



Job Application Pack

Pastoral Manager

Salary

Scale 5 (£22,183 to £24,491 pro-rata per annum
- £18,684 to £20,628 actual)

Contract

Permanent, full-time, term-time only

Closing date

Friday 3rd December 2021 @ 9:00 am

Interview date

W/C 13th December 2021

A message from the Head of School

Thank you for your interest for the role of **Pastoral Manager** at The Garibaldi School.

I am proud to be the Head Teacher of a school that truly cares about the students. Our philosophy, culture and ethos is clear and ensures that effective partnerships are established between staff, students, parents and the local community.

Staff development and wellbeing is also important to me. It is imperative that students succeed; however, this is also important for staff too. Staff will receive appropriate and effective professional learning opportunities to enable them to flourish. This will role model to students that we are all lifelong learners.

This, alongside effective packages of induction, mentoring, support and professional development, as well as being automatically subscribed to the Westfield Health cash back plan, demonstrates our commitment to staff wellbeing.

The Garibaldi School is judged to be good by Ofsted in all areas, with high expectations, standards and aspirations of staff and students. We are constantly reflecting and refining our practice in pursuit of outstanding. The school is well considered in the local community.

Applications for places in Year 7 are regularly over our published admission number. As a result, we have increased our PAN to 175 students per year group. There are extensive waiting lists for places at the school to become available. Our sixth form is popular and we offer a range of courses post 16 to appeal to a wide audience.

Students achieve well; In 2019, The Garibaldi School was ranked in 1st place in Mansfield and 6th overall in Nottinghamshire for its Progress 8 results which were +0.47. Progress for disadvantaged students stood at +0.16 compared to a national average of -0.45.

We regularly review our curriculum to ensure that it is fit for purpose, challenging and aspirational. Our curriculum is designed to ensure students are equipped with the knowledge, skills and characteristics to be successful in a broad range of subjects and that what they learn, can be applied throughout life, and not just used for passing exams.

Our Mission Statement states that we:

"Create a supportive and caring learning community that gives all our students the confidence and opportunity to achieve and prepare them for a successful adult life."

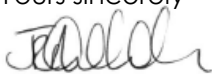
Over the last three years, the staff survey reports that 100% of staff say that "Garibaldi is a good place to work" and 100% say "They would recommend the school to others".

To find out why, I encourage potential applicants to visit the school and talk to our staff and students firsthand about what "Garibaldi Life" is like.

Further details about the school can be found on the website www.garibaldischool.co.uk

I look forward to receiving your application and meeting you in the future.

Yours sincerely



James Aldred
Head of School



Overview of the Trust

The Garibaldi School is a member of the Nova Education Trust. www.novaeducationtrust.net Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Our Ethos is based on three key words:

Pride Respect Achieve

The well-being and success of our students is at the centre of The Garibaldi School vision. The school is a safe environment where students can feel comfortable, well supported and confident.

We believe that it is our duty to develop the aspirations of our students and we encourage students to set high standards for themselves. As a result, targets are high and we expect high quality teaching and a personalised approach to learning to support our students to achieve.

Our students take pride in themselves and in being part of The Garibaldi School. We help students develop teamwork and leadership skills. Most importantly our students learn how to respect themselves and others. We are clear in a way that we expect our students to conduct themselves with all members of our community. Therefore, by the time our students leave, they have gained the skills, qualities and qualifications needed for a successful future.

Achievement

At The Garibaldi School we believe that examination success allows our students to make the very most of their lives coupled with extraordinary compassion and support.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications. As well as academic qualifications, we teach students the personal skills/characteristics required in life to be successful.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide every child with the very best educational experiences.

Should a student require additional support, The Garibaldi School provides a range of support services that will ensure every student's success, whatever their individual educational needs.

In 2018/19, the school was ranked as the best school in Mansfield and 7th best school in Nottinghamshire for its Progress 8 figure of +0.47.

The school is designated as a Leading Edge school in recognition nationally for the achievement of the students and our creative approaches to education.



Extraordinary Compassion and Support

We pride ourselves on the quality of care, guidance and support given to individual students. All students are treated as individuals who are well supported and nurtured over their time here.

All students have a mentor and a Student Services team to support and guide the students.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Mentors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as a first point of contact between school and home. There are regular updates of students' progress through termly reports and a Parents Evening.

Students' attainment and well-being is closely monitored, ensuring that they are recognised when they succeed but also supported when things are more challenging.

Curriculum

KS3

Year 7 and Year 8 students are taught a balanced curriculum of English, Maths, Science, Computing, Spanish, Music, Physical Education, Performing Arts, Art, Design Technology, Food Technology, Geography, History and PSHE/Citizenship. Students are placed in sets for English, Maths and Science according to KS2 SATS results and this is reviewed regularly with standard assessments within core departments.

In Year 8, more subjects introduce sets based on standard assessments and prior learning from year 7.

Support for students with learning difficulties and disabilities (LDD) is provided by teaching assistants within mainstream lessons or as a targeted group based in the Student Support Department.

On some occasions, there is also a small amount of short term withdrawal targeted towards those individual students or small groups who most need it, delivered by a teaching assistant based in Student Support.

KS4

All students receive a core provision and study GCSEs in English Language, English Literature, Maths and Trilogy Science (double award). There is a core provision of PSHE and PE. Students then choose 4 options which begin in Year 10 to study over two years.

Staff Well-being and Welfare

The school contributes to the Westfield Health Scheme for all members of staff, which covers a range of services including dental care, optical care, health screening advice and 24 hour counselling services.

Teaching staff are eligible to join the Teachers' Pension Scheme and support staff are eligible to join the Local Government Pension Scheme.

All teachers receive a 10% reduction in timetable for planning, preparation and assessment.



