



THE  
**ROBERT  
NAPIER**  
SCHOOL

# Pastoral Manager

Candidate Application Pack

A **Beyond** ACADEMY  
SCHOOLS TRUST

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## Message from Sofia Darr, Interim Headteacher

Thank you for your interest you have shown in the role of **Pastoral Manager** here at The Robert Napier School

We are looking for a highly skilled and dedicated Pastoral manager who can inspire students to achieve their very best at a personal and academic level. A candidate who cares deeply about the students they teach and are prepared to hold students to account with strictness and warmth.

You can look forward to joining a great working environment where students are bought in to the school's ethos and typically work with great enthusiasm, diligence and gratitude towards their teachers.

The Pastoral Manager will:

- Support pupils in their academic, emotional and pastoral needs, promoting positive behaviour and attitudes to learning within the school.
- Work the Senior Leadership Team and Head of Year in improving, monitoring and evaluating pastoral strategies.
- Liaise with school staff, pupils and parents to deal with issues when appropriate and refer to other staff for action.
- Support the Pastoral Team with responsibility for all aspects of safeguarding, pastoral care and wellbeing of the pupils



Sofia Darr  
Interim Headteacher

The successful applicant will be joining us at an exciting time for the school, as it begins the next chapter of its journey. Having undergone a period of rigorous review and significant changes to the teaching and learning strategies, quality assurance processes and curriculum, the school is establishing its presence as one of the leading schools within the Trust.

I hope you find this applicant pack informative. If you would like to arrange a visit to see the school in action or have any further enquiries, please don't hesitate to contact us here at the school, using the contact details in this pack.

I look forward to receiving your application.



## About The Robert Napier School



Built upon the school motto of Learn, Believe, Achieve, we look to engender the school values of respect, trust, perseverance, resilience, fairness, and courage in all of our students, ensuring they are ready to contribute to their community when they leave us at the end of their studies. All staff are central to ensuring students have the right attitude towards their own learning and success, taking advantage of all of the opportunities afforded by the school and leave the school at the end of their studies, ready to contribute to the local community.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with the Robert Napier School, the Trust is made up of Fort Pitt Grammar School, The Thomas Aveling School, Balfour Junior School and Phoenix Primary School. All of the schools are located within a 5-mile radius and work closely to provide an outstanding education and opportunities for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a subject specific mentor, as well as a dedicated coach all of which is aimed to ease your transition into the school.



# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the Southeast of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in this plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.



**Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ**



**01634 888115**



[www.beyondschoools.co.uk](http://www.beyondschoools.co.uk)



[hello@beyondschoools.co.uk](mailto:hello@beyondschoools.co.uk)



## Job Description – Pastoral Manager

Reporting to: Head of Year  
Salary: Trust salary scale, point 12-26  
Location: The Robert Napier School, Third Avenue, Gillingham

### Core purpose of Pastoral Manager:

- To work with others in supporting the schools aims for excellence
- To work to the priorities identified in the School Improvement plan
- To provide a point of contact for parents, students, teachers; offer advice and signpost or refer to appropriate external support services including EWO, CAMHS, Social Services Connexion, SLC, UCAS, SSG in consultation with Head of Year or Senior Leadership team
- To maintain effective working relationships with outside agencies
- To monitor the effectiveness of the provision of outside agencies
- To update the relevant member of the school's SLT/ELT on issues relating to students in the year group (usually the Head of Year/AHT assigned to the year group)
- To provide effective attendance monitoring in liaison with the Attendance Officer and the Family Liaison Officer; regular contact with parents of absent students where there is under 95% level of attendance-take appropriate action using guidelines in support team handbook.
- To develop skills and knowledge in work practices, keep up to date with changing policies and procedures and undertake appropriate training when required.
- To liaise with the SENCO in monitoring the progress of the students in the year
- Maintain a database and other student records; check and amend entries where necessary and ensure that information is disseminated to staff as appropriate.
- Produce file records and student information, as requested for external agencies, Senior Leadership team or as requested
- Lead, organise and attend events for your year group, liaising with the appropriate member of the Senior Leadership team
- Support the year group activities by leading and organising assemblies, and assisting and leading any house activities such as sporting or musical competitions
- take on the role of form tutor and associated responsibilities either on a permanent or temporary basis as directed
- Support individuals or groups of students in lessons as the need arises; provide assistance with their organisation, monitor use of planners and engage supportive strategies including allocation of Student Academic Mentors
- Facilitate form tutor meetings when required and produce minutes of the meetings for Senior Leadership Team
- To undertake supervisory duties on school visits when requested
- To assist with First Aid
- Ensure the school guidelines in relation to Child Protection and Safeguarding are followed at all times.



## Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

### Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.





### Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of People. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**



## Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to progress and develop the role	✓		Application & interview
Ability to stay positive, and meet deadlines, even when working under pressure	✓		Application & interview
Promote the school's aims and ethos for excellence	✓		Application & interview
Develop good personal and professional relationships with a team of staff and students	✓		Interview
Create a happy challenging and effective learning environment	✓		Interview
Good ICT skills including the use of e-mail, internet and Microsoft Word	✓		Interview
Good organisational skills and working successfully under pressure and under direction of a line manager	✓		Application & interview
Have an understanding of data bases and spread sheets. Be happy and confident in developing ICT skills. Including SIMS and other IT applications		✓	Application & interview
Be able to solve problems by both planning ahead and by practical actions		✓	Interview
Have a confidence to address a wider audience		✓	Application & interview
Be able to analyse information and be capable of independent thought		✓	Interview
<b>Knowledge</b>			
An understanding of principles, processes and strategies underpinning successful behavior management	✓		Application & interview
Good knowledge of current demands of pastoral work	✓		Application & interview
Knowledge and understanding of positive behavior management		✓	Application & interview
<b>Qualifications and experience</b>			
Minimum GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
Excellent oral and written communication skills	✓		Application & interview
Previous experience of working with children Child protection training up to date	✓		Application
Willingness and motivation to develop own skills and proficiency and evidence of commitment to further professional development	✓		Application & interview



Experience of working as part of a team developing professional practice		✓	Application & interview
Experience of working with outside agencies		✓	Application & interview
Experience of being involved in implementing new initiatives		✓	Application & interview
Understanding of areas for school improvement		✓	Application & interview
Understanding the importance of students' attendance and possible impact this may have on learning		✓	Application & interview
Facilitating meetings		✓	Application & interview
<b>Values</b>			
A passionate commitment to achieving the highest standards for all students	✓		Application & interview
A commitment to inclusive education and equal opportunities for all	✓		Application & interview
Fully committed to a close working partnership with parents and others in the community	✓		Application & interview
<b>Personal Qualities</b>			
A good sense of humour	✓		Application & interview
An enthusiasm for involvement in school in general and activities that are part of this	✓		Application & interview
Have flexibility sensitivity and tact	✓		Application & interview
Be determined and approachable empathic and enthusiastic	✓		Application & interview
Be organised punctual reliable and resourceful	✓		Application & interview
Understanding own strengths and areas for development		✓	Application & interview
Perseverance		✓	Application & interview
Motivate our students and stimulate an interest in school in general		✓	Application & interview

**Beyond Schools Trust** is committed to safeguarding and protecting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.



## Summary of Terms & Conditions –

<b>Start date:</b>	Easter 2023 or earlier
<b>Contract Type:</b>	Full- time Permanent
<b>Place of Work:</b>	The Robert Napier School Third Avenue, Gillingham, Kent ME7 2LX
<b>Hours &amp; days of work:</b>	37 hours per week, Mon-Friday, term-time plus 1 additional week
<b>Salary:</b>	Trust salary scale, point 12-26 £24,496 - £32,909 full-time salary pro rata this equates to £20,976 - £28,305.58
<b>Holiday:</b>	Entitlement of <b>25</b> days annual leave rising to <b>29</b> days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract.
<b>Induction Period:</b>	This post has a 6-month induction period.
<b>Pension:</b>	Membership of the Local Government Pension for support staff
<b>Notice period:</b>	One month to be worked during term-time
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



