Believe Without Limits



Pastoral Manager

Believe Without Limits

“EGA - a school without limits”

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.

Our long standing commitment to excellence is demonstrated by our fourth consecutive Outstanding Ofsted inspection in January 2025.



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Headteacher's Message



Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in north London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools and partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley
Headteacher

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Pastoral Manager
Salary Grade: PO1, Spine Point 29 to 31
Term-Time-Only

- ***Salary Range: £44,235.00 to £45,852.00***
- ***Actual Salary: £38,345.12 - £40,450.09***
- ***Hours per week: 35 hrs***
- ***Start September or possibly earlier***

This is an incredibly exciting position, where the pace of change and improvement is rapid. We are therefore looking for a member of staff who has a desire to be a part of an outstanding team and help us ensure that every student really can succeed in whatever field they choose regardless of their background or starting point. This is an opportunity to join us and make a difference to the lives of our students. You will be key in keeping them safe, identifying vulnerabilities and putting in place support. This post is suited to someone with any of the following backgrounds:

Education/Social Work/ Youth Work / Counselling

The successful candidate must be able to remain calm under pressure, make decisions, form strong relationships with vulnerable students and parents who may be challenging, complete paperwork and admin efficiently and accurately.

They will work closely with two non-teaching heads of year and support two year groups, maintaining a caseload of vulnerable students and providing pastoral support across both cohorts.

You can also visit www.egaschool.co.uk for more information about the school

Closing date: **Monday 29th June**

Interviews: **Wednesday 1st July**

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

We reserve the right to consider applications prior to the closing date.

Please follow link for our school safeguarding policy
https://www.egaschool.co.uk/258/policies

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Job Description

Post title: Pastoral Manager

Salary: £38,345.12 - £40,450.09

Working hours: 35 hours per week, TTO

Reporting to: Non teaching Heads of Year

Responsible for: Support for two year groups

Pastoral Vision: At EGA we believe that pastoral systems and form tutoring play a vital role in supporting our students' academic progress and personal development. This is distinct from the academic curriculum and enrichment opportunities. Through the pastoral curriculum and support students will enjoy developing a sense of ***individual and group identity***. Pastoral managers forge strong supporting relationships with their year groups. Pastoral managers provide ***targeted pastoral and academic guidance***, and support students to ***review their own progress***. Students will have the opportunity to discuss ***topical and often challenging issues*** in a safe environment and practise ***learning habits***, for example resilience and organisational skills.

Purpose of the post: To work under the guidance of the Heads of Year to provide support for students' academic progress and personal development across the two year groups.

Key Responsibilities:

1. To support the two non teaching Heads of Year in building and embedding a strong year identity, whilst reinforcing the whole-school ethos and values.
2. To be one of the primary contact points for students needing support during the school day.
3. To work under the guidance of the Heads of Year to support students in resolving issues.
4. To work under the guidance of the Heads of Year to organise enrichment activities and workshops for students.
5. To support outstanding attendance and punctuality within the year groups.
6. To foster positive relationships with parents.
7. To support the Heads of Year in liaising with other staff and external agencies about student progress and well-being.
8. To support the Heads of Year with administrative tasks related to the successful operation of the year groups.
9. To embed trauma informed practices across the year groups.
10. To support pastoral interventions delivered by the school.

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Pastoral duties:

1. Actively promote the schools ethos within a supportive environment by being a positive presence around the school, particularly at key times such as lesson change-over.

2. Lead on the promotion of outstanding attendance and punctuality across the allocated year groups ensuring that information, particularly student concerns, are shared effectively and employ a range of strategies, under the guidance of the Heads of Year/SLT to improve students attendance levels.

3. Communicate key information to members of staff to support student engagement, learning and progress.

4. Work alongside your Heads of Year to conduct quality assurance reviews and action planning.

5. Undertake child protection training and have a caseload of vulnerable students.

Quality of teaching, learning, and assessment:

1. To run small group sessions to develop student behaviour for learning, resilience and wellbeing under the guidance of the senior pastoral manager.
2. To run regular lunchtime activities for students.
3. To organise trips and visits with guidance from the heads of year.
4. To promote enrichment opportunities.

