

Pastoral Support and Progress Manager

Salary range:	Grade 5 (£21,589- £26,999fte, £18,651-£23,325 actual)
Number of Hours:	FULL TIME
Temporary or Permanent:	Temporary for 12 months initially with potential to be made permanent
Work Pattern:	TERM TIME ONLY PLUS TRAINING DAYS
Closing Date: 23/08/19	Interview Date: To be confirmed.

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. In our community, we are proud of our school and committed to supporting all staff and students to “be the best you can be”.

We are looking to appoint an enthusiastic and highly motivated **Pastoral Support and Progress Manager** to join our team from September/October 2019. The post would suit someone who is committed to ensuring that all students are supported to meet their full potential, raising their aspirations and achievement. You will be joining a team that prides itself on providing a caring ethos and atmosphere, developing positive relationships with students, their families and the wider community.

The successful candidate must be:

- Committed to making a difference to the lives of our pupils,
- Resilient with a strong personal drive,
- Someone who has high expectations of both students and their colleagues in the team,
- Values driven and
- Someone who can forge positive relationships with students to encourage and support great learning.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated, highly skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,
- Access to the RSA Academies' Teaching School Alliance, which offers high quality training and leadership experiences for all staff, to ensure that everyone is enabled to develop, grow and collaborate,
- PiXL network access, developing new ideas and strategies to impact on student learning and
- A number of additional benefits including a fantastic internal CPD programme built into directed time - fostering excellence in teaching and learning, free parking, and a vibrant modern building and facilities in a beautiful location within easy reach of the M40/M6 corridor.

Successful candidates should look forward to working in a challenging and inspiring environment within which there is ample opportunity to lay the foundations for career progression and leadership. We are committed to ensuring that every member of our school community is enabled to ‘be the best they can be’.

Informal visits are encouraged. To find out more about our school please visit our website at www.whitleyacademy.com.

We hope that after considering all the information provided, you will decide to make an application. A reminder that the closing date is the 23rd August 2019. Shortlisted candidates will be contacted within a few days of the closing date. Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

Completed applications should be returned to: vacancies@whitleyacademy.com

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children. Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

Pastoral Support and Progress Manager

Job Description

Job Title:	Pastoral Support and Progress Manager	Pay scale:	Grade 5
Line Manager:	Director of Student Development & Welfare	Location:	Whitley Academy

Job Purpose

Working as a member of the *Learning Support team* with the students in your year-group cohort;

- Manage the day-to-day organisation of student behaviour support strategies,
- Work with individual young people who are at risk of exclusion, have SEMH barriers or have attendance issues.
- Encourage and support young people by raising self-esteem, attitudes toward learning and therefore their achievement
- Help manage all aspects of student behaviour
- Co-ordinate multi-agency planning
- Deliver *Learning Support* activities to students.
- Monitor the attendance of a year group and implement proactive interventions to improve the attendance of targeted groups/individuals.

Duties and Responsibilities:

Working in the pastoral team you will offer pastoral support and guidance to a year group including tracking rewards, behaviour, and attendance of students within your year group. When issues arise, you will set targets for improvement in liaison with parents and appropriate staff at school and then implement interventions to support this improvement.

In outline -

- To have responsibility for the pastoral support of a Year Group cohort including monitoring and supporting the overall progress and development of all students in the year.
- To help identify student underachievement, through liaison with the SLG link to implement and monitor appropriate strategies and actions to address and improve attainment.
- To work alongside the Lead Tutor and support a team of Form Tutors ensuring a consistency of approach to all school pastoral policies and procedures.
- To identify students in need of support and develop, implement and monitor their progress through mentoring, preventative group work and/or Circle Time.
- To promote and develop a positive culture and ethos for the Year Group that praises and celebrates student progress, both academic and pastoral.
- In consultation with the Team Leader of the Progress Managers, monitor and manage student referrals in your year-group to 'The BASE' and appropriate external agencies.
- To contribute as required, to the effective transition of students from Primary School and/ or to College or other schools to ensure wellbeing.
- To undertake any other responsibilities commensurate with the scale and responsibility of the post as directed by the Principal. (Each post will be allocated specific work relevant to their particular year group.)

In detail -

- To have commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines.
- To monitor and support the overall progress and development of students within the Year Group.
- Analyse student behaviour and progress data, identify under performance, and contribute to planning appropriate interventions and monitor their impact.

- To identify students that need additional support.
- To raise concerns with the SENCO and ensure SEN students receive the appropriate support.
- To manage, plan and oversee suitable support packages for students in their reintegration to school following a period of exclusion/absence.
- To help to monitor student behaviour and attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken.
- To manage students on a day to day basis who are on report.
- To work with students and families in re-admission planning following minor fixed term exclusions.
- To liaise regularly with the SLG link to support academic progression.
- To develop a positive culture and ethos for the Year group using praise and rewards to celebrate achievement.
- To provide continuous support to students to enable them to access and maintain their education.
- To follow the school's disciplinary and reward systems.
- To support out of hours functions/events such as exam results day and summer schools (as required).
- To support school detentions as appropriate.
- To ensure the maintenance of accurate and up-to-date information concerning the Year group on the management information system is communicated effectively within School.
- To liaise with the SLG link and Curriculum Leaders to ensure that progress data is up to date and that it is acted upon.
- To ensure high standards of professional appearance in line with the school's dress code.
- To ensure effective communication as appropriate with the parents/carers of students.
- To prepare relevant documentation for Governor Meetings, attendance meetings, case conferences, student reviews etc.
- To assist in cross-phase liaison as appropriate.
- To play a full part in the life of the school community, support its ethos and encourage students to follow this example.
- To actively engage in the staff review and development process.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Responsible to: Director of Student Development & Welfare

Date Reviewed: July 2019

Pastoral Support & Progress Manager Personal Specification

Essential	Desirable	Evidence
Qualifications & Experience <ul style="list-style-type: none"> At least x5 GCSEs Ds and above. Experience of working in an organisation supporting young people who exhibit barriers to achievement. 	<ul style="list-style-type: none"> Relevant training/qualification level 3 or above Involvement in further formal professional development 	Application form, Original Qualification Documents & references
Knowledge & Understanding <ul style="list-style-type: none"> Understanding of the emotional and social pressures and issues acting on young people. Awareness of the national education agenda, including special needs, inclusion and attendance. Some understanding of KS4/KS3 curriculum issues. 		Application, references & selection process
Skills & Abilities <ul style="list-style-type: none"> Ability to work firmly, flexibly and productively with students of all abilities and dispositions. Ability to work in partnership with parents and carers. Ability to deal sensitively with people and to resolve conflicts. Ability to prioritise and take initiative, organise own work and be self-motivated. Ability to use systems of recording and reporting effectively. To work constructively as part of a team Ability to utilise ICT effectively to support learning Ability to build positive relationships with challenging young people and their families to support in removing barriers to achievement. 	<ul style="list-style-type: none"> Ability to ask for help if required Concern for the welfare of those in the school community 	Application, references & selection process
Whitley Characteristics <ul style="list-style-type: none"> Resilience and initiative. Passion for all young people's learning Positive outlook Team Player Advocacy for Whitley Academy students and their community 		Application, references & selection process
Special Requirements We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).		

Updated: July 2019

Recruitment Guidelines

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.