



*Welcome to Colne Valley High School where we are currently looking to appoint a new Pastoral Support Manager. This is an exciting time to join the Colne Valley Journey.*

*At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.*



## **Pastoral Support Manager**

CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague

I am delighted that you are considering the position of Pastoral Support Manager at Colne Valley High School.

We are seeking to recruit a Pastoral Support Manager for our secondary school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team.

I am excited to start my role as Principal at Colne Valley High School and I am keen to build a highly effective, wider team in order to make further improvements and secure excellent progress for all of our students.

I strongly believe Colne Valley High School has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at Colne Valley High School strives to 'achieve excellence together' and this role is integral to fulfilling the school's vision and supporting the shared RITA values.

We look forward to reading your application, best of luck to all.

Yours sincerely

Ms. Kate Smith

Principal



## ► Overview of the Position

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and staff at all levels.



## **JOB DESCRIPTION: PASTORAL SUPPORT MANAGER**

<b>Section:</b>	<b>Personal Development/Inclusion</b>
<b>Responsible to:</b>	<b>Associate Assistant Principal – Behaviour &amp; Standards</b>
<b>Responsible for:</b>	Management of PD Co-ordinators and PD Admin
<b>Salary:</b>	Grade 9

### **PURPOSE OF THE POST:**

To be responsible to the Associate Assistant Principal for leading an efficient and effective Behaviour for Learning (PD) system, to support the improvement of behaviour and student culture across the school in line with the Academy Improvement Plan.

### **KEY AREAS:**

1. Managing a Team to improve Behaviour and Student Culture
2. Leading on Staff Development
3. The Community
4. Health, Welfare and First Aid responsibilities
5. Extra-Curricular Activities
6. Miscellaneous

### **DUTIES AND RESPONSIBILITIES:**

#### **1 Support in Managing a Team to improve behaviour and student culture.**

- 1.1 To play a leading role in developing and implementing the vision for Inclusion, and Behaviour Management in the Academy.
- 1.2 To lead the day-to-day management of the red card system, IEU system and detention system.
- 1.3 To support Achievement Coordinators with interventions and provisions for improving students' behaviour, attendance, wellbeing, and standards.
- 1.4 To maintain a high profile around the Academy to ensure that appropriate student behaviour and culture is maintained.
- 1.5 To liaise with Achievement Co-ordinators and Curriculum Leaders regarding patterns of student behaviour support with the implementation of strategies.
- 1.6 To work closely with the Senior Team, Achievement Co-ordinators, and Faculty to reduce "fixed term" suspensions.
- 1.7 To liaise with parents in relation to the school systems to support student behaviours and culture.

- 1.8 To conduct investigations, as requested, into breaches of the Academy's Discipline Code by students.
- 1.9 To liaise with the multi-agency team and to assist in identifying provision for students for whom an alternative curriculum would be more appropriate.
- 1.10 To encourage high levels of expectations in students.
- 1.11 To lead morning briefing sessions with the Pastoral Team and exchange information about students and ensure operational rigor.
- 1.12 Oversee the registration process for detentions, ensuring that this is followed up appropriately.
- 1.13 To contact parents as appropriate because of investigations regarding threats, violence, bullying and update recording systems accordingly.
- 1.14 To pass on information regarding possible tensions within school to line-manager.
- 1.15 To analyse behaviour data regularly and identify patterns and liaise with line-manager to focus further actions and direct team to support actions.
- 1.16 To monitor the implementation of movement systems around the school and student conduct.
- 1.17 To liaise with Achievement Co-ordinators and to meet with parents as required to feedback on behaviour of students.
- 1.18 Lead on the implantation of break/lunch supervision strategies such as coordinating duty staff.
- 1.19 To liaise the safeguarding Team and liaise with the DSL.

## **2 Staff Development**

- 2.1 To provide input to the Associate Assistant Principal to identify strengths and weaknesses of the implementation of behaviour policies and practices.
- 2.2 To lead on the provision of appropriate training in relation to behaviour as calendared.
- 2.3 To deliver weekly CPD and training for the Pastoral Support Team.
- 2.4 Facilitate and review performance management.
- 2.5 Lead on procedures in relation to Pastoral Support Team absences.

## **3 The Community**

- 3.1 To ensure effective dialogue with parents in accordance with Academy policies.

- 3.2 To maintain a dialogue with the support services, advisory staff and the communities that serve the school as related to behaviour management and student culture.

#### **4 Health, Welfare & First Aid**

- 4.1 To liaise with the safeguarding team in relation to all matters relating to the health and welfare of students.

#### **5 Extra-Curricular Activities**

- 5.1 To promote the provision of extra-curricular activities for students.

#### **6 Miscellaneous**

- 6.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the School's Health & Safety policy.
- 6.2 To undertake any other duties as may reasonably be required by your Line Manager.
- 6.3 To play a full part in the life of the Academy community supporting its distinctive mission and ethos actively promoting its policies and practices.
- 6.4 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings, and other similar events as appropriate.
- 6.5 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meeting.
- 6.6 To engage actively in the Performance Development Review process.
- 6.7 To participate in the school's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.
- 6.8 To carry out your duties in accordance with the Academy's Equal Opportunities policy.

#### **Safeguarding:**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

#### **Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

## Person Specification: Pastoral Support Manager

**Key to identification:** A = Application I = Interview E = Exercise R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Numeracy, literacy and ICT skills equivalent to Level 2 or above	✓		A/I
Relevant professional training or development	✓		A/I
Recent safeguarding training		✓	A/I
First Aid Training		✓	A/I
<b>Experience and leadership</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Working with or caring for children of relevant age.	✓		A/I/R
Collaborative and supportive work with colleagues within the organisation	✓		A/I/R
Collaborative and supportive work with parents.	✓		A/I/R
Experience of leading a team		✓	A/I/R
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Basic understanding of child development and how children learn	✓		A/I/R
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓		A/I/R
General understanding of the curriculum and other learning programmes.		✓	A/I/R
Ability to relate well to young people and adults.	✓		A/I/R
Good oral and written communication skills.	✓		A/I/R
Good listening skills.	✓		A/I/R
Good ICT and admin skills appropriate to the role	✓		A/I/R
Effective time management.	✓		A/I/R
Committed to continual personal and professional development.	✓		A/I/R
<b>Skills and abilities</b>			
A commitment to maximising the academic, personal, social and emotional development of all students.	✓		A/I/R
Work constructively as part of a team.	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R



## Reasons to work at Colne Valley High School



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

