

We are looking for a motivated and committed individual who will promote student welfare, safety, and wellbeing across the Academy, enabling all students to meet their academic and personal potential.

On joining the Trust, the successful candidate will work with our committed and dedicated team support team ensuring the effective implementation and operation of the Academy's pastoral and behaviour programmes. In addition, the successful candidate should be keen to engage in the wider life of our community school.

The Academy has high expectations of all its staff. However, we are proud of our strategies to nurture and support staff and of the systems we have in place which recognise staff contributions that impact positively on the lives of young people and foster a culture of well-being and pride.

This is an exciting time to be joining the staff team at Holderness Academy & Sixth Form College, as we continue to build year on year to a position of sustainable success, for our learners and staff, both now and in the future. The successful candidate will become part of a much wider team of staff across the Trust, with opportunities for collaboration, sharing good practice and skill development provided.

We very much look forward to reading your application.

Kindest regards

Mr Gary Cannon
Interim Headteacher

Our Academy

Holderness Academy and Sixth Form College is a large comprehensive school with 1138 students on roll, including 139 in the Sixth Form. The Academy is situated in East Riding of Yorkshire and located in the small village of Preston – a village which dates back before the Domesday Book. It sits six miles to the East of Hull and one mile from the town of Hedon.

The Academy attracts students from all its surrounding East Yorkshire towns and villages, and staff from even further afield. We are incredibly proud to have a positive and engaged student body and a dedicated and talented team of staff and governors.

Holderness Academy and Sixth Form College is a disciplined and well-organised environment. We have high standards of Academy dress and have clear expectations on punctuality, attendance and behaviour, having recently implemented a Student Positive Discipline Policy. Our students have responded well to the new policy, and this is reflected in all aspects of school life with noticeable improvements to student behaviour and attitude throughout the Academy.

We have a strong student and staff voice approach which has impacted significantly on the recent developments in our Academy environment and in approaches to Teaching and Learning and fostering well-being and mental resilience across all teams within our school.

The recent set of student outcomes in 2019 demonstrate that our changes are seeing an impact and improving outcomes for learners, our Progress 8 measure (demonstrating the academic value we have added to student in their time with us from Year 7 to Year 11) improved.

Our supportive approach to developing the whole young person is delivered through our Pastoral Support System which responds to the wider support needs which children living in the modern world may develop. Their tutor is the first point of call but a dedicated Pastoral Manager per year group and a focus Progress Leader are key to our students commenting ‘they feel safe in school.’ It is the responsibility of all members of staff to keep students safe and this is an essential part of the Academy core business.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. Within the Sixth Form there is a dedicated suite of teaching rooms and facilities, which provide a bespoke Sixth Form College feel. Sixth Form students play a full role in the life of the Academy, but equally enjoy the advantages of this dedicated provision.

Despite recent challenges related to the OFSTED Inspection of June 2017, the Academy retains a strong community ethos, we very much consider ourselves to be a community comprehensive.

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 Academy prides itself on the wide range of extra-curricular opportunities offered to its students. Annually, students take part in a variety of teams, clubs, and events. Staff give a great amount of time to supporting students to develop wider cultural experiences through trips and visits and in relation to their academic progress.

Multi Academy Trust

On 1 October 2018, Holderness Academy and Sixth Form College (formerly South Holderness Technology College) joined a multi academy trust, 'The Consortium Academy Trust' (TCAT). TCAT currently comprises of six secondary schools and three primary schools, with a total of almost 8,000 learners and a significant staff team.

The Trust was developed to provide a platform to deliver high quality educational experiences for the children and young people within the communities it serves, to enhance and improve their life chances and enable them to make substantial and sustained contributions to society. We will achieve this by building a strong, regional offer that supports the educational aspirations of current and future generations while providing excellent career opportunities for staff.



Aspirational



Resilient



Respectful



Kind

“To inspire and empower young people to make a positive difference today; ready for tomorrow.”

Our Vision & Values

“To inspire and empower young people to make a positive difference today; ready for tomorrow.”

What It Means to be a Holderness Learner

We aim to deliver a broad aspirational curriculum alongside enriching extra-curricular provision. We are eager to provide students with tangible, genuine and invaluable experiences by working with our local community. We endeavour to consistently herald the qualities that we recognise as being essential for the future success of the Holderness Learner; Aspiration, Resilience, Respect and Kindness.

Holderness Learner Values

The Holderness Learner has four strands linked to our core values:

Holderness Explorer – **Aspirational**

We aim high, complete all work to the best of our ability and support others to achieve the same.

In a changing world, we have to prepare our young learners to achieve great things and compete locally, regionally, nationally or internationally for the future. Our curriculum is designed to give the best exposure to learning opportunities both in and outside of school. As a school, your child will be challenged on an ‘I can’t do it’ attitude to encourage a change in mindset where they learn to think ‘I cannot do it YET!’ This mindset will equip students for the challenges they will face in the future. In becoming a Holderness Explorer, students also learn to be ambitious, tolerant, and adventurous.

Holderness Scholar – Resilient

We arrive on time to all lessons with the correct uniform, equipment and ready for learning. We never give up and we love a challenge.

At the Academy, we work hard to unlock potential and develop talent at all levels of ability to ensure that everyone does their best, and that no child is left behind. Developing a 'can do' attitude will ensure students do not give up at the first hurdle and thrive in the face of adversity. In becoming a Holderness Scholar, students also learn to be independent, reflective, and hardworking.

