



Applicant Information Pack

Position:	Pastoral Support Manager
Hours of Work:	Full time, 37 hours per week, term time plus 10 days
Contract:	Maternity Cover (01.09.21–27.05.22)
Salary:	Term time plus 10 days: £30,403 (pro rata) (Subject to NJC LGS pay increase tbc from 1st April 2021)
Start Date:	1 st September 2021

Recruitment Dates

Application closing date:	10am, Wednesday 3 rd March 2021
Provisional interview date:	t.b.c.

Advert

This is an exciting time to join Durham Sixth Form Centre; we are an oversubscribed post-16 institution; our results are significantly above National Averages; we are expanding our premises; we have gained external recognition and national awards for our work.

We know that the very best way to provide outstanding education is to ensure our staff are outstanding. With this in mind we wish to appoint an enthusiastic and committed Pastoral Support Manager to cover the maternity leave of one of our existing PSMs and to work alongside other members of the Pastoral Team and Student Support Services.

The successful candidate will have exceptional planning and time management skills; be able to inspire and challenge both students and colleagues; have the ability to communicate effectively with a wide range of stakeholders including students, parents, the media and governors; and be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

Application Process

Applicants should submit the following documents electronically to dsfc@durhamsixthformcentre.org.uk on, or before the closing date:

- A completed Application Form.
- A supporting letter of application of a maximum of two sides of A4, which includes information under the following titles:
 1. Why are you interested in applying for the role?
 2. How would your skills meet the needs of the post?
 3. What 'extra' would you bring to the role if appointed.

Additional Information

Durham Sixth Form Centre:

- Ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- Is an equal opportunity employer.
- Is a Local Authority Maintained school.
- Operates a strict no-smoking policy.

If you have not heard from us within 4 weeks, please assume that you have been unsuccessful on this occasion.

"Durham Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

Dear Applicant,

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our school.

Durham Sixth Form Centre is the largest post-16 school in the North East of England (and 1 of 4 nationally), with approximately 1,500 students on roll. We are situated in the middle of Durham City Centre, a couple of minutes' walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 50 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1st and 2nd March 2017 and are delighted with the outcome. We are an Outstanding post-16 school. Our students have an excellent record of success; they work hard to achieve it.

- Our A level results are above the national average and in the top 12% of schools in England.
- Students' grades and points for A level are above both the County Durham average and national average.
- Students' points and grades for their best 3 A levels are also above the national average.
- Our Applied General results (broad vocational qualifications) are above the national average and in the top third of schools in England.
- Students' grades and points for Applied General are well above the County Durham average and national average.
- Our Tech Level (occupational qualifications) grades and points are well above the County Durham average and national average.

Most of our students continue their studies at university, some take up employment or apprenticeships; others stay with us into Year 14 where we run some Level 4 courses. Our award-winning Careers Information Advice and Guidance team support our students into higher education, employment or their chosen future pathways.

In 2013 we celebrated our Centenary year. We are housed in a 1913 former Girls' Grammar School which was converted to Sixth Form accommodation in 1983. In addition to the original building there is now a Science Block; a 210 seated Theatre; our Hunter Resource Centre; Visual Arts Centre and Freemans Quay Leisure Centre. In 2019 we have expanded further to include our new Digital Media Centre which houses a grab-and-go Café, Conference Facility, TV Studio, small cinema room and additional classroom space.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principals of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People and Governor Mark. Our recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'. The school operates according to values which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre. We value:

- high quality, inspirational teaching and learning;
- excellent support, care and guidance;
- personal and professional integrity;
- ambition and progress for our students, our communities and ourselves.

If you are energetic and passionate about post-16 education and have the skills and aptitude required for the role then we would welcome your application and look forward to hearing from you.

Ellen Beveridge, Headteacher, February 2021

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We seek the following in our Pastoral Support Manager:

Person Specification	Essential	Desirable
Five GCSE's Grade C/4 or above including English and Maths.	✓	
Outstanding interpersonal and relationship building skills.	✓	
Flexibility to cope with a wide range of situations.	✓	
Ability to deal with delicate, difficult and confidential situations.	✓	
Ability to take difficult decisions.	✓	
Ability to 'think on your feet'.	✓	
Excellent organisational skills with the ability to work to a high degree of accuracy with attention to detail, with energy and drive.	✓	
Ability to communicate effectively both orally and in writing.	✓	
Ability to inspire and challenge both students and colleagues.	✓	
The ability to bring out the best in people.	✓	
Ability to work as part of a team.	✓	
Experience of working with young people, parents and other stakeholders		✓
ICT competency including use of spreadsheets.	✓	
The conviction to make a difference.	✓	
Boundless optimism, energy, enthusiasm and a sense of humour.	✓	
Proactivity and ability to take a lead.	✓	
Aptitude to evaluate, monitor and prioritise work with minimal supervision whilst meeting deadlines.	✓	
Exemplary health and attendance.	✓	
Committed to working in an inclusive school in support of the values, vision, purpose and direction.	✓	
To promote and safeguard the welfare of children and young adults.	✓	
A commitment to upgrading skills.	✓	

We have identified for you below where we anticipate gaining the information.

