

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Job Advert



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**. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. It sits within a new building with a full complement of facilities.

At Silverdale's heart is one of the country's largest Teaching Schools, the **Sheffield Teaching Training Alliance** and in 2020 it was asked to establish one of the first Teaching School Hubs, which resulted in the launch of the **South Yorkshire Teaching Hub**. 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 School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

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

Pastoral Manager

Salary: Grade 5 SCP 15 – 19 £23,953 to £26,446 (£20,487 - £22,619)

Permanent – 37 hrs per week /41 weeks per year

To start: ASAP

About this vacancy

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.

There will be no need to go elsewhere – your career will flourish with us.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Alka Walton (HR Administrator) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with **Katie Anderson – Safeguarding and Inclusion Manager**: kanderson@chorustrust.org

Deadline for applications: **11.59pm on Monday 3rd October 2022**

Interviews to be held: **week beginning 17th October 2022**

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

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

Job Description: summary

Post title:	Pastoral Manager
Profile:	BS3.5
Grade:	5
Grade spinal point range:	15-20
Accountable SLT post:	SLT Lead responsible for Inclusion
Line Manager of post holder (if different):	Safeguarding and Inclusion Manager
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 by/for:	Pastoral Managers & Teaching Assistants
Purpose of job:	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.
	This post may work across the Trust schools.
Version revised:	July 2022

Job Description: duties

Specific duties and responsibilities

To provide an efficient and effective pastoral support service, following systems and processes to the standards required by the MAT and appropriate regulatory bodies. This will include, but not be limited to:

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 (applies to all roles)

- 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.
- 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. Examples where this might be required are for example, relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

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		✓	A / I
Qualifications			
Good level of literacy and numeracy e.g., GCSE Math's and English, NVQ Level 3 qualification or substantial relevant experience	✓		A
Other skills			
Communicate effectively with people at all levels e.g., school staff, students, parents, 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