



Twickenham  
School

Twickenham School  
Percy Road  
Twickenham  
TW2 6JW

January 2018  
Dear Applicant

**Twickenham School**

**Role: Pastoral Manager – Part Time**

**Scale: NJC 5 point 22-25 £22,506-£24,510 (actual pro rata salary £7,699-£8,384)**

**14.4 hours per week x 39 weeks (2 days) (term time only)**

Thank you for your interest in the above post based at Twickenham School. This pack includes the job description and person specification as well as information about the school. We will use the person specification as the basis for selection for interview.

I hope you will decide to apply. Please submit your application form addressed to the Headteacher, Ms Assal Ruse by e-mail to: [jobs@twickenhamschool.org.uk](mailto:jobs@twickenhamschool.org.uk) In case of difficulty downloading the application form or information pack, please send an email to [jobs@twickenhamschool.org.uk](mailto:jobs@twickenhamschool.org.uk)

**Closing Date: Wednesday 7<sup>th</sup> February 12 noon.**

**Interview: W/B Monday 19<sup>th</sup> February 2018**

**Start Date: asap**

The Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students; we expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

If you would like to visit the school for a tour and informal discussion please contact Siobhan Webb, HR Manager on 020 8894 4503 or email to [info@twickenhamschool.org.uk](mailto:info@twickenhamschool.org.uk)

May I wish you every success and thank you for the time and effort I know you will put in to your application.

Yours sincerely  
Assal Ruse  
Headteacher



## Twickenham School

### **PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM:**

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email.
- Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
- **Only applications submitted on the school's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

[Jobs@twickenhamschool.org.uk](mailto:Jobs@twickenhamschool.org.uk)

You will be asked to sign a hard copy of your application form at interview. At the interview day we will require you to bring photo ID and the original certificates for GCSE, A Level, University Degree and QTS if appropriate.

Twickenham School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.

We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.



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**JOB PROFILE – PASTORAL MANAGER**

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KEY ACCOUNTABILITIES	KEY TASKS
<p>Accountable for the delivery of the specified service</p>	<ul style="list-style-type: none"> <li>• To coordinate and supervise all aspects of the school IBASE</li> <li>• To coordinate and manage all aspects of administration pertaining to IBASE</li> <li>• To maintain appropriate standards of behaviour in the IBASE in accordance with school policy</li> <li>• Ensure there is an appropriate learning environment for students within the IBASE</li> <li>• To liaise with curriculum teachers programmes of work for students to complete so that learning is maximised.</li> <li>• Challenge and motivate students to promote and reinforce high levels of self esteem and confidence</li> <li>• To work with students to help correct and improve their behaviour</li> <li>• Using SIMS to ensure accurate and up to date records are kept of students in the IBASE</li> <li>• To support the MAT in the provision and supervision of students on S2S</li> <li>• To support vulnerable students within the school</li> <li>• To support the Heads of Year in caring for students, promoting their well-being, academic progress and helping to lift their aspirations.</li> <li>• To interview students, collect statements and support the investigation of serious incidents</li> <li>• To support Heads of Year with mediation resolution meetings between students</li> <li>• To support rewards including attendance on reward trips</li> <li>• To meet with identified students every morning to monitor their wellbeing</li> <li>• To support and be a presence at reintegration meetings as required.</li> <li>• To be a strong and proactive presence around the school at all times.</li> <li>• To liaise on a daily basis with Heads of Year sharing information on students and issues of the day.</li> <li>• To liaise with SEND staff as appropriate</li> <li>• To ensure students are delivered to IBASE and to help supervise IBASE as and when required</li> <li>• Supporting the careers team, to ensure students are aware of their careers meetings</li> </ul>