Holderness Leader – Respectful

We respect ourselves, all members of our school and wider community, following instructions without question or answering back.

We have high expectations of student's behaviour. We expect that our students look for the good in others and to be honest and trustworthy. This is essential to allow learning and progress. In becoming a Holderness Leader, students also learn to be caring, proud and honest.

Holderness Collaborator – Kind

We value good manners. We are friendly, generous, and considerate.

We want to make sure every young person is a happy, confident individual who feels valued so they can make a positive contribution during their time at Holderness Academy & Sixth Form College. Students will face their most significant physical, mental and social changes of their lives during their time with us. Our pastoral programme is designed to support with these changes. In becoming a Holderness Collaborator, students will also learn to be articulate, confident, and enthusiastic.



Job Description

Post Title: Pastoral Manager
Pay Scale: NJC 17
Responsible to: Assistant Headteacher – Culture & Climate

Main Purpose of the Job

The role of the Pastoral Manager is to remove the barriers to learning for all young people within the school community to ensure they achieve their academic and personal development goals. The Pastoral Manager will provide consistency of approach, in line with Academy policies and procedures to ensure high standards of behaviour and engagement with learning and school life are achieved.

Working with the appropriate Assistant Head to manage all aspects of the Pastoral care of all the students within the Year group including welfare, behaviour, and attendance. To lead these areas of work in their year group LGBTQ, Student Council, Anti Bullying, Student Well Being.

Supporting the role of the Progress Leaders by providing direct support with administration (letters/phone calls, etc.) ensuring all stakeholders receive an effective service.

Pastoral Care

- Liaising with the appropriate Assistant Head 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 in 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 schoolwork, behaviour, bullying, student concerns, crisis, or other incidents.
- Liaising with external agencies and attending multi-agency meetings.
- Be a highly visible presence around the Academy site, including all unstructured times – before school, break, lunch and after school - to ensure that a calm atmosphere is maintained

- Maintaining student records and organising administration related to pastoral procedures
- Distributing, monitoring, and maintaining student referral forms
- Organising and collating work for excluded/sick/absent students 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 as appropriate
- Covering the absence of other Pastoral Managers
- Organising and helping to deliver "Year Assemblies"
- Recommending and organising the use of appropriate sanctions including Reflection and Exclusion following appropriate investigation
- Patrolling the corridors to manage student behaviour
- Contributing to the production of agendas for timetabled pastoral meetings and where appropriate taking a lead in such meetings
- To implement the appropriate Behaviour STEPS to support individuals in improving their behaviour
- To use appropriate methods of communication with parents in order to develop positive professional relationships that allow their child to progress
- To lead the process of ordering and allocation and maintenance of any Year related physical resources
- To establish common standards of practice within the Year
- To lead meetings of staff as appropriate and organise and lead Year specific events in collaboration with relevant colleagues
- To work with the other Pastoral Managers to ensure consistency of application of policies relating to management of students.
- Responsible for promoting diversity across the academy including LBGTQ+, Student Council, Anti-bullying, Student Welfare

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 to the Learning Support Team
- 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.
- 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, and support students appropriately
- Administer First Aid as required

Transition Arrangements

- To liaise with other institutions, agencies, and Pastoral Managers 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

Monitoring and Evaluation

- To implement School quality procedures and to ensure adherence to those within the year
- Within the context of monitoring and evaluation framework, evaluate the work of the Year, 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

Other

Holderness Academy & Sixth Form College has high expectations of all its employees to ensure that they provide a professional service to our young people and the community.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

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 Positive Discipline
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students
- 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 schools
- 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 the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR 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.

Personal Specification – Pastoral Manager

Category	Essential	Desirable	Evidence
Qualifications, Training and Experience	<ul style="list-style-type: none"> • Good working knowledge and understanding of IT and ability to use word-processing, spreadsheets, and database software. • Has a thorough understanding of child protection legislation and trained in child protection issues • Experience of working in an educational setting with students with challenging behaviour. • Demonstrate experience of working with young people and families • Experience of working in a multi-agency setting • An understanding of the specialist support services available to young people in the area 	<ul style="list-style-type: none"> • Holds relevant professional qualification in education, youth or social work or has other relevant experience of working in the police, youth offending or health sector that would demonstrate an ability to work with young people. • Has attended a range of relevant specialist training courses to develop own knowledge of issues affecting young people and best practice in the management of these issues. • Experience of improving a school's results to achieve outstanding levels of student performance 	<ul style="list-style-type: none"> • Application Form
Skills, Knowledge, and Aptitude	<ul style="list-style-type: none"> • Awareness of safeguarding practices • Willingness to be involved in the wider life of the Academy • Ability to establish good professional relationships with colleagues at all levels • Commitment to own learning • Ability to work cooperatively as a positive team member • Excellent people skills and ability to collaborate with people at all levels. 	<ul style="list-style-type: none"> • Be flexible, with an approachable management style • Provide unrelenting challenge to staff to improve practice • Counselling skills • Commitment to Inclusion • Commitment to the post and your own professional development • Commitment to our local community and improving the life chances of our community 	<ul style="list-style-type: none"> • Application Form • Interview • References
Personal Attributes	<ul style="list-style-type: none"> • Exceptional communicator • Hard working • Resilient • Positive mental attitude • Team player • Determination to tackle underperformance • Ability to find innovative solutions to problems/issues 	<ul style="list-style-type: none"> • A positive, "can-do" approach with colleagues and students 	<ul style="list-style-type: none"> • Application Form • Interview • References

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Further Contact Information

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