

Information for Candidates

House Pastoral Manager



Wolfreton School and Sixth Form College
Well Lane
Willerby
East Riding of Yorkshire
HU10 6HB

Associate Headteacher

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Dear Applicant

Thank you for your interest in our vacancy for a Pastoral Manager.

Wolfreton School and Sixth Form College is a large and forward thinking school and is a part of a newly formed Multi Academy Trust; The Consortium Academy Trust (TCAT). We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged student body.

We have an exciting opportunity for an energetic and committed individual to join our Pastoral Team. The successful candidate will lead key aspects of pastoral work to secure the highest standard of pastoral care and the best possible outcomes for students, in terms of their achievement, well-being and safety. Appropriate training will be provided by the school. The school's core working day for support staff is 8:15am to 4:30pm (Friday 4:00pm), 45 minute lunch break.

In 2016 we moved into our new single site, purpose built school. With state of the art facilities and a real commitment to the values encapsulated in our strapline, 'The Wolfreton Way – Excellence, Endeavour, Respect', the school really is at an exciting stage of its development.

You will find information about the school, the role and the application process in this pack. Please visit our website www.wolfreton.co.uk for further information about Wolfreton School and Sixth Form College.

How to apply

Application forms are available on the school website. Completed applications should be submitted electronically by email to recruitment@wolfreton.co.uk

The closing date is 9:00 am Friday 28 June 2019 with interviews scheduled to take place the following week.

We regret we are unable to acknowledge receipt of postal applications. If you have not heard from us within two weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

I look forward to receiving your application and wish you every success with it.

Yours sincerely

Miss Susanne Kukuc
Headteacher

OUR VALUES and OUR GOALS

At Wolfreton, we want everyone to fulfil their potential, to excel and to leave prepared to achieve all of their ambitions. To enable this to happen, we are all committed to simple and straightforward values and goals.

OUR VALUES

Excellence

We encourage our students to be **INSPIRATIONAL**

Endeavour

We promote the qualities of **DETERMINATION** and **COURAGE**

Respect

We are firm advocates of **FRIENDSHIP** and **EQUALITY**

OUR GOALS

Create

An inclusive caring environment that enables every student to enjoy learning and achieve their academic potential.

Prepare

Responsible young adults who value learning, helping them to make a positive contribution to society.

Develop

Self-confidence, motivation, aspiration and commitment in every student, celebrating all achievements.

Respect

Every young person's right to learn while encouraging them to stay safe, be healthy and enjoy equal opportunities.

Provide

All students with a broad and balanced curriculum, enabling them to develop and achieve economic well-being.

GENERAL SCHOOL INFORMATION

Wolfreton School and Sixth Form College is a large comprehensive school with over 1500 students on roll, including 230 in the Sixth Form. We are a successful school with a positive and engaged student body and a dedicated and talented staff.

The school is set in the attractive leafy suburbs of the East Riding of Yorkshire close to the Wolds and only seven miles from the market town of Beverley. The catchment area covers the pleasant residential districts of Willerby, Kirk Ella and Anlaby in the East Riding of Yorkshire. These are relatively affluent areas with good quality housing and access to varied leisure opportunities. Proximity to the M62 ensures easy access to the motorway network and other major cities in Yorkshire and beyond.

Historically Wolfreton was a split-site school, however in August 2016 we took possession of our new single site school. Having had the opportunity to work with the design team and construction company during the build period, many have had an input into the new school. This has ensured that the building really can deliver. Staff and students alike are now enjoying the benefits of high quality accommodation, equipped with the latest technology and specialist facilities that are among the best in the region.

Wolfreton is a good and ambitious school. This was recognised by Ofsted in our most recent inspection in October 2013, when the achievement of students, quality of teaching, behaviour and safety of students and leadership and management were all judged to be good. Since then, we have seen continuing improvements across the school. Staff are ambitious and students are too. Students are keen to work with staff and take advantage of the many opportunities they are offered.

Standards of attainment at Wolfreton exceed the national average. In 2017, 87% of students gained a grade 4 in Maths and 78% did so in English. Students enjoy access to a broad and balanced curriculum, and specialist teaching ensures that engagement and progress can continue to increase for all.

The school is a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. As a school, we have a long history of partnership working in this area, being a part of 'The Consortium Sixth Form', a widely recognised successful sixth form partnership with two other local schools. Students are able to study at Wolfreton as well as having the option to study subjects at any of the other Consortium schools. The Sixth Form has a dedicated suite of teaching rooms and facilities within the building, giving it a bespoke Sixth Form College feel in this area. Sixth Form students play a full roll in the life of the school, but equally will continue to enjoy the advantages of this dedicated provision.

Wolfreton teachers are known for their caring approach with all students and we are committed to providing strong and effective pastoral support. Our established House system creates a smaller family feel in a large school. Each tutor group belongs to one of our five Houses, with tutors in this team led by a Head of House who is a member of the teaching staff, and a non-teaching House Pastoral Manager. Heads of House are committed to developing the ethos of their House. As well as recognising successes, they focus on student progress and lead valued opportunities to work collaboratively through inter-house competition and charity challenges across the House and the school.

As a school we firmly believe opportunities and experiences play a huge role in enabling young people to develop their skills and attributes beyond the classroom. The school prides itself on the wide range of extra-curricular opportunities offered to our students. Annually, students take part in over 250 teams, clubs and events. Staff give a great amount of time to these and the students and school have achieved many accolades in the widest range of fields.

