



Chantry Middle School

Pastoral Mentor Recruitment Pack



About Chantry Middle School

Chantry Middle School, is a very popular school situated in Morpeth, Northumberland, with currently 550 students on role. We are part of the Three Rivers Learning Trust and work closely with the other schools in the trust to ensure the quality of provision is the highest possible for the young people in our schools. The school has a wide catchment area which includes the market town of Morpeth and the surrounding area. The vast majority of our students join us from our 7 feeder schools: Morpeth All Saints, Cambo, Longhorsley, St Robert's, Stanington, Morpeth Stobhillgate and Tritlington. We are also very proud to be part of the Morpeth Partnership of Schools who are at the heart of the local community.

Chantry Middle School promotes an ethos of fulfilment, individual value and enjoyment, we acknowledge that our young people are individuals who possess differing strengths but who have a common entitlement. It is our aim to ensure these individual strengths have every opportunity to flourish and thrive.

Our dedicated and talented staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic

view of education, delivering a broad and balanced curriculum and cater for a wide range of interests through an extensive enrichment and extra-curricular programme.

The vision, principles and expectations of Chantry Middle School are reinforced through our 'core values' which stand at the very heart of all that we do. These values are woven through all aspects of school life.

Students at Chantry Middle School enjoy a rich and varied programme of activities which extends their experience across many aspects of the curriculum. This wider enrichment provision is an important part of the learning experience that we provide for students and we are proud of both the breadth of this offer and the way that the students engage with all opportunities that are provided for them.

We are rightly proud of our school and all that we achieve together and we look forward to meeting and working with you.

Mr Glen Whitehead
Headteacher



The Three Rivers Learning Trust

The Three Rivers Learning Trust was established in 2011 and consists of a single high school, The King Edward VI High School and three feeder middle schools, Newminster, Dr Thomlinson and Chantry as well as 5 first schools, Abbeyfields, Thropton, Harbottle, Morpeth All Saints and Stobhillgate. All of the schools have a long and proud history of providing an excellent education service to their local populations. The Learning Trust is managed by a single Board of Trustees to ensure the integration of educational provision for students between 3 and 19. We are seen locally as a centre of educational excellence and have recently

been selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Three Rivers Learning Trust mission

We are a collaborative and caring learning community where all partners are treated equally and with respect. We believe that by sharing and working together we enhance learning and other opportunities. We want to prepare our children and young people for life, ensuring that they have the skills, abilities and motivation to succeed.

Our vision

To provide engaging and enriching opportunities for all our **students** to become **accomplished**.

To empower all our **people** to become **fulfilled** in their work.

To provide education services which **delight** our **parents and carers**.

To share **excellence** and become more **operationally** efficient.

Our values

Integrity - We do the right thing and do things right

Inclusion - We deliver comprehensive education which is accessible for all

Innovation - We continually strive to find ways to learn and improve

Job Advert

Chantry Middle School
Part of The Three Rivers Learning Trust
(9-13 Years Middle School,

Pastoral Mentor, 37 hours per week, term time + 5 days, Band 5 point 12 pro rata salary approximately £21,000 is required from September 2023. The appointment is to a permanent contract.

We are seeking to appoint a professional, Pastoral Mentor to join our Trust. The successful applicant will work with Year Leaders and other teaching staff in providing pastoral support and guidance for students to ensure outstanding attitudes, attendance and behaviour for learning. They will also be responsible for monitoring and managing student attendance for Years 5 to 8.

Chantry is a large middle school with over 500 students from Years 5 to 8, situated in the town of Morpeth in Northumberland. We pride ourselves on being a fully inclusive and truly comprehensive school with high standards. Our purpose is to provide experiences to inspire, motivate and meet the needs of all learners. We encourage a lifelong love of learning to enable all to develop the attitudes, skills and knowledge to become confident communicators and responsible citizens.

The school is part of the Three Rivers Learning Trust. Whilst the schools within the Trust are separate with their own unique identity, there is one engaged and

supportive Board of Trustees, to whom each school reports.

The Three Rivers Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and a satisfactory enhanced DBS check is required for the successful candidate.

An online search will be undertaken on all shortlisted candidates.

Closing date: Wednesday 28th June
Interviews will take place: Monday 3rd July

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word



Job Description

Job purpose

- To work with the Year Leaders and other teaching staff in providing pastoral support and guidance for students to ensure outstanding attitudes, attendance and behaviour for learning. To monitor and manage student attendance for Years 5 to 8.

