



The Brunts Academy

Pastoral Manager

NJE Grade 4 (point 19-23)
£19,446- £21,693 (pro rota)

Job Application Pack



Pastoral Manager

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£19,446 - £21,693 (pro rota)

Permanent 37 hours per week TTO + 2 weeks

The Brunts Academy are seeking to appoint, a Pastoral Manager. 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. This is why The Local Authority and DfE has asked us to support other local schools to help them make improvements.
- 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.evolutrust.org



Message from the Head teacher

Dear Candidate,

Thank you for expressing an interest in a vacancy here at The Brunts Academy. We are proud to be part of The Evolve Trust. Our Academies are Brunts (secondary), Beech (secondary – special) and Bramble (primary).

We are a values-driven organisation with an unwavering commitment “To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.

Brunts Academy is proud of the success our students have achieved year on year and, through our constant focus on teaching and learning, we will develop our students so that they have the intellectual habits, fundamental core values and qualities of character to succeed in the 21st century. We will do this by ensuring that:

- We develop and nurture the talent and interests of every individual.
- We have a scholastically excellent culture built around our core values of Ambition, Integrity, Inclusivity, Endeavour and Resilience.
- We deliver a curriculum that allows students to develop their knowledge and skills whilst achieving a range of qualifications.
- We provide high quality teaching and learning experiences for all.

We want everyone to be proud to be associated with The Brunts Academy and The Evolve Trust, due to the high quality experiences and opportunities we provide. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our academy.

With best wishes

Mr A O'Malley
Headteacher



THE BRUNTS ACADEMY

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. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by: **12:00pm on Tuesday 26th February 2019.**

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:	NJE Grade 4 (point 19-23) £19,446- £21,693 (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.



THE BRUNTS ACADEMY

- 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 & behavior 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.



THE BRUNTS ACADEMY

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 confidentiality 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

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