## Benefits

**Benenden Healthcare:** Non- contributory membership of Benenden Healthcare Scheme.

**Continuing Professional Development** A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

**Staff Wellbeing:** Whole Trust approach to well-being.

**Pension Scheme:** Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2022 are as follows:

<b>Annual Salary Rate</b>	<b>Member contribution Rate</b>
Up to £14,400	5.5%
£14,401 to £22,500	5.8%
£22,501 to £36,500	6.5%
£36,501 to £46,200	6.8%
£46,201 to £64,600	8.5%
£64,601 to £91,500	9.9%
£91,501 to £107,700	10.5%
£107,701 to £161,500	11.4%
£161,501 and above	12.5%

**Other Benefits:** Two-week, half-term break in October

**Family Friendly Policies** The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

**Cycle Scheme:** The Trust is a member of the Cycle to Work Scheme.

**Car Parking** Free onsite parking

**Catering:** On site catering at affordable prices

**Employee Discounts schemes:** Details available upon joining



# The Recruitment Process

**Closing date:** Monday 20<sup>th</sup> March 2023 @ 9am

**Interview date:** To be advised

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the Trust's website - [Our Vacancies | Beyond Schools Trust](#) Completed application forms should be returned by the closing date to [careers@beyondschools.co.uk](mailto:careers@beyondschools.co.uk)

If you wish to discuss the role, please contact **Mike James** via email at [mjames@robertnapier.org.uk](mailto:mjames@robertnapier.org.uk)

**The application form:** Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.

**Cover letter:** A cover letter can be provided, though not essential. Do keep to a maximum of one page.



**Supporting Statement:**

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Additional skills:**

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available on [Our Vacancies | Beyond Schools Trust](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.





## Pastoral Manager



<b>Salary:</b>	Trust scale, point 12-26 £24,496 - £32,909 full-time salary pro rata this equates to £20,976 - £28,305.58
<b>Start date:</b>	Easter 2023 or earlier
<b>Hours:</b>	37 hours per week, Monday to Friday plus 1 additional week
<b>Location:</b>	The Robert Napier School, Third Avenue, Gillingham, Kent ME7 2LX
<b>Closing date:</b>	Monday 20 <sup>th</sup> March 2023 @ 9am
<b>Interview date:</b>	To be advised

We are seeking a highly skilled and dedicated Pastoral manager who can inspire students to achieve their very best at a personal and academic level.

You will be an exceptional candidate who cares deeply about the students they teach and are prepared to hold students to account with strictness and warmth.

You can look forward to joining a great working environment where students are bought in to the school's ethos and typically work with great enthusiasm, diligence, and gratitude towards their teachers.

### In return we offer: -

- An incredibly supportive group of colleagues and leaders
- Comprehensive induction programme with a commitment to CPD
- Benenden private health care cover
- 25 days annual leave increasing after 5 years of service
- Membership of the Local Government Pension Scheme
- Two-week, half-term break in October
- Cycle to work scheme

Please visit [Our Vacancies | Beyond Schools Trust](#) for a full job description and application form. Completed application forms should be returned by the closing date to [careers@beyondschools.co.uk](mailto:careers@beyondschools.co.uk)

Visits to the School are strongly encouraged. For further information and to arrange a visit, please contact **Mike James** via email [mjames@robertnapier.org.uk](mailto:mjames@robertnapier.org.uk)

***We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications. Only shortlisted candidates will be contacted for interview.***

### Safeguarding commitment

Beyond Schools Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".



### **Equality & Inclusivity Statement**

At Beyond Schools Trust we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location



### The Robert Napier School

Third Avenue  
Gillingham  
Kent ME7 2LX

**Tel: 01634 851157**

Email:

[trns@robertnapier.org.uk](mailto:trns@robertnapier.org.uk)

[www.robertnapier.org.uk](http://www.robertnapier.org.uk)

<https://w3w.co/spirit.thus.since>

