



**Pastoral Manager**

NJC Grade 4 (point 19-23)

£19,945- £22,462 (pro rota)

**Job Application Pack**

***“To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.***

**Pastoral Manager**

NJC Grade 4 (point 19-23)

£19,945 - £22,462 (pro rota)

Permanent 37 hours per week TTO + 2 weeks

The Brunts Academy are seeking to appoint, a Pastoral Manager that will join our excellent pastoral team. The Academy has a supportive team of staff who are strongly focused upon raising standards for students.

This post is a superb career opportunity in a school that has:

* Local Government Pension Scheme.
* National Living Wage Employer working towards accreditation.
* High performing school with a 6% rise in the number of students securing at least standard pass (grade C) in 5 GCSE’s including English and maths with an overall positive progress 8.
* 100% pass rate for the 6th form.
* 70% of students progress to university and no NEETs in Year 11 and 13.
* Been Ofsted rated Good and has already made strides towards achieving Outstanding.
* Students who are willing and eager to learn.
* A track record of innovation and development.
* Is recognised for improving the quality of education in other schools.
* A proven track record for developing staff, securing good outcomes, good behaviour and good leadership.
* A Staff wellbeing scheme.

As part of The Evolve Trust you will have the opportunity to:

* Benefit from CPD through Trust academies as well as opportunities to work with colleagues from primary and special education backgrounds.
* Access CPD through our membership of 2 Teaching Alliances, benefitting from accredited leadership development programmes as well as extensive training suitable for all career stages.
* Work in an environment where staff can trial new educational innovations and share best practice.

**To find out more about why The Brunts Academy and The Evolve Trust could be the place for your career to flourish don’t hesitate to read on and visit our website –**

[**www.evolvetrust.org**](http://www.evolvetrust.org)

**Introduction to The Evolve Trust**

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***“The Evolve Trust aims to create a family***

 ***of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities***

***when they leave school”.***

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools’ communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to addresses barriers to learning experienced by anyone.



Claire Marie Cuthbert

**CEO for the Evolve Trust**

***“To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.***

**Message from the Principal**

Dear Candidate,

Welcome to the Brunts Academy. I am exceptionally proud to be the Principal of The Brunts Academy in what is an exciting stage in the Academy’s development. At Evolve, we believe that an outstanding education develops our students academically, socially and morally, giving them the knowledge and skills to be successful during this and the next stage of the education and development.

We also feel it is important for our young people to develop and progress outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to harness our pupil’s potential.

We are ambitious about all that we do and focus our work on improving the academic attainment of all our students. The Brunts Academy is fortunate to have good facilities, supportive and skilled staff, motivated students and supportive parents and I look forward immensely in developing this partnership with you further this year.

We are proud to be supported by the Evolve Trust and we believe that this partnerships give us the opportunity to continue our improvements and for the school to be recognised both locally and nationally as not only a ‘good’ school but then an ‘outstanding’ school over time.

We demand excellence and we are on a journey to this but the foundations of this are fundamentally linked to our Core Values and how we behave in all aspects of school life. Our values and associated behaviours are:

AMBITION: Striving for the highest personal achievement.

INTEGRITY: The moral courage to be sincere, reliable and trustworthy at all times.

INCLUSIVITY: Together we create a stronger community for all.

ENDEAVOUR: The best preparation for tomorrow is doing the best today.

RESILIENCE: Take on challenges, learn and thrive.

We believe that secondary education represents a major stage in the life of each young person and so we aim to work together with parents, carers, agencies and the local community to support our young people; enabling them to develop and grow within this community and in building together a real sense of identity within The Brunts Academy and the Mansfield area.

We recognise the equal value of each individual young person and we aim to provide the best possible opportunities for our students. We look forward to welcoming you to our Academy and joining our team!



Michael Lucas

**Principal for the Evolve Trust**

# Application Details

Thank you for your interest in the Pastoral Manager role at The Brunts Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

# How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

The Brunts Academy

Park Avenue

Mansfield

Nottinghamshire

NG18 2AT

# Application forms

These can be downloaded from the school website [www.evolvetrust.org](http://www.evolvetrust.org). Wherever possible, please provide email addresses for your referees.

# Closing Date

Please ensure your application arrives by: **12:00pm on Friday 17th January 2020.**

# Interview

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

# Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

**Job Description**

**Post:** Pastoral Manager

**Salary:** NJC Grade 4 (point 19-23) £19,945- £22,462 (pro rota)

**Contract:** 37 hours per week, Term Time Only + 2 weeks

**Responsible To:** Scholastic Excellence Leader (SEL)

**Disclosure Level**: Enhanced

**Purpose: (Summary)**

* To support the SEL in establishing high standards of achievement, attendance and behaviour throughout the school day.
* To assist the SEL in providing guidance, discipline, progress and welfare of students in line with school policies and work whenever necessary with colleagues to maintain high standards across the school and with stakeholders.
* To support and help to develop strategies that maximizes student attainment, attendance and engagement.
* To ensure a rigorous approach towards the commitment to protect and nurture students at the Academy in keeping with agreed child protection, safeguarding, attendance and pastoral care policies.
* Establish effective working relationships with students and families, acting as a role model, setting high expectations, creating a positive ethos and fostering productive home-school links.
* To demonstrate professional characteristics at all times with all stakeholders, outside agencies, colleagues, students and parents.
* To work effectively with all stakeholders and members of the community to ensure the physical and emotional wellbeing of all students.
* To contribute effectively to the Academy’s continuous improvement and actively support the Academy ethos.

