



**Canonbury Primary School**  
**Pastoral Manager**  
**CAN/357**

# CONTENTS

Letter from the Headteacher

Advert

Job Description

Person Specification

How to apply

School Location







Dear Candidate,

Canonbury is a popular school based in the heart of Islington, close to Upper Street and Highbury and Islington Station with a commitment to nurturing confident, resourceful and respectful young people who are ready to lead a successful life at Secondary School and beyond. We provide a rich curriculum including a commitment to music, art and sport, with many opportunities for children to develop their skills and talents in these areas.

We are looking for a highly committed practitioner and leader to join our Inclusion Team as Pastoral Manager.

This position would suit an experienced pastoral practitioner with a proven ability to devise and provide effective support to pupils with social and emotional needs and their families. You will be ready to manage a caseload and work as part of a wider Inclusion Team where you will be managing others in implementing interventions as well as providing support yourself.

The right candidate will be passionate about working with vulnerable children and families, including those eligible for the Pupil Premium Grant, so that they have equal opportunities. You will be the type of person who thrives on supporting children who express their needs through their behaviour and finds reward in every step they make in their social and emotional learning— a focussed, organised professional who is committed to ensuring that all children receive the provision that will support them to succeed at school.

We are looking for someone with excellent people skills who can work together with our friendly, dynamic and diverse community.

Please come and visit our school and see what we could achieve together.

With very best wishes,

**Patrick Mildren**

Headteacher



# Pastoral Manager

**Salary Grade Range: PO1, Spine Point 29-31**

**Salary Range: £30,193.43 - £31,487.95 per annum**

**Hours: Full Time, 35 hours, Term Time Only**

**Contract: Permanent**

**Start Date: September 2019**

Canonbury Primary School is a popular school with 'good' Ofsted rating (2017) and an emphasis on participation in music, arts and sport.

Do you have strong, successful experience in providing pastoral support to children and families in schools?

Do you thrive on working with children and families in challenging circumstances and making a positive difference to children's social and emotional skills and their behaviour?

Are you ready to lead by example and to manage others in providing effectively for children in need of support?

If so, the role of Pastoral Manager at Canonbury Primary School could be for you. We are looking for a practitioner who shares our ambition for every child to reach their potential, achieving even more than they thought possible by learning to overcome personal barriers that might stand in their way.

## You will be:

- Experienced in providing pastoral care for children and their families in a school setting
- Confident in identifying, managing and supporting children's behaviour needs
- Motivated by the opportunity to make a difference for vulnerable children and families, including those eligible for the Pupil Premium Grant
- An excellent communicator with the ability to make positive, productive relationships with parents, children, staff, governors and outside professionals
- Ready to lead by example and manage others in effective pastoral provision for pupils

## We can offer you:

- Children who are self-motivated, eager to try new experiences and proud of their school.
- An enthusiastic, supportive staff team who have high expectations of themselves and the children.
- A vibrant, diverse and friendly community
- Opportunities for professional development

Visits to the school are strongly encouraged, please contact our School Business Manager, on **0207 226 5020** for an appointment to visit the school.

To apply, please go to [www.islington.gov.uk](http://www.islington.gov.uk) and follow the jobs link. If you need any assistance, please email the Schools' HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **CAN/357**

**Closing date: Midnight Sunday 19<sup>th</sup> May 2019**

**Interview: Week commencing 20<sup>th</sup> May 2019**

***Canonbury School is committed to safeguarding and promoting the welfare of children and young people, and expect 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 Manager**

**SALARY GRADE RANGE: PO1, Spine Point 29-31**

**RESPONSIBLE TO: Deputy Headteacher, Inclusions and DSL**

## **Purpose of the Job:**

To lead on pastoral care throughout the school, with particular attention to social and emotional support; behaviour management; safeguarding; attendance and punctuality and effective liaison with families/carers and outside agencies. The post-holder will work as part of the Inclusion Team, reporting to the Deputy Head for Inclusion, liaising with the SENDCo and leading teachers and support staff in effective provision.

## **Pastoral Care: Pupils**

- To lead in the pastoral care of pupils, including and especially those eligible for Pupil Premium, ensuring that the school provides effectively for their personal, social and emotional needs,
- Act as a point of contact for staff members regarding the pastoral care of pupils and provide the necessary support.
- To identify and assess the needs of pupils with social and emotional barriers to learning and support teachers in doing the same
- To lead teachers in the planning, implementation and review of Pastoral Support Plans
- To provide pastoral support for pupils individually and in groups, during learning and playtimes

- To lead on establishing a map of specific interventions, support programmes and arrangements for pupils with pastoral needs and to lead relevant staff in their implementation
- Monitor and assess the implementation of interventions and support programmes, conducting an efficient 'plan, do, review' cycle and making informed changes where necessary.
- Liaise with and make referrals to relevant outside agencies and support services to secure additional support for pupils
- To assist pupils and their families with school induction and transition, including the liaison with previous and forthcoming schools

#### **Behaviour Management:**

- To support teachers in applying the behaviour policy effectively
- To lead on and issue rewards and sanctions in line with the school's policy.
- To monitor behaviour and conduct regular reviews, reporting to the senior leadership team and governing body as part of the self-evaluation and school improvement cycle.
- To ensure that policies, displays and information regarding the school's behaviour approach are kept up to date and are accessible to the school community.

