



Pastoral Managers Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Learning Together

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Pastoral Managers Two roles available

£19,160 - £21,690 pa (actual salary), depending on experience

Full time, 37 hours per week, term time only

Would you like to join the support team of an extremely popular and expanding secondary school? We have the following opportunities starting ASAP:

We are looking for two additional Pastoral Managers to join our team working with students and parents to provide early intervention, support and guidance to improve the lives and outcomes for students. You will work alongside the senior leadership team and two experienced Pastoral Managers. Safeguarding training will be provided as well as the skills and knowledge to enable you to confidently work with students, parents and guardians, external agencies and the school pastoral team. We are looking for team players with excellent personal, written and verbal communication skills who are passionate about ensuring all our students thrive.

For further information about these exciting opportunities and in order to complete an application form please refer to our school website www.furzeplatt.com. Application forms should be returned to Kiran.smith@furzeplatt.net.

Only applications submitted on the school application form will be considered.

Closing date: 9am, Monday 10 December 2018 • Interviews: w/c 10 December.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Posts are subject to an enhanced disclosure via the Disclosure and Barring Service.



Pastoral Manager

Job Description: Pastoral Managers

Line Manager:	Associate Assistant Headteachers
Main Purpose of Role:	To work with students and parents to provide early intervention, support and guidance to improve outcomes for students. To provide pastoral support to students.

Main Responsibilities:

1. Act as a point of contact, develop and maintain effective contact and communications with families and students in need of support
2. Establish good working relationships with all parents and students.
3. Act as Deputy Designated Safeguarding Leads and report all incidences of safeguarding concerns to the DSL. Be aware of, and comply with, all policies and procedures relating to child protection, health and safety, security and data protection.
4. Work with a range of external agencies, including but not limited to social care, the police and CAMHS, making referrals to these agencies as necessary.
5. Conduct investigations of incidents, providing evidence to support the Senior Leadership Team in determining sanctions.
6. Share in the running of the school's isolation room
7. Support the Senior Leadership Team in dealing with students of concern.
8. Manage and maintain files for students on CP plans, CIN plans and the files of other vulnerable students. Manage and track student sanctions.
9. Work with the Heads of House and wider pastoral team (Attendance office, Parent Support Worker, Curriculum Support Worker) to share information and support students to ensure all students can achieve and are safe.
10. Attending meetings with agencies such as strategy meetings, CIN meeting, CP conferences etc.
11. Work with the Pupil Premium Champion to ensure PP students are not disadvantaged. This includes, but is not limited to, taking them for shoes, applying for charity funding and obtaining school uniform.
12. Work with the school counsellors to prioritise students' needs and facilitate appointments.

OTHER

1. Facilitating food share and FSM applications
2. Analysing and inputting Parents evening data
3. Facilitating annual student injections
4. Organising the running of Year 7 and 10 photographs.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

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Pastoral Manager

Person Specification: Pastoral Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including Maths and English at Grade C or above (or equivalent). Behaviour management training Safeguarding training. Eligible to work in the UK. 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form</p>
Experience of: <ol style="list-style-type: none"> Working with students with behavioural issues. Developing and delivering individual and group-based support to students. Supporting students' Social, Mental and Emotional Health needs. Implementing behaviour management strategies. Creating individual intervention programmes for students. Handling child protection and welfare cases. 		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Application form and interview</p>
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Knowledge of statutory requirements regarding the education sector and student well-being. Knowledge of legislation regarding student attendance, safeguarding and data protection. Knowledge of common pastoral issues and how to respond to different situations which may arise. Knowledge of child protection and safeguarding procedures. Able to manage highly sensitive information and remain confidential. Excellent written and verbal communication skills. Able to work well as part of a team as well as independently. Able to prioritise and cope in a highly pressurised environment Attention to detail and the ability to maintain accurate and up-to-date records. Able to build positive and productive relationships with staff members, students and parents. High levels of honesty and integrity. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application form and interview</p>
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	<p>✓</p> <p>✓</p>		<p>DBS Process</p> <p>References</p>