Duties and key responsibilities

Attendance

- Take a lead for attendance across the school for years 5 – 8 and implement the attendance strategy for all students
- Manage the daily input of attendance marks and oversee the completion of these from all staff
- Monitor and track attendance figures for key cohorts and for the whole school.
- Analyse attendance figures and highlight key areas that need improving. Produce a plan on how to do this
- Intervene with poor attendance and support students and families with methods of how to improve it
- Support staff with students who have low attendance and how they can intervene as tutors or as class teachers
- Meet with Parents/Carers of students who have low attendance and challenge these families to improve attendance
- Set targets with students with low attendance and monitor and track these and reward when necessary
- Meet with the Year Leaders to focus on students with low attendance and agree actions on how to improve this
- Make all referrals to the EWO for students with persistent absence below 90%.
- Produce attendance figures on a weekly basis for the tutor teams across years 5 – 8
- Ensure all attendance marks are accounted for in preparation for the census
- Create an ethos of positive attendance and link into behaviour for learning for rewards and credits
- Implement to school's attendance policy

Behaviour for Learning

- Implement the School's policy on procedures and sanctions relating to behaviour e.g. Lesson checks, reports, take statements after incidents, detentions, monitor and tracking of credits and comments, deal with bullying issues

- To collect information and statements from students who have been involved in behaviour that contravenes the school's behaviour policy
- Ensure all student behaviour logs are kept up to date and appropriate action is taken as and when required
- Implement the School's Uniform Policy
- Meet with parents / carers to support with interventions
- Maintain detention records and contact home
- Supervise detentions and record attendance

Health and well-being support

- Meet with external agencies e.g. CYPs, children's services, EOTAS etc.
- To provide support for students who are distressed, ill or have been hurt
- To monitor students who have been placed on tracker and to pass information about their progress to the Year Leaders
- To liaise with parents and outside agencies and attend meetings convened to discuss students' progress. Run and chair these meetings in your role as lead professional
- To be fully aware of child protection and safeguarding procedures and liaise regularly with the Designated Safeguarding Lead, attending Social Services meetings as necessary
- To ensure that accurate records are maintained for all students outlining issues that have arisen and any action that has been taken

Other responsibilities

- To deal with routine enquiries and correspondence and to refer matters to the Year Leader or other staff when necessary
- Patrol corridors at lesson change over times and during student lunch times
- Visit lessons to check students with pastoral issues are focused on learning and receiving support
- Learning environment - including display of student work in pastoral area and in tutor rooms
- Ensure all student records are kept up to date and that relevant information is disseminated to staff
- Assist with the preparation of student trackers and liaise with admin/clerical team in the production of all student assessment data and standard/general letters home
- Foster good relationships with parents and the wider community

Job Description (continued)

- Have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled
- Be subject to performance objectives agreed annually and will be responsible for providing evidence of progress for key accountabilities
- Recognise that duties of a post may vary from time to time without changing the general character of the post or level of responsibility entailed
- To undertake other duties and responsibilities as required commensurate with the grade of the post



Person Specification

Essential	Desirable
Knowledge and Qualifications	
<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in a relevant discipline • Excellent numeracy and literacy skills 	<ul style="list-style-type: none"> • Further professional qualifications, evidence of further study
Experience	
<ul style="list-style-type: none"> • Clerical and administration experience • Experience of working with young people (either in a paid or voluntary capacity) 	<ul style="list-style-type: none"> • Experience of working in a school/ educational environment • Clerical/Financial/Administrative experience gained within a school or educational setting
Skills and competencies	
<p>Working knowledge and understanding of:</p> <ul style="list-style-type: none"> • Learning and Behaviour Strategies • National Curriculum and other relevant learning programmes • Student development and learning • Pastoral needs of students <p>Ability to:</p> <ul style="list-style-type: none"> • work with a range of audiences in different situations • be sensitive and objective in certain situations • work as part of a team or own initiative • multi-task and meet set deadlines <p>Excellent:</p> <ul style="list-style-type: none"> • communication, interpersonal, written and presentation skills • knowledge of computer data systems and presentation of reports <ul style="list-style-type: none"> • Hold the trust and confidence of both students and teachers 	<ul style="list-style-type: none"> • Proven ability to create conditions for sustained improvement. • The ability to develop data management tools. • Knowledge of first aid
Physical, mental and emotional demands	
<ul style="list-style-type: none"> • High personal motivation and commitment • Ability to prioritise own workload and manage own time effectively 	

Contact us

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