Personal development, behaviour and welfare:

1. To undertake restorative sessions between students after conflicts and when students are returning to classes after an incident.
2. To support the school on-call system by assisting with the investigation of reported incidents.
3. To work with students on a one-to-one or small group basis to resolve personal issues and provide emotional support.
4. To attend key meetings, as directed by the heads of year, to discuss students' progress and well-being, for example pupil support panels (PSP), attendance meetings, and meetings with external agencies as required.
5. To promote the emotional well-being of students and to support students in making healthy, safe lifestyle choices.
6. To promote good attendance and punctuality and to employ a range of strategies, under the guidance of the heads of year, to improve students' attendance levels.
7. To undertake child protection training.
8. To undertake first aid training.
9. To undertake gate duties at the start and end of each day.

Pupil outcomes:

1. To liaise with staff across the school, under guidance from the heads of year, regarding individual student engagement and progress across subjects.
2. To monitor merits awarded to students and celebrate achievement.
3. To monitor the engagement of individual students using reports and visits to lessons.
4. To support year groups attendance and punctuality, contacting home as appropriate.
5. To liaise with the Attendance Team and heads of year and around attendance.

Confidentiality:

1. The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

Personal responsibilities:

1. Carry out the duties and responsibilities of the post, in accordance with the schools Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

2. Actively work under the child protection framework to keep students safe from harm.

3. Undertake training and professional development as appropriate.

4. Undertake other duties appropriate to the post that may reasonably be required from time to time.

5. At all times, carry out the responsibilities of the post with due regard to the Equalities; Child protection and data protection legislation.

To work within the GDPR framework.

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Person Specification

***E** = Essential* ***D** = desirable*

Qualifications and training:

1. Qualification in the field of administration (D)
2. Level 2 qualification in English and Mathematics (E)
3. First Aid training or the willingness to undertake training in this area (E)
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area (E)

Knowledge and experience:

1. Experience of working in a school setting (D)
2. Experience of working in an office environment (D)
3. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages (E)
4. Good ICT skills (E)

Personal skills and qualities:

1. Excellent written and verbal communication skills (E)
2. Ability to work to deadlines and prioritise effectively (E)
3. Ability to work on your own initiative and as part of a team (E)
4. Willingness to work flexible hours when required (D)
5. Understanding and commitment to the aims and objectives of the Islington Futures Federation, the Teaching School and School (E)

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.
This position is subject to enhanced Disclosure and Barring Service clearance.

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Why work at EGA?

Staff wellbeing

- **A workload and wellbeing charter** agreed in conjunction with staff and underpinned by an annual staff survey.
- **Gym Membership scheme** - An annual membership for all the 280 leisure centres across the country managed by GLL (Better). This is offered at a very competitive cost and repaid over 10 months
- **Cyclescheme** - Allows staff to purchase a bike and equipment through a lease arrangement, repaid over 12 months allowing for a monthly tax saving.
- **Free Eye Test** - Available to users who use display screen equipment for more than 2 hours a day
- **Employee Assistance Programme** - free confidential and independent support to help staff balance their work, family and personal lives. Support is available via phone, online and through 1 to 1 Counselling sessions.
- **Occupational Health** - aims to promote and maintain the health and well-being of employees to ensure staff have access to specialist occupational health practitioners and services
- **Inner London pay** - Being in the heart of London, Islington schools offer inner London pay, a competitive way to reward employees who work with us.
- **Staff Laptop** - all teaching staff are provided with a laptop to use on site or at home.
- **Tech scheme** - A salary sacrifice benefit that allows employees to get technology from Currys PC World and spread the cost over 12 months.
- **Season ticket loan** - An interest free season ticket loan allows employees to buy an annual travel card for up to £10,000. The loan is recovered over 10 monthly instalments.
- **Welfare loan** - There may be times when staff experience financial hardship and we aim to help these employees overcome genuine domestic difficulties. Staff can request a load of up to £1,000, which is to be paid over a 12 month period.
- **Long Service Award** - rewarding staff with 20 or 25 years continuous service in Islington or local government.

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Selection Process and additional information

Recruitment Process
Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.
Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected.

School Visits
School visits are highly recommended and can be requested by emailing admin@egas.org.uk

Special Requirements
If you require reasonable adjustments prior to your interview, these can be arranged by emailing admin@egas.org.uk

References
We will obtain references from your referees if you are successful for the interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

Data Protection
Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Right to work in the UK
Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Safeguarding
EGA operates safer recruitment practices in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

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