



Wyvern St Edmund's
Learning Campus

APPLICATION PACK



PASTORAL MANAGER

REQUIRED FOR:

1ST NOVEMBER 2021, OR SOONER IF AVAILABLE

CLOSING DATE FOR APPLICATIONS:

9AM MONDAY 4TH OCTOBER 2021

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY



Welcome from the Head of School



Dear Prospective Applicant,

Welcome to Wyvern St Edmund's (WSE). As Head of School, I am immensely proud to lead the school and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We are proud of our reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls. Over the past 15 years the schools have worked closely together, sharing: expertise, staffing resources and mixed GCSE classes. More recently, we have merged in all ways, except a legal change in status, taking full advantage of the benefits associated with inclusive coeducational learning and social development. Subject to approval from the Regional Schools Commissioner, we will formally become Wyvern St Edmund's Academy in September 2022.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking school, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful school.

New staff joining the school can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

We have a close and positive relationship with Salisbury Sixth Form College (S6C) which is a short drive away from WSE. Our partnership with the college means that there are opportunities to work collaboratively with KS5 students and teachers - we also anticipate the possibility of some WSE staff teaching across KS3-5 in the future.

I look forward to meeting you so that you can see for yourself just how great Wyvern St Edmund's is.

Yours sincerely

Mr B E Burley
Head of School

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About this Role

Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students. St Edmund's Girls' School and Wyvern College have co-located to share facilities and teachers to create a large mixed setting. We operate as one school: Wyvern St Edmund's.

We require a motivated and dynamic individual to join our Pastoral Team at the Wyvern St Edmund's Learning Campus from 1st November 2021. We need someone who recognises the value we place on the support of our students welfare to enable them to achieve their academic and personal potential. You will need the ability to work well under pressure and to be able to manage a varied and sometimes unpredictable day. A calm approach and a good sense of humour are also essential. We particularly welcome applications from people with previous experience and skills in dealing with vulnerable young people.

Experience of working within an education provision and using SIMS (or other Management Information Systems) would be an advantage.

You will join an enthusiastic and very supportive team right at the heart of our flourishing school.

This position is:

- Permanent;
- 35 hours per week,
- Term time only (39 weeks per year).
- Required for 1st November 2021, or earlier if available;
- Salary: MLP Grade H, FTE salary £24,982 - £27,041. Pro rata salary £20,236 - £21,903;
- Closing date for applications: 9am Monday 4th October 2021

We are hoping for someone energetic, passionate and fun to work with. We are a creative and forward-thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

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Why work at WSE

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as the reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say
about [working at WSE](#)



Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have.

In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

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How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact Rachel Ure, Operations Manager (rure@wyvernsted.org; 01722 328565).

Please email your application to Rachel, remembering to include three documents:

- Application Form, can be found on the [vacancies](#) page of our website.
- Equality & Diversity Form
- Letter of Application (no more than 2 sides of A4 paper) in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post. Please try to include information in this letter that helps us get to know you as well as your professional skills.

Disclosure & Barring Service

Wyvern St Edmund's are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Equality

Wyvern St Edmund's will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.

Job Description

Job Title: Pastoral Manager

Grade: MLP Grade H

Main Job Purpose: To manage all aspects of pastoral care and student welfare for our student population, in conjunction with the Pastoral Assistants and Senior Pastoral Manager.

Main Duties

1. Manage pastoral and behavioural issues as they arise and implement school policy.
2. Liaise with parents and other agencies as necessary.
3. Contribute to the development of school policies on pastoral care and behaviour management.
4. Re-track students who have been temporarily withdrawn from certain lessons and monitor work set. Write behaviour plans for individual students and oversee the implementation, progress of subsequent reviews. Monitor and organise students on alternative curriculum and part time timetables.
5. Create and maintain a comprehensive and up to date record of intervention and strategies for identified students.
6. Support the Senior Pastoral Manager to co-ordinate support for students with social, behavioural and emotional difficulties, either long or short term, making links with sources of support as appropriate. Liaise with outside agencies regarding students and act as lead professionals in a multi-agency setting.
7. Develop, manage and facilitate pastoral support groups within school, e.g.
 - ·Peer listening
 - ·Anger management
 - ·Self-esteem
 - ·Restorative justice conferencing
8. Prepare documentation and take minutes of meetings (parental, outside agencies with school).
9. Inform, consult and liaise with the Head of School, Senior Leadership Team and Tutors regarding student concerns and recommend exclusion where appropriate. Develop strategies with the teaching staff to promote student inclusion.
10. Monitor and evaluate the quality of support provided by the Pastoral Team.
11. Be aware of the latest developments, legislation and research on pastoral care and disseminate them as appropriate.
12. Ensure that all statutory requirements with regard to pastoral support and student reporting are fulfilled.
13. Contribute to the overall development of the school; support the implementation of school policies; support school events and extra-curricular activities.

General

Promote the school's Healthy Schools agenda and school's strategic approach to mental health and well-being

Secure family support for targeted students where appropriate.

This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the line manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.

The postholder will be required to work outside normal school hours on occasion, with due notice.

Supervision and Management

The jobholder may be required to carry out day-to-day supervision of the Pastoral Team (under negotiation) and to assist in work familiarisation for new recruits and peers.

Creativity and Innovation (Problem Solving)

The jobholder creates innovative solutions to address exceptional behaviour issues. The jobholder devises, implements and evaluates appropriate strategies to support the pastoral needs of all students, e.g. peer listening scheme and various pastoral support groups within school.

Key contacts and relationships

- Pastoral team
- Senior Leadership Team
- Tutors and teaching staff
- Students and families involved with the Pastoral Team
- Outside agencies

Decision making

The work is carried out within clearly defined rules and procedures with the postholder using discretion in giving sanctions for minor infringements including reflection and detentions and on contacting parents. The postholder will make recommendations on external exclusions.

The postholder will make decisions on:

- Behaviour management for students
- Type of support programme and disseminate to senior staff, tutor, parent

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

There are frequent interruptions by students, but this is the nature of the post. The job involves resolving some conflicting priorities, particularly as they relate to crisis situations.

The jobholder will have regular contact with students and parents/carers on controversial issues.

Knowledge and skills

The postholder will have:

- A good standard of practical knowledge and skills in supporting young people, building relationships with parents and a range of professionals.
- An understanding of education.
- Experience in learning support techniques.
- An understanding of the legislation around behaviour management.