

# Pastoral Care Manager

## Hargrave Park School

### HAR/427



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**Head Teacher: Lisa Horton**

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## Pastoral Care Manager

**Required for September 2019**

**Salary Grade: PO3, Spine Point 33 - 36**

**Actual Salary: £33,142 - £35,785 per annum**

**Hours: 35 Hours Per Week**

**Contract: Full Time Permanent; Term Time Only**

Hargrave Park School is a one and a half form entry primary school with Children's Centre facilities situated in the heart of Archway.

We have high aspirations for our children and believe strongly that an enriched and creative curriculum, together with a high quality environment and excellent pastoral care, is the key to driving and sustaining our rapidly improving achievement. Our school motto is "We Aim High".

We place a high value on the professional development of our staff. Investing in our people has enabled us to improve children's outcomes and grow future school leaders.

We are seeking to appoint an exceptional Pastoral Care Manager who will lead on child protection; behaviour; attendance and punctuality and will work with other leaders and all staff to enhance the personal development of our children – helping them to develop their resilience, confidence and independence.

You will be the school's designated safeguarding lead, working as part of a team of DSL's alongside the Head teacher and Deputy Head of Children's Centre. You will lead a pastoral care team, including a non-class based learning mentor and pastoral care workers who are dedicated to ensuring that our children can access a high quality lunch experience and extended day provision.

You will work closely with the Head teacher and be an active member of the school's leadership team.

Visits to the school are strongly encouraged. Please contact our school business manager, Cheryl Headon, to arrange a tour and meet with the Headteacher, Lisa Horton on 020 7272 3989 or email [office@hargravepark.islington.sch.uk](mailto:office@hargravepark.islington.sch.uk),

**Closing Date: Monday 15<sup>th</sup> July 2019 at 10:00am**

**Interviews: Wednesday 17<sup>th</sup> July 2019**

***Hargrave Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.***

## **JOB DESCRIPTION**

**POST: Pastoral Care Manager**

**GRADE: PO3**

**SECTION: Education**

**RESPONSIBLE TO: Head teacher**

**Hargrave Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

### **Purpose of the Job:**

To lead on pastoral care across the school, including extended provision in the main school; with particular attention to child protection, behaviour; attendance and punctuality and the personal development of our children, supporting their resilience, confidence and independence.

### **Child Protection and liaison with outside agencies**

- To be the school's designated child protection lead, working alongside other DSLs, including the Head teacher and Deputy Head of Children's Centre.
- To attend case conferences and meet with services as required.
- To lead 'Team Around the Child' meetings.
- To instigate and manage referrals as required.
- To co-ordinate robust staff training and updates with regard to child protection and safeguarding, ensuring full compliance with local guidelines.

### **Behaviour Management**

- To lead in managing behaviour across the school.
  - To support teachers and all staff to use the agreed behaviour management system to establish expectations and processes for the behaviour management of pupils.
  - Monitor, evaluate and report regularly to senior leadership team and governing body on the feedback from pupils around feeling safe and experiencing the behaviour management approaches and systems; particularly to analyse the impact of key groups, based upon ethnicity, gender, ability and free school meals status.
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- To work with the SENCo to establish behaviour support programmes with pupils with special or additional educational needs or pastoral support needs.
- To lead and issue sanctions relating to significant behavioural issues in line with the school's policy.
- To ensure that displays, policies and information leaflets pertaining to the school's behaviour approach are kept updated and are accessible to the school community.
- To co-ordinate and deliver staff training with regard to behaviour management.

### **Attendance Management**

- To lead on attendance and punctuality across the school.
- To monitor attendance and punctuality, taking any necessary measures to make improvements for individuals or groups; to liaise effectively with the Education Welfare Officer.
- To work with young people and their families to support good attendance and punctuality and to address barriers in order to achieve this.

### **Personal Development of our Children**

- To develop the resilience, confidence and independence of our children by:-
  - Leading an effective school council
  - Leading a quality extended day offer
  - Developing pupil voice further
  - Exploring and embedding opportunities provided by our House system
  - Promoting the regular implementation of P4C (Philosophy for Children)
  - Liaising effectively with families and acting as a practical support to address any home/school difficulties, as well as providing strategies with regard to eg setting boundaries.
- Promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising clients' rights and choice and respecting personal beliefs and identity.

### **Personal Responsibilities**

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
  - To promote the safeguarding of children.
  - To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
  - To undertake training and professional development as appropriate.
  - To undertake other duties appropriate to the post that may be required from time to time.
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**Performance Standards**

- To ensure that the school's customer care standards are met and adhered to.
  - At all times to carry out the responsibilities of the post with due regard to the school's Equal opportunities policy.
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## PERSON SPECIFICATION

**POST: Pastoral Care Manager**

**GRADE: PO3**

**SECTION: Education**

**RESPONSIBLE TO: Head teacher**

	Essential	Desirable
<b>Qualifications</b>		
1. Degree or equivalent qualification	✓	
2. Evidence of on-going training in pastoral work.		✓
<b>Experience</b>		
3. 3 years experience of working with primary aged students	✓	
4. Experience of working with, and supporting parents	✓	
5. Experience of individual target setting to support students to access the curriculum	✓	
6. Liaison with external agencies and community providers	✓	
7. Experience of working within a senior leadership/management team		✓
8. Experience of directing a team		✓
<b>Knowledge</b>		
9. Knowledge of safeguarding and child protection practice	✓	
10. Knowledge of strategies to improve behaviour	✓	
11. Knowledge of SEAL and Restorative Approaches with particular reference to individual pupil support and development	✓	
12. Knowledge of approaches to improve attendance and punctuality	✓	
13. Knowledge of pupil voice approaches and strategies	✓	

Skills		
14.	Evidence of skills in behaviour management	✓
15.	Ability to work collaboratively with colleagues in the multi-disciplinary team and a variety of professionals in schools and in partner agencies, including Children's Social Care and Health teams, developing positive working relationships	✓
16.	Ability to write reports that are clear, complete, focused and easily understood, and organise and maintain accurate records	✓
17.	Well-developed interpersonal skills; ability to communicate effectively both verbal and in writing, directly with families, pupils, schools and a range of professionals and other agencies.	✓
18.	Ability to work using own initiative, establishing priorities and meeting agreed targets and deadlines	✓
19.	Ability to carry out the responsibilities of the post in the context of and in compliance with, the school's Equal Opportunities and Health & Safety policies	✓
20.	Ability to recognise and respond to the particular problems faced by disadvantaged young people with challenging behaviour, and their families, in a diverse multi-cultural community	✓
21.	Ability to read and compile statistical information	✓
22.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓



## How to apply

### Application Deadline

Completed application forms must be received by **Monday 15th July 10:00am** . Please note that late applications will not be accepted.

*Please note that we only accept online application forms. CV's and hard copy applications will **not** be accepted.*

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

### Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 272 3989.

### Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

## **Guidance for candidates applying for a job with schools**

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**

### **General**

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### **Personal Details**

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

### **Relatives and Other Interests**

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

### **Education, Qualifications and Training**

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### **Employment record**

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### **Gaps in Employment**

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### **Personal Statement**

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

### **References**

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

#### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

#### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

#### **Declaration**

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

#### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

# Policy on the recruitment and employment of ex-offenders



## Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk](http://www.direct.gov.uk)). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

## Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

## During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

## If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

## Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

## Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.