#### **Pastoral Care: Families and Carers**

- Develop positive, constructive relationships with parents and carers and act as a point of contact for families in need of pastoral support
- Provide support for families with personal difficulties and signpost to external support as appropriate.
- Meet with staff members, pupils, parents and external agencies in order to identify individual concerns and develop informed plans of action.
- Organise in-house workshops and information sharing sessions on practical childcare and parenting skills and sign post families to support available beyond the school
- Develop strategies for engaging parents and families in order to encourage community cohesion and effective participation in pupils' education
- Liaise with members of school staff regarding families/children as necessary and with parent carer consent. Keep records and all documentation pertaining to meetings/contact with children and young people and their families.

#### **Safeguarding**

- To be the Deputy Designated Safeguarding Lead.
- To attend safeguarding conferences, meetings and home visits as directed by the DSL.
- To represent the school and lead 'Team Around the Child/Family' meetings.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

#### **Attendance Management**

- To lead on attendance throughout the school, implementing school policy and procedure

- To monitor attendance and punctuality, taking necessary measures to make improvements for individuals or groups; to liaise effectively with the Access and Engagement Team
- To support families in sustaining good attendance and punctuality and to address concerns
- Attend support and staff meetings to continue own professional training and development as targeted through performance management process.

### **General**

- To carry out the responsibilities of the post according to the school's policies and procedures, with particular regard to Equal opportunities, Health and Safety and Safeguarding.
- To promote the school's Vision and Values, encouraging the inclusion of all pupils
- To undertake training and professional development as appropriate.
- To attend and contribute to staff meetings relevant to the role
- Build positive and productive relationships with staff, pupils and parents
- To contribute to the wider life of the school, including the attendance of community events
- To undertake other duties appropriate to the post that may be required from time to time.
- Any other duties and responsibilities within the range of the salary grade.







# PERSON SPECIFICATION

**POST: Pastoral Manager**

**SALARY GRADE RANGE: PO1, Spine Point 29-31**

**RESPONSIBLE TO: Deputy Headteacher, Inclusions and DSL**

Person Specification		Essential	Desirable
Qualifications			
1.	GCSEs or equivalent qualification in at least English and Maths	✓	
2.	Degree or equivalent qualification		✓
3.	Evidence of on-going training in pastoral work.		✓
Experience			
4.	3 years' experience of supporting primary aged students with SEMH needs	✓	
5.	Experience of target setting and group/individual support for students with SEMH needs	✓	
6.	Experience of working with, and supporting parents	✓	
7.	Liaison with external agencies and community providers	✓	
8.	Experience of working in a management role		✓
Knowledge and Skills			
9.	A good understanding of primary age child development from 3-11 years old, including learning processes and barriers to learning	✓	



10.	Ability to recognise and respond to the pastoral issues faced by disadvantaged young people and their families in a diverse multi-cultural community	✓	
11.	Knowledge of current best practice regarding pupil support, for example Trauma Informed Practice, Solihull Approach and Restorative Approaches	✓	
12.	Knowledge of a range of effective strategies and interventions to improve behaviour	✓	
13.	Knowledge of legislation regarding attendance, safeguarding and data protection practice	✓	
14.	Knowledge of approaches to improve attendance and punctuality	✓	
15.	An ability to motivate colleagues, lead a project team and hold to account	✓	
16.	Ability to work using own initiative, establishing priorities and meeting agreed targets and deadlines	✓	
17.	Ability to work effectively with a variety of professionals in schools and partner agencies,	✓	
18.	Excellent written and verbal communication skills	✓	
19.	Ability to maintain accurate records	✓	
20.	Ability to read and collate, interpret and summarise information and data	✓	
21.	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	✓	





## HOW TO APPLY

### **Application Deadline**

Completed online application forms must be received by **Midnight Sunday 19th May 2019**

To apply, please go to [www.islington.gov.uk](http://www.islington.gov.uk) and follow the jobs link. If you need any assistance, please email the Schools' HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **CAN/357**

*Please note that application forms should not be returned to the school.*

### **Completing your application**

Candidates are asked to complete all the standard information required on the application for, including a supporting statement addressing all of the points clearly as detailed within the Person Specification for this post.

### **Visits**

Visits to the school are strongly encouraged. Please contact our School Business Manager on 0207 226 5020 for an appointment to visit the school.

### **Selection process**

The selection process is due to take place on week commencing 25<sup>th</sup> March 2019. Further information will be provided to the candidates shortlisted for interview.

### **References**

Candidates are advised that references will be taken up immediately after interview. 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.

### **Safeguarding children**

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

The post will be offered subject to satisfactory completion of pre-employment checks.



# SCHOOL LOCATION

**School Address:**

Canonbury Primary School  
Canonbury Road  
London  
N1 2UT

**Nearby stations:**

Highbury & Islington  
(Victoria Line, Overground)  
Canonbury (Overground)



## 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.