Safeguarding and Child Protection

The Garibaldi School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff joining Garibaldi will be subject to an enhanced DBS check.

The Garibaldi School has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with the Trust child protection policy.

Application details

Thank you for your interest in this vacancy at The Garibaldi School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

The online application form for this role is located on the current vacancies page of the school website www.garibaldischool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by the time and date specified on the front cover of this information pack.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Job Description – Pastoral Manager

Reports to: Student Welfare & Safeguarding Lead

The Garibaldi School Student Services team provide a wide ranging level of support for all students. The team instils the high expectations we have of all students with regard to behaviour and attendance. They develop strong professional working relationships with students and their families through positive engagement. They recognise that for students to be most successful, they must have excellent attendance, they must demonstrate exemplary behaviour and must adopt a very positive attitude to learning. The team help set and uphold the standards we set for all students at all times whether it be full compliance with uniform or how they respect themselves, their peers and the wider school community. A number of staff within Student Services are Designated Safeguarding Leads. They lead on safeguarding across the school managing disclosures and where appropriate working with other agencies.

A successful candidate would be joining a highly experienced and effective team.

Develop, implement and deliver programmes and strategies for improving individual student behaviour by:

- Supporting students at risk and underachieving due to social, emotional and behavioural needs
- Supporting mentors and other school staff on pastoral and welfare issues of students
- Liaising with parents and outside agencies over welfare issues and when necessary supporting individual students with referrals to outside agencies
- Act as one of School's Designated Persons for Child Protection
- Liaise with AHT regarding child protection issues, reviews, case conferences and reports
- Hold meetings with teaching staff to implement intervention strategies for individual students
- On call management of incidents around the school site as required
- To be part of the Student Services team with particular responsibility for students in identified years
- Implement and monitor the Behaviour Policy
- Be responsible for ensuring that all students adhere to the School Uniform policy
- Lead re-admission meetings for students after referral to Altex Centre or fixed term exclusions
- To liaise with alternative provision providers
- To use monitoring / ATL information proactively to support and intervene with students
- To act in a keyworker capacity where required for individual/small groups of students
- To support the Student & Family Engagement Officer in improving student attendance
- To produce and present reports to the AHT
- Liaise with outside agencies to provide alternative education packages
- Run internal isolation provision with C5 detentions across the school
- To undertake break and lunch duties as directed
- Attendance, welfare, support and behavioural issues
- Develop and implement strategies to address identified issues
- Liaise with a range of stakeholders to produce and facilitate reintegration packages for students following exclusion or extended absence
- Partake in educational visits where required
- Supporting all students to behave appropriately in every lesson and around the school site
- Co-ordinate and lead relevant meetings and play an active role in ATL meetings
- Attend core group meetings and multi agency meetings as required, providing clear feedback to others
- Communicate effectively with students and parents
- Collation of work for a variety of circumstances

- Liaison with SLT on exclusions and ALTEX
- Create appropriate letters and reports as required
- Maintain accurate records covering all aspects of role including student files and safeguarding confidential files
- Managing difficult situations including students and/or their parents/carers who may be in an emotional, distressed or aggressive state
- Be involved in the delivery of small group subject intervention sessions
- Attend events and functions pertinent to the role
- Admission of new students
- Facilitate effective transition between all key stages
- Organise year photographs/social functions for students

General Duties

- To act as a Fire Marshall
- Attend Parents Evenings, Options Evenings, Open Events
- Deputise for colleagues during absences
- Be aware of relevant issues and ensure the safeguarding of the welfare of students
- To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must, at all times, be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person and the Head of School if unavailable the designated safeguarding governor or a member of the Senior Leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their activities and where appropriate, safeguarding the health and safety of persons under their control and guidance in accordance with the provision of Health & Safety legislation
- Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

Person specification: Student & Family Engagement Officer

	Essential	Desirable	Method of Assessment A I R
Qualifications	<ul style="list-style-type: none"> • Level 3 qualification relevant to the role • Evidence of recent professional development 	<ul style="list-style-type: none"> • Designated safeguarding qualifications or equivalent 	A
Experience	<ul style="list-style-type: none"> • Experience of working in an educational institution, social care or family support worker role • Experience of working in a team • Experience of working with families 	<ul style="list-style-type: none"> • Experience of working with young people facing emotional/social difficulties or face barriers to learning • Experience of engagement with adults and wider stakeholders • Experience of multi-agency working • Experience of working with groups of people 	A I R
Knowledge & understanding	<ul style="list-style-type: none"> • Understand the role staff play in safeguarding young people • Understand the intrinsic links between attendance, safeguarding and progress 	<ul style="list-style-type: none"> • Awareness of Ofsted framework in particular for the area of personal development, behaviour and well being • Awareness of educational frameworks relating to attendance 	A I
Skills	<ul style="list-style-type: none"> • Effective leadership skills • Effective and proficient use of IT • Can creatively engage students in a variety of ways • Solution focussed • Can communicate effectively with a wide range of stakeholders • Systematic and organised 	<ul style="list-style-type: none"> • Ability to use school based MIS systems • Ability to analyse data, prepare reports and present information clearly 	I R
Personal characteristics	<ul style="list-style-type: none"> • Work effectively as part of a team • Organised and proficient • Contribute to an inclusive ethos • Calm and emotionally intelligent under pressure • Ability to earn respect from stakeholders • Can communicate confidently and clearly with a wide range of stakeholders • Integrity, optimism, resilience and perseverance • Confident and a clear communicator • An ability to fulfil all spoken aspects of the role with confidence through the use of English language 	<ul style="list-style-type: none"> • Can offer further enrichment to students as part of the wider school life 	I

Methods of Assessment

A = Application

I = Interview process

R = Reference