**Duties:**

* To be actively involved in challenging poor behaviour and implementing the Academy’s behaviour policy both inside and outside of the classroom.
* Ensure that parents are kept informed of pastoral concerns/ incidents of poor behaviour or any time spent in support/ intervention sessions or study support and to support students who are at risk of exclusion or who have been excluded from school in changing their behaviour.
* Administrative tasks related to communicating with parents/ carers with regards to attendance and behaviour.
* To be involved in supporting/ mentoring students with pastoral and behavioural concerns by developing behaviour strategies/ interventions/ workshops to support students with anger management, organization, social skills, behaviour issues or revision. To keep accurate records of this support, statements & behaviour reports.
* To monitor all students and those within allocated year group with high behaviour incidents, poor attendance/ punctuality and pastoral issues, taking appropriate action to support these students and measuring impact.
* To write/ develop pen-portraits as appropriate and offer advice with regards to overcoming barriers to learning.
* Attend any meetings that are appropriate/ necessary with the aim of ensuring the safety, academic development and emotional/physical wellbeing of the academy’s young people and take and distribute minutes. Documenting Referrals.
* To assist in the enrolment of new students into the Academy and offer advice and support based on data/ information available to support transition across key stages and year groups.
* Work with the SEL in developing, implementing and monitoring pastoral systems and procedures.
* To ensure an up to date knowledge of attendance, safeguarding, behaviour and all pastoral care policies within the academy and comply with their implementation.
* To assist in the development and implementation of the Academy’s reward policy and positive ethos.
* Support effective liaison with external agencies/ stakeholders to ensure effective communication and sharing of information.
* Management of student data forms including editing and updating information on SIMS.
* Maintaining student files.
* Share information with senior and middle leaders, staff and parents/carers as appropriate. Provide information/ written reports to the AHT/ DHT/ Governors on request.
* To support the wider Wellbeing Team, responding appropriately to student’s needs, arising issues and on call and keeping accurate and effective records in relation to this.
* Cover registers for tutors in case of absence.
* To attend appropriate professional development or training needed relevant to this role.
* Assisting with organising events for year group.

**Enrichment:**

* To lead, develop and improve enrichment opportunities for students in all years.
* To manage the implementation of all enrichment activities across the Academy, before, during and after the school day. These will be delivered by a range of staff across the Academy as well as external groups, clubs and organisations.

**General:**

* Be aware of the Data Protection Act and other legislation to ensure confidentially of records and information.

**Safeguarding:**

* This post is subject to an enhanced Disclosure and Barring Service check.
* The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
* Record and report concerns following the Trust Safeguarding policy.
* Complete safeguarding level 1 training at least once every three years.

**Health and Safety:**

* Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the employer on all issues to do with Health, Safety and Welfare.
* Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to:
* Reporting damaged, broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

**Continuing Professional Development:**

* To participate in the Trusts Performance Management Scheme.
* Undertake any professional development necessary as identified.

**Additional points:**

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

**Pastoral Manager**

**Person Specification**

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| **Aspect** | **Essential** | **Desirable** |
| GCSE Maths and English at Grade C or above | X |  |
| A Level Qualifications | X |  |
| Degree Qualification |  | X |
| A committed and highly motivated team player | X |  |
| Excellent written and verbal communication skills | X |  |
| A good organiser who is able to work under pressure | X |  |
| Excellent interpersonal and liaison skills | X |  |
| ICT literate with the ability to work process and accurately record data | X |  |
| Able to work on own initiative, with minimal supervision and guidance | X |  |
| Ability to manage own time effectively and assume responsibility | X |  |
| Ability to remain calm and contribute to the resolution of problems | X |  |
| Flexible and able to respond quickly to new situations | X |  |
| Previous experience with dealing with welfare support for students or young people. | X |  |
| Ability to engage constructively with and relate to a wide range of children/young people and families/carers | X |  |
| Able to set tasks which challenge students and ensure high levels of student interest | X |  |
| Set clear targets for students learning | X |  |
| Confidently deal with subject related questions students raise | X |  |
| Implement behaviour management strategies to tackle challenging behaviour | X |  |
| Motivate and reengage disaffected students | X |  |
| Assess students against targets |  | X |
| Experience of working with a wide range of young people and families/carers from different social and ethnic backgrounds | X |  |
| Experience of working in a comprehensive school | X |  |
| Experience of working in a similar role |  | X |
| Experience of teaching in a secondary school |  | X |