Person Specification	Application	Interview/ Selection Process	Reference prior to interview	Post offer check
Five GCSE's Grade C/4 or above including English and Maths.	✓			✓
Outstanding interpersonal and relationship building skills.	✓	✓	✓	
Flexibility to cope with a wide range of situations.	✓	✓	✓	
Ability to deal with delicate, difficult and confidential situations.	✓	✓	✓	
Ability to take difficult decisions.	✓	✓	✓	
Ability to 'think on your feet'.	✓	✓	✓	
Excellent organisational skills with the ability to work to a high degree of accuracy with attention to detail, with energy and drive.	✓	✓	✓	
Ability to communicate effectively both orally and in writing.	✓	✓	✓	
Ability to inspire and challenge both students and colleagues.	✓	✓	✓	
The ability to bring out the best in people.	✓	✓	✓	
Ability to work as part of a team.	✓	✓	✓	
Experience of working with young people, parents and other stakeholders	✓	✓	✓	
ICT competency including use of spreadsheets.	✓	✓	✓	
The conviction to make a difference.	✓	✓	✓	
Boundless optimism, energy, enthusiasm and a sense of humour.	✓	✓	✓	
Proactivity and ability to take a lead.	✓	✓	✓	
Aptitude to evaluate, monitor and prioritise work with minimal supervision whilst meeting deadlines.	✓	✓	✓	
Exemplary health and attendance.	✓	✓	✓	✓
Committed to working in an inclusive school in support of the values, vision, purpose and direction.	✓	✓	✓	
To promote and safeguard the welfare of children and young adults.	✓	✓	✓	
A commitment to upgrading skills.	✓	✓	✓	

PASTORAL SUPPORT MANAGER

Grade: 11 SCP 30-34
Hours: Full time (37 hours) – term time plus 10 days
Responsible to: Assistant Headteacher: Pastoral
Appraisal: Assistant Headteacher: Pastoral

Summary of the Key Areas of Responsibility:

1. To support the successful transition of learners into Durham Sixth Form Centre and beyond.
2. To provide high levels of pastoral support, care and guidance to all learners and their families.

Key Areas of Responsibility	Brief Outline
1. To support the successful transition of learners into Durham Sixth Form Centre and beyond.	<ul style="list-style-type: none"> ● Liaise with partner schools to ensure an understanding of student needs prior to enrolment. ● Support the Recruitment Team with key transition events e.g. Y11 Open Day. ● Enrol Year 12 students onto a suitable programme of study in light of performance at KS4, interests and progression plans. ● Organise the 'Brilliant Start' Induction. ● Work with students in the first half term to ensure all students settle quickly into school life. ● Support the re-enrolment of Year 13 students onto a suitable programme of study in light of performance in Year 12, interests and progression plans. ● Support students with careers education, information, advice and guidance including both access to HE and alternative routes. ● Support students applying to university through the UCAS process.
2. To provide high levels of pastoral support, care and guidance to all learners and their families.	<ul style="list-style-type: none"> ● Know the make-up of the cohort including relevant groups (Gender, MA, Disadvantaged, SEN, KS4 PA) to ensure an understanding of student needs so that all learners and groups of learners can be supported to achieve. ● Act as a first point of contact for both students and their parents, address the matter and communicate outcomes as appropriate. ● Make relevant changes to programmes of study throughout the academic year in liaison with the student, parents and colleagues. ● Support students with emotional, social or welfare issues, directing them to support services offered within school as appropriate. ● Work closely with other members of the Pastoral Team, Student Support Services, the Health & Wellbeing Officer and the SENCO to ensure all student needs are met. ● Monitor student attendance at lessons and intervene where necessary. ● Respond to any student issues raised by subject teachers. ● Implement strategies which secure high standards of behaviour and attendance in line with the school staged sanction system. ● Lead meetings with students and their parents. ● Organise, implement and review Student Support Plans with clearly identified next steps. ● Intervene with any student considering leaving Durham Sixth Form Centre, identify issues and act accordingly in order to retain successfully. ● Accurately record information about leavers / potential leavers and report trends to the Senior Leadership Team (SLT). ● Monitor retention and destination information reporting trends to the SLT.

	<ul style="list-style-type: none"> Support students appropriately to avoid students not become a statistic of 'Not in Education, Employment or Training.
In addition	<ul style="list-style-type: none"> Be a visible presence in and around Durham Sixth Form Centre. Monitor student conduct in and around the site to ensure high standards are maintained. Lead student assemblies, seminars and workshops as appropriate. Attend Subject Consultation Evenings to meet with identified students and their parents/carers. Attend Open Evenings. Attend Careers Events as appropriate.
Modelling	<ul style="list-style-type: none"> To model the values, ethos and vision of the School in pursuit of excellence and equity, valuing individual achievement. To help build, communicate and implement a shared vision. To role model and actively promote high expectations for all members of the School community through the role within the structure. To contribute to the efficient management of School routines. To be an appraisal team member in line with School policy. To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
Training/Qualifications	<ul style="list-style-type: none"> The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Headteacher. Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.
Additional Hours	<ul style="list-style-type: none"> In the event where the Headteacher requests additional hours to be worked over and above the contractual hours of 37 per week plus 10 days, time off in lieu (TOIL) will be given at flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Assistant Headteacher: Pastoral.

Day	Hours	Total hours in school	Lunch break	Total hours worked
Monday	8.30am – 5.00pm	8 hours 30 mins	30 mins	8 hours
Tuesday	8.30am – 4.30pm	8 hours	30 mins	7 hours 30 mins
Wednesday	8.30am – 4.30pm	8 hours	30 mins	7 hours 30 mins
Thursday	8.30am – 4.30pm	8 hours	30 mins	7 hours 30 mins
Friday	8.30am – 3.30pm	7 hours	30 mins	6 hours 30 mins
				37 hours

Note: This role will involve significant levels of contact with parents which, due to their circumstances, are likely to have to take place out of the working hours outlined above. As such we would like the appointed colleague to work until 5pm from Monday to Thursday. The time allocated for these additional hours will be taken from the contractual plus 10 days. (1.5 hours per week x 39 weeks in the academic year = 58.5 hours). The additional 15.5 hours will be covered by attendance at our subject consultations evenings for parents. Any additional hours agreed above and beyond the 74 hours (plus 10 days) will be by negotiation and recompensed through time of in lieu (TOIL).

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