

'Weaverham High School is a wonderful place to learn' OFSTED 2020



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning. We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.



We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

"Be the best version of you"

Pastoral Support Manager

We wish to appoint a highly motivated candidate to join our Access and Achievement team. You will support a Head of Year to provide effective and efficient pastoral support, promote positive attitudes to learning and to provide family support in order to maximise the achievement and wellbeing of students.

Start date: September 2022 Salary: Grade 6 starting scale £22,571 raising to £24,920 (37 hours per week/39 weeks per year). Actual Salary Range for hours £19,825 raising to £21,889.

How to apply

For further information and an application form email jobs@weaverhamhighschool.com or see school website www.weaverhamhighschool.com

Please complete the school application as fully as possible and explain any gaps in your employment history. Please send the completed application with your letter of application to jobs@weaverhamhighschool.com Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes. The successful applicant will require an enhanced Disclosure and Barring Service check.

Closing date noon Friday 24th June 2022

Headteacher: Clare Morgan

Tel: 01606 852120 Fax: 01606 854033

www.weaverhamhighschool.com

Job Description

Pastoral Support Manager

Purpose of the role

To support a Head of Year to provide effective and efficient pastoral support, promote positive attitudes to learning and to provide family support in order to maximise the achievement and wellbeing of students.

Main Duties and Responsibilities

The post holder will be a critical part of the Access and Achievement team, under the overall direction of the Deputy Headteacher, responsible for ethos and climate for learning and will be line managed by the Head of Year.

Support Head of Year by:

- Working together to ensure all students in the year group receive the support they need.
- Providing administrative support to Head of Year
- Organising and arranging meetings for Head of Year
- Organising and leading meetings with students and parents
- Attending year team meetings with the Head of Year and Form Tutors.

Promote and safeguard pupils' welfare by:

- Attending and if necessary leading Team Around the Family meetings for pupils attached to their specific year group.
- Working with the Designated Safeguarding Lead to make sure that child protection policies are followed and child protection records are kept up to date.
- Attending safeguarding meetings including: Child In Need and Child Protection Conferences
- Feedback information to Designated Safeguarding Lead and appropriate Head of Year.
- Supporting Personal Education Plan process for Looked After Children in their Year Group by maintaining up to date forms.
- Liaising with other professionals where appropriate, including the School Nurse, Social Services and Access & Achievement team.
- Undertake Level 3 Safeguarding training.

Raise students' aspirations, self-esteem and motivation by:

- Providing skilled pastoral support including 1:1 and small group mentoring.
- Liaising with Head of Year on attendance and achievement data.
- Liaising with the Attendance Officer to target students with lower attendance and address concerns. – Meeting parents, attending attendance panel meetings.
- Attending and contributing to team meetings.
- Supporting pupils' learning by staffing Power Hour, revision and catch up sessions specific to their Year group.
- Encouraging pupils to engage in enrichment opportunities available to them.
- Supporting the Head of Year with day-to-day pastoral, behaviour and social issues in the Year group.
- Support the development of parental engagement by maintaining good communications with them, attending parent events including; parents' evening and parent support events.
- Act as a Champion for the year group and, along with the Head of Year, recognise and celebrate the successes of each student.
- Recognise the potential in every student and work creatively to support their progress, both academically and pastorally through school.

The post will be part of the Access and Achievement Team. The team comprises of Heads of Year, SENDCO, Learning Support Assistants, Achievement Coordinators and Pupil Premium Champions. These colleagues work collaboratively to support pupils, parents and families effectively. We seek an enthusiastic, well-motivated support member of staff to help us ensure all pupils have the opportunity to access effective and personalised pastoral support and through that maximise their achievement at school.

I hope you are excited by this opportunity and are keen to undertake the challenge of becoming a key player in this our Access and Achievement Team.

If you do have any further questions regarding the post, please do not hesitate to contact me. Otherwise I look forward to receiving your application by noon on **Friday 24th June 2022**

Richard Harris
Deputy Headteacher

Please note it is the practice of the governing body to take up references of all long listed candidates. If this presents a problem please make this clear in your application.

The school is committed to safeguarding children and young people. All shortlisted candidates will be expected to undertake an enhanced DBS check as part of the interview process and will need to supply the appropriate documentation

Please bring originals of any examination certificates and in the case of Newly Qualified Teachers evidence of the Skill Tests you have already passed.

Attribute	Essential	Desirable	How Measured
Qualifications	GCSE grade C or higher in both English and Maths.	A' Level or equivalent standard and/or appropriate qualifications. Graduate status or evidence of higher education.	Application form.
Experience	Experience of working within a team and contributing effectively to the team's objectives.	Experience of working with teenagers Experience of working with parents and families. Experience of working with multi-agencies.	Application form, references, interview.
Knowledge and Skills	Good interpersonal skills with a range of people; pupils, staff and parents.	Previous experience in similar or related employment. Knowledge of current educational trends and practices. Knowledge of TAF and Safeguarding practices.	Application, interview, references.
Personal Qualities	Integrity, Honesty, Confidentiality, Resilience and Humour. A desire to support pupils in raising their aspirations, self-esteem and confidence to ensure they are enabled to achieve in school.		Application, interview.
Ability to show initiative and be self-managing	Ability to follow instructions carefully and accurately. Flexibility and Adaptability.	Attention to detail Able to deal with the unexpected.	Interview, references.
	High standard of personal practical ability.		Application, interview, references.
	Ability to work hard under pressure.		Interview, references.
	Strong and clear oral and written communication skills.		Application, interview.
Personal Development	A commitment to development of personal skills level.	Evidence of ongoing training.	Application, interview, references.