



# Recruitment information: Pastoral Manager



## Headteacher's introduction

Thank you for taking time to request information about the appointment of a Pastoral Manager at Walkwood Church of England Middle School. Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with emphasis placed on subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence. High standards for behaviour across the school are promoted by all staff to enable a purposeful learning environment in which all children can flourish.

We are looking for a passionate and empowering pastoral manager with a clear understanding of the most effective strategies to support pupil's emotional wellbeing throughout their time at Walkwood. They will enjoy working as part of a pastoral team and demonstrate the ability to establish highly effective working relationships with pupils and their families, acting as an outstanding role model. Previous experience is desirable for this role although not essential, together with GCSE passes in Maths and English (4+) or equivalent.

If you wish to be considered for this post at Walkwood Middle School, please complete an application form. Kindly send your documents to [recruitment@walkwoodms.worcs.sch.uk](mailto:recruitment@walkwoodms.worcs.sch.uk) by **9.00am** on the 5<sup>th</sup> April 2024. Short-listed candidates will be contacted soon after this date and interviews will be held during the week of the 15<sup>th</sup> April 2024. For the successful candidate, the start date will be from as soon as they are available. Tours of the school will be part of the interview day.

If you feel you are ready for a new role, working collaboratively with pupils, staff and the wider Trust, then I look forward to receiving your application.

Yours sincerely,  
Mrs Caroline Lowe  
Interim Headteacher

## Job description:

### Part I

This job description forms part of the contract of employment. It is an outline of the main duties and responsibilities expected of the role and it is not a definitive list. Specific responsibilities will be agreed with the Headteacher as part of the SLT review.

### Part II

<b>Post title:</b>	Pastoral Manager
<b>Salary and Grade:</b>	TA3 – TA4 £ 24,294 to £ 31,364 pro rata
<b>Responsible to:</b>	Assistant Principal, College Leader and Pastoral Coordinator
<b>Hours of work:</b>	35 hours per week term time only plus 5 Inset days

### Purpose of the Job

To enable all pupils in a college to overcome barriers to learning, fostering positive relationships, and maintaining a climate conducive to learning.

To support the personal, social and academic development of pupils by addressing their individual needs.

### Part III

#### Pastoral Manager

#### Main responsibilities are to:

- Deal with all day-to-day issues regarding pupil welfare supporting tutors and College Leaders.
- Respond to take steps to resolve relationship issues between pupils.
- Be available for pupils in the College throughout the day.
- Assist in arrangements at the beginning, during and end of the year.
  
- Assist and support staff in the management of behaviour in accordance with school policy.
- Take a lead on the development of strategies to support the behaviour of pupils in the College.
- Coordinate pupil interventions to respond to the specific needs of the pupils within the College.
- Assist the College Leader and Pastoral Coordinator in the planning and delivery of specific targeted support based upon the need of the pupil.
- Monitor the progress of the individual and group targeted support.
- Issue, collect and follow up behaviour records for identified pupils.
- Contribute to the reviews of pupils on the SEN register and assist in the implementation of individual education plans and pastoral support plans as required.
- Working under the direction of the Pastoral Coordinator, liaise effectively with outside agencies enabling them to support pupils effectively.
- Be available to form tutors as a day-to-day support.
- Give support in lessons acting as a teaching assistant when required.



- To communicate effectively with all stakeholders to ensure that each pupil's progress is maintained.
  - Be the first port of call for parents, after the tutor, in relation to pupil conduct, health and well-being and barriers to learning.
  - Maintain accurate records of all pastoral interventions, meetings and referrals.
  - Collect and collate statements relating to incidents.
  - Produce accurate records of all incidents dealt with.
  - Contact parents whenever incidents are dealt with by self or when delegated to make contact by others.
  - Attend case conferences, reviews and other such meetings when appropriate.
  - Arrange for work to be set and collected for pupil absence.
  - Disseminate college information.
  - Ensure system letters e.g. uniform, equipment, suspension are sent and logged.
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- Assist the College Leader to support form tutors in their role.
  - Maintain College notice boards.
  - Provide activities which develop each pupil's interpersonal skills, personal confidence and sense of responsibility.
  - Support new entrants to the College.
  - Encourage pupils to take pride in their appearance by supporting form tutors to enforce school policy on uniform.
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- Act as a duty member of staff at lunchtime.
  - Be a presence around the site at the beginning and end of the day and during lesson change over.
  - To work as part of a team and to cover tutor times.
  - Supervise pupils on school trips and visits.
  - Undertake any other responsibilities that might be reasonably requested by the Principal.

**Please Note**

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the postholder must use directed time in accordance with the school's policy.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher and Governing Body may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding, the well-being of children and young people and the promotion of fundamental British values and expects all staff and volunteers to share this commitment.

Signed : ..... Date.....

Signed : ..... Date.....

For and on behalf of Walkwood CE Middle School

## Person Specification

Area of focus	Essential	Desirable
<b>Education and training</b> <i>(academic and vocational)</i>	<ul style="list-style-type: none"> <li>GCSE passes in Maths and English (4) or equivalent.</li> </ul>	TA level 3 or above Forest school training Solution focused trained Mental health first aid
<b>Experience and achievements</b> <i>(paid/unpaid)</i>	Previous experience supporting pupils in a school setting in a supportive classroom role, pastorally or in a mentoring capacity.	Group work facilitation Youth/Community Support or Family Support experience.
<b>Skills, abilities and personal qualities</b>	<ul style="list-style-type: none"> <li>Ability to establish good working relationships with pupils acting as a role model.</li> <li>Excellent communication skills and the ability to assist members of the public with queries and complaints.</li> <li>Ability to work as part of a team.</li> <li>Ability to prioritise workload to ensure that matters are responded to appropriately.</li> <li>Ability to record information accurately and in a timely manner.</li> <li>Must have a commitment to safeguarding children.</li> </ul>	To be patient and able to be persistent with pupils to build up relationships.  The ability to show empathy to others.  The ability to help pupils problem solve.  To role model resilience.
<b>Other relevant factors</b>	<ul style="list-style-type: none"> <li>Good working knowledge of, and be able to follow, relevant school policies</li> <li>Approachable attitude when dealing with pupils, parents or other visitors.</li> </ul>	Ability to be flexible when <i>it's one of those days!</i>

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.





*“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”*

*2 Corinthians 15: 58*



*I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.’*

*Ephesians 3:18-19*

