



TheNorth
school

Pastoral Support Manager
The North School
Information



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Welcome

Dear Applicant

Thank you for showing an interest in the Pastoral Support Manager role we currently have available at The North School.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School has achieved excellent exam results in recent years and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

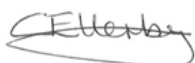
We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely



MRS CLAIR ELLERBY
Headteacher

Job Description

Job Title: Pastoral Support Manager
Grade: SAT C
Responsible to: Headteacher

Purpose of the Job:

To support the enhancement and operation of the learning environment of the school, with a particular focus on the pastoral management of the students.

To support in the provision of a high-quality education for the students of the school.

Main duties and responsibilities (Accountabilities):

With specific regard to the students in their care and with responsibility to the appropriate Principal / Vice Principal.

- To be the first referral point for pastoral issues concerning students in their Community and pass issues on to the relevant member of the team.
- To be either available to students in their office or on duty every break time and lunchtime.
- To be around the School during tutor time monitoring behaviour and other issues that may arise.
- A 30-minute unpaid lunch break to be taken at a convenient time.
- Parental meetings, up to return from exclusion meetings.
- Running Pastoral Support Programmes.
- In class, behavioural support where required, using 'hot spot list' to be proactive.
- Monitoring re-integration back into lessons after exclusions or return from Fixed Term Exclusion or Exclusion Room.
- Managing 'on report' forms.
- Attendance at meetings with external agencies, where appropriate.
- Managing Community Detention Programme.
- Record keeping.
- Managing emergency student referrals (behaviour support).
- Meet with Principals/Learning Leaders on a daily basis to review the needs of the Community.
- Encourage prompt arrival of students to lessons throughout the day.
- To liaise with other Pastoral Support Managers and support other Communities in difficult times.
- To support the management of team diaries.
- To use data from Brom Com to inform the day sheet and Community staff.
- To support school and community events such as Parents Evenings.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications	Essential / Desirable
A good general standard of education, with at least 5 GCSEs or equivalent, including English and Maths.	E
Holder of a full driving licence.	E
Qualified to drive a minibus.	D
Experience	
Experience of working with young people.	E
Experience of working in a secondary school.	D
Experience of liaising with external agencies.	D
Experience of providing support services.	D
Skills and Abilities	
Excellent communication skills, both written and verbal.	E
Ability to communicate with children and adults alike.	E
Ability to prioritise tasks and manage workload effectively.	E
Knowledge	
Working knowledge of e-mail communication.	E
IT literate, with a working knowledge of Microsoft Word.	D
Ability to complete forms electronically.	D
Personal Qualities	
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Enjoy working with young people.	E
Able to work constructively, both as part of a team and individually.	E
Confident, flexible and resilient.	E



Working at The North School

Benefits

- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

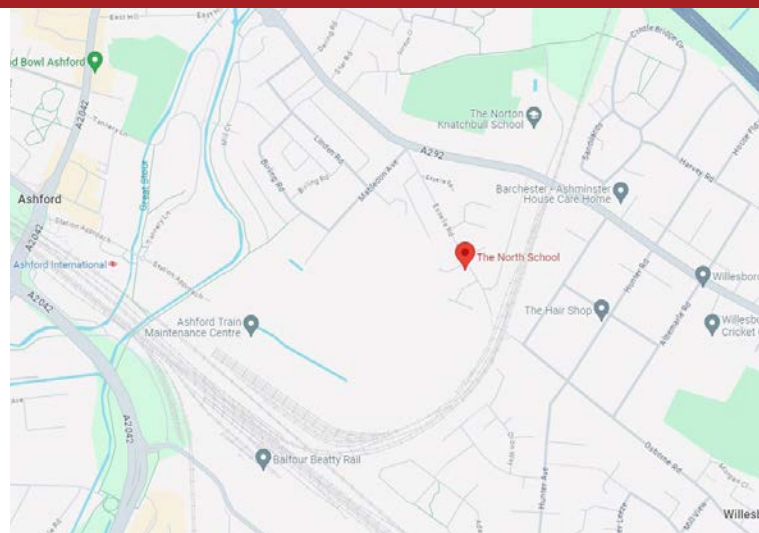
Finding Us

The North School
Essella Road, Ashford, Kent TN24 8AL

01233 614600
TNS-Office@swale.at

Closest Train Station: Ashford International Station
Approx. 18-minute walk or 15-minute Bus

Closest Bus stop:
The Norton Knatchbull School - 2, 10, 10A, 11A, 18A, 125, 666, 964, 968, C Little & Often, HS1, WS2
Mabledon Avenue - 2, 2A, 10, 10A, 10E, 10X, 11, 11A, 18A, 125, 666, 964, 968, C Little & Often, HS1, WS2





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to joanne.manning@swale.at or by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The North School may complete online checks of any candidates as part of the shortlisting process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past [employment](#).



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



Swale ACADEMIES TRUST

