



**NORTH**  
HUDDERSFIELD  
TRUST SCHOOL



**VACANCY**

# Pastoral Manager

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**APPLICATION INFORMATION PACK**



# Welcome

Thank you for your interest in the advertised position of Pastoral Manager at North Huddersfield Trust School.

The school opened in 2011 and has almost trebled in size since then. This academic year, we have over 1,000 students on roll including oversubscribed intakes of 210 in each of Years 7, 8, 9 and 10. We were inspected by OFSTED in May 2022 which confirmed our status as a good school, describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student. We have an established Student Parliament which is an integral element of our leadership programme designed to give a voice and an influence to the people we believe will shape and transform society.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial. If successful, you would be joining a team that plays a crucial role in supporting students in making excellent academic, pastoral and social progress.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell  
Headteacher

# Vacancy Details

**Pastoral Manager**

**Grade 10 - £31,620 - £33,812**

**Closing date: 9am Thursday 25th April 2024**

**Start Date: 3 June 2024 (or as soon as possible after this date)**

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We are looking to appoint a Pastoral Manager to work as an integral part of the school’s Pastoral Team, developing and leading strategies to provide support in promoting positive behaviour management and improving attendance.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like further information about the role, please contact Nora Brown, Operations Manager by email [nbrown@nhtschool.co.uk](mailto:nbrown@nhtschool.co.uk) or telephone 01484 452100 ext 271.

**Please apply through [My New Term](#).** The closing date is 9am on Thursday 25<sup>th</sup> April 2024.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**

***In line with KCSIE 2023 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.***

# Job Description

<b>Role</b>	Pastoral Manager
<b>Grade</b>	Grade 10
<b>Hours of work</b>	37 hours per week, term time plus 10 days non-term time

## Role Summary

To work as an integral part of the school's Pastoral Team, developing and leading strategies to provide support in promoting positive behaviour management and improving attendance.

## Key Responsibilities

1. Pastoral Support
2. Whole school support
3. Other duties
4. General

## Duties

<b>Key accountabilities</b>	<b>Key tasks</b>
Pastoral Support	<ul style="list-style-type: none"><li>• Monitor attendance, punctuality and behaviour of students and set improvement targets, putting into place appropriate strategies in liaison with parents and external agencies, completing management referrals as necessary</li><li>• Develop strategies and policies to support the improvement of attendance and behaviour in school</li><li>• Recognise and celebrate good behaviour, attendance and punctuality</li><li>• Carry out home visits as required</li><li>• Work with, and provide advice, guidance and support to colleagues, ensuring that all staff, including teachers and SEND colleagues are following agreed practice and employing best practice with regard to individual and whole school behaviour management</li><li>• Coordinate tailored behaviour strategies for individual students</li><li>• Work with individual students to improve behaviour, encouraging greater self-awareness and self-discipline</li><li>• Develop and maintain strong working relationships with outside agencies including Pupil Referral Unit and social services</li><li>• Work with families of students who are at risk of exclusion, putting in place support plans to help modify behaviour</li><li>• Maintain full and accurate records for student files</li></ul>

Whole school support	<ul style="list-style-type: none"> <li>• Responsible for operational supervision of behaviour support staff, providing guidance as required</li> <li>• Assist in the audit of needs and priorities regarding behaviour and attendance</li> <li>• Assist and contribute to leadership team meetings regarding attendance and behaviour management</li> <li>• Attend and contribute to tutor team meetings and assist in their leadership and organisation</li> <li>• Help to develop and disseminate information regarding best practice around behaviour and attendance management</li> <li>• Undertake relevant training and attend network events in order to keep abreast of changes regarding attendance and behavioural support</li> <li>• Contribute to Governors' Disciplinary Committee hearings as required</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Assist with the induction of new staff as agreed</li> <li>• Provide duty cover as required</li> </ul>
General	<ul style="list-style-type: none"> <li>• Always uphold the school's PRIDE agenda</li> <li>• Adhere to strict standards of confidentiality</li> <li>• Ensure compliance with GDPR, equal opportunities, health and safety and safeguarding regulations and all other relevant policies and guidance</li> </ul>

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

<b>Reports to:</b>	Assistant Headteacher/Standards & Achievement Lead
<b>Responsible for:</b>	-

# Person Specification

	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> <li>✓ Educated to GCSE level or above, including English and maths or be able to demonstrate equivalent experience</li> <li>✓ Training in relevant strategies</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>✓ Experience of working directly with children aged 11-16, preferably within a school environment</li> <li>✓ Experience of developing effective strategies to promote positive behaviour</li> <li>✓ Experience of dealing with sensitive issues</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of leading a team of staff within a school setting</li> <li>✓ Experience of working alongside external agencies to achieve positive outcomes for students and families</li> </ul>
Specialist knowledge & skills	<ul style="list-style-type: none"> <li>✓ Understanding of child protection issues</li> <li>✓ Understanding of and commitment to Equal Opportunities and how this relates to the duties of the post</li> <li>✓ Understanding of and commitment to health and safety issues</li> <li>✓ Understanding of child development and learning including Special Educational Needs</li> </ul>	<ul style="list-style-type: none"> <li>✓ Understanding of referral processes to external agencies, e.g. PRU, APSO etc</li> </ul>
Personal skills	<ul style="list-style-type: none"> <li>✓ Effective use of ICT to support learning</li> <li>✓ Ability to communicate effectively with children and adults</li> <li>✓ Ability to collect and monitor relevant data</li> </ul>	

	<ul style="list-style-type: none"> <li>✓ Ability to work on own initiative and as part of a team</li> <li>✓ Effective communication skills</li> </ul>	
General	<ul style="list-style-type: none"> <li>✓ Willingness to undertake continued training and development</li> <li>✓ Ability to adapt and be flexible to the needs of the school</li> </ul>	<ul style="list-style-type: none"> <li>✓ A good understanding of school policies</li> </ul>

**Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.**

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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