## Twickenham School

<p>School Duties</p>	<ul style="list-style-type: none"> <li>• To undertake pre-school and post-school duties as directed by members of the Leadership team</li> <li>• To monitor the corridors and grounds as timetabled or directed by Heads of Year or members of the Leadership Team.</li> <li>• To supervise students in the Support room or IBASE according to the published rota.</li> <li>• To respond promptly to any emergency calls.</li> <li>• To take up assigned duty positions during lesson change over.</li> <li>• To provide support for Heads of Year.</li> </ul>
<p>Accountable for Health &amp; Safety and safeguarding of students</p>	<ul style="list-style-type: none"> <li>• To contribute to the safeguarding of students and to child protection using the procedures outlined in school policies</li> <li>• To ensure that the Health &amp; Safety policy and Risk Assessments are followed</li> </ul>
<p>Accountable for having a professional commitment to teaching and their own professional development</p>	<ul style="list-style-type: none"> <li>• To attend regularly and punctually</li> <li>• To update role knowledge through external and school based training</li> <li>• To contribute to own professional development through performance review/line management meetings</li> <li>• To attend school meetings as required.</li> <li>• To address the appraisal targets set by the line manager.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To adhere to the school's Dress code.</li> </ul>
<p>Safeguarding</p>	<ul style="list-style-type: none"> <li>• To be aware of the responsibility for Safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the School</li> </ul>



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**PERSON SPECIFICATION – PASTORAL MANAGER**

EXPERIENCE	<p><b>The post holder should ideally have knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>• How to meet to meet the diverse needs of children</li> <li>• Equal opportunity/race equality/cultural diversity</li> <li>• How to prioritise and manage own time effectively</li> <li>• Build and develop appropriate relationships with students, parents/carers, staff and other professional partners</li> <li>• Form and maintain appropriate relationships and personal boundaries with young people</li> <li>• Work under pressure to meet deadlines</li> </ul> <p><b>Be able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Organisation and ICT skills, particularly concerning data handling and maintenance of records</li> <li>• Ability to work as part of a team</li> <li>• Adaptability</li> <li>• Reliability and integrity</li> <li>• Energy, enthusiasm and initiative</li> <li>• Perseverance</li> <li>• A commitment to students of all abilities</li> <li>• Experience of working within a team and supporting professionals with safeguarding and other issues</li> <li>• Ability to lead own professional development</li> </ul>
Education & Qualifications	<ul style="list-style-type: none"> <li>• Evidence of professional development relevant to the role</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Decision making skills</li> <li>• Interpersonal skills</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>• Shared vision</li> <li>• Passionate about securing the very best outcomes for every child</li> <li>• Belief in the ability of every individual to achieve benchmarks</li> <li>• Energetic, resilient and empathetic</li> <li>• Ability to form learning-centred relationships with other professionals</li> <li>• Awareness of own needs for development</li> <li>• Ability to act as role model</li> <li>• Understand the importance of securing own well being</li> </ul>



## Twickenham School

### School Information

At Twickenham School our mission is for all our students and staff to feel safe, valued and achieve their aspirations through high standards of teaching, learning and leadership.

### Our Vision

- Students to be confident, successful and lifelong learners
- Students to develop creativity, resourcefulness and resilience
- The school to be driven and united towards continuous self and school improvement
- The school to attract, nurture and retain high quality staff
- Students, staff and parents to be proud to contribute positively to the school and the wider community.

### Our Values

- Integrity
- Perseverance
- Dedication
- Empathy
- Responsibility
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### Student Care

Twickenham School prides itself that positive and respectful relationships are at the heart of the school. It is fundamental to the ethos of the school that every child is known and valued. We understand that every child has individual needs and that those needs may vary from day to day.

With this in mind, we have a support structure to provide students with the care and nurture they need.

Each child is a member of a tutor group made up of students from their year group. The tutor acts as both advocate and mentor.

The Year team consists of a range of expertise, including

- Heads of Year
- Special Educational Needs Co-ordinator
- Teaching assistants
- Child protection officer

Additional external professionals are brought into school, or are referred to, via the SEND department as appropriate.



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### Curriculum

The curriculum provision at Twickenham School is broad, balanced and fully inclusive. There is an emphasis on promoting strength and success in traditional academic subjects, but this is balanced with a desire to foster variety and personalisation in our provision. The curriculum is constantly reviewed and developed to not only meet the needs and strengths of our students, but to provide rich opportunities for them to develop a range of skills and enjoy memorable experiences.