The school has a strong community ethos. We have built close links with the world of business and have developed links both nationally and internationally, for example with the Rushanje School in Uganda, who we continue to support through charity initiatives.

Wolfreton remains a popular choice for secondary education. Our annual intake of 270 students is taken mainly from five neighbouring primary schools, with whom we have excellent and close relationships. We are also committed to high quality induction and ongoing training and staff development. Wolfreton has retained the Investor in People Award for 18 years; in our most recent assessment we were awarded the IIP Gold Standard.

Multi Academy Trust

In September 2017, Wolfreton School and Sixth Form College, along with Cottingham Academy Trust and The Hessle Academy Community Trust founded a new multi academy trust, 'The Consortium Academy Trust'. The schools have a shared history of over 25 years of working together through our Consortium Sixth Form partnership. The Trust has been developed in order to provide a platform to deliver high quality educational experiences for the children and young people within our local community, to enhance and improve their life chances and enable them to make substantial and sustained contributions to society. We will achieve this by building a strong, regional offer that supports the educational aspirations of current and future generations while providing excellent career opportunities for staff.

Wolfreton School and Sixth Form College
Job Description
House Pastoral Manager
Point NJC Scale 11 - £21,166 FTE (£18,485 pro rata)
37 hrs per week term-time only plus 10 days

MAIN PURPOSE OF THE JOB

To provide pastoral care for students. In collaboration with Form Tutors and the Head of House, the House Pastoral Manager provides support and intervention strategies, and acts as a “front line” pastoral support leader, in order to meet the pastoral needs of a group of approx. 270 students at Wolfreton School and Sixth Form College.

This will be done by:

- Ensuring good communication with parents and members of school staff by the use of parental meetings, telephone calls, emails, letters etc.
- Interviewing students following referrals related to school work, behaviour, concerns regarding bullying behaviour, student concerns, crisis or other incidents.
- Liaising with external agencies including the Education Welfare Service. This will also involve attendance at Multi-Agency meetings.
- Liaising with the Learning Support/SEN Units and acting as part of the coherent strategies within Individual Behaviour Plans, Pastoral Support Plans and Individual Education Plans.
- Supervising student social areas at breaktimes and lunchtimes, including supervision in The Forum, our dining area, and being available to students at these times.
- Providing cover in the “Isolation Room / Seclusion facility”, on a rota basis.
- Monitoring attendance and punctuality and taking positive steps to improve attendance and punctuality.
- Meeting with the Attendance and Welfare Manager to review attendance and punctuality issues.
- Maintaining records including CPOMs (Safeguarding, Child Protection and Pastoral Software) and organising the administration related to pastoral procedures.
- Distributing, maintaining and monitoring student referral forms.
- Organising and collating work for excluded/sick/absent students and attending meetings with parents where appropriate.
- Supporting the organisation of Parents’ Evenings/Open Evenings.
- Supporting the organisation and quality assurance of student reports.
- Assisting with school visits.
- Covering the absence of other Pastoral Managers
- Covering lessons when required
- Providing support in the Peer Mentor Zone and other study facilities as required

- Performs other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required.

PERSONAL SPECIFICATION FOR PASTORAL MANAGER

Category	Essential	Desirable	Evidence
Qualifications and Training	<ul style="list-style-type: none"> • Experience of working with young people • Good standard of basic education, equivalent to NVQ 3 • Level 2 qualification in both English and Mathematics 	<ul style="list-style-type: none"> • ICT qualification/training • Certificate in Support/Learning 	Application form/Interview
Experience	<ul style="list-style-type: none"> • Experience of working with young people in a learning environment 	<ul style="list-style-type: none"> • Experience of working with young people between the ages of 11 - 18 years 	Application form/Interview
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Excellent communication skills • Excellent administration skills, and IT skills, including the use of excel • Ability to effectively supervise young people • Ability to work using own initiative in responding to challenging situations, remaining calm and resolving problems • Ability to establish good professional relationships with colleagues at all levels • Understanding of Safeguarding and Child Protection • Willingness to take responsibility • Commitment to helping young people achieve their potential • Commitment to own learning 	<ul style="list-style-type: none"> • Good IT skills • Understanding of an effective classroom environment • Understanding of the variety of ways that student can learn • Experience of responding to queries/concerns and effective problem-solving to resolve concerns • Understanding of pastoral • Understanding of Safeguarding in schools 	Application form/Interview
Personal Attributes	<ul style="list-style-type: none"> • Belief in the potential of all young people. • Commitment to the school ethos of respect and inclusion for all • High levels of organisational and self management skills • Effective team player • Flexibility and adaptability • Listening skills • High levels of personal and professional integrity • Personal impact and presence to inspire respect and confidence in students, colleagues and parents • Confidentiality • Commitment to the safety and welfare of students • A positive role model for young people and colleagues • Energy, enthusiasm, optimism, ambition and resilience • Self-motivation and a willingness to accept responsibility • Excellence of day-to-day contribution and reliability • Appropriate awareness of health and safety in relation to area of work • Excellent health and attendance record • Sense of humour 	<ul style="list-style-type: none"> • Willingness to contribute to and participate in continuous professional development • Willingness to get involved in wider extra-curricular activities 	Interview