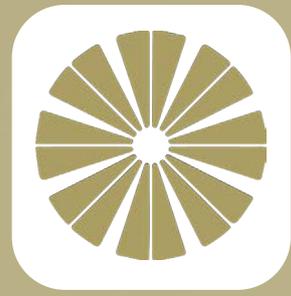




**Meopham School**  
ACADEMIC EXCELLENCE IN A RURAL SETTING

**Pastoral Support Manager**  
INFORMATION



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Dear Applicant,

Thank you for expressing an interest in joining the Meopham School family. I hope you will take a look at our website at <https://meophamschool.org.uk/> and take the time to consider the information enclosed with this letter.

Meopham School is a school where a traditional family culture combines with an ambitious ethos for excellence.

Our ethos creates a supportive, energising and inspiring climate for success. Indeed, we were judged as "Outstanding" by Ofsted in January 2019. We are the highest performing non-selective school in Kent, and were recognised for this for the fourth year running in the latest (October 2019) School Performance Tables.

However, at Meopham School we measure success not just in terms of excellent academic outcomes, but also in the development of strong character. Our traditional academic curriculum combines with our Excellence Through Character curriculum to ensure that every student is nurtured to uncover their talents and aptitudes. We recognise that excellent examination results are only a part of the story. Qualifications and personality open doors initially, but it is strength of character which keeps those doors open and allows our young people to lead happy, successful and healthy lives.

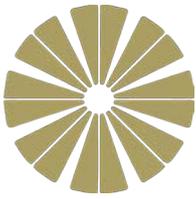
We are proud that Meopham School students are curious in their learning, resilient in overcoming difficulty, and are confident in evaluating their own progress. As a consequence, they are ambitious to achieve academic and personal success, both in school and in the world beyond.

Meopham School is located in the village of Meopham, an area of outstanding natural beauty. Students and staff moved into our brand new £14 million building in Spring 2018. The state-of-the-art school offers an inspiring modern learning environment, with traditional classroom spaces. This new facility offers a learning environment which is truly exceptional.

Standards of teaching and learning at Meopham School are extremely high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation in particular. At the heart of our vision for the school is a relentless drive to ensure that all pupils make exceptional levels of progress in every subject. Our curriculum is broad and balanced. Indeed, offering courses to suit pupils of all abilities is one of the reasons for our success.

To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority. We therefore seek well-qualified, highly skilled, and enthusiastic teachers, who have the highest of expectations of both themselves and the pupils in their classes. We want teachers who enjoy working with young people of all abilities and differing needs.

If you became part of our team, I believe we could offer you a number of benefits. You would become part of something incredibly successful. We can offer an exceptional package of professional development, ranging from an acclaimed NQT induction programme, training through the nationally recognised Improving and Outstanding Teacher Programmes, the Outstanding Leaders in Education



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Programme, a Master's Degree, and support for aspiring headteachers, leading to the National Professional Qualification for Headteachers (NPQH).

Meopham School offers the benefits of working in a small school but within an exciting multi-academy trust. The Swale Academies Trust is currently made up of eighteen other schools, both primary and secondary, located in Kent and East Sussex. The Trust provides unparalleled opportunities for professional development. The Trust will grow further.

Meopham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

If you wish to apply, please visit Kent Teach to submit your application as soon as possible. We look forward to receiving your application.

Yours sincerely,

Ms K Girling  
Head of School

Suzanne Dickinson  
Executive Headteacher

# JOB DESCRIPTION



**Job Title:** Pastoral Support Manager  
**Salary:** SAT 5  
**Responsible to:** Headteacher

## **Purpose of the Job:**

To support the enhancement and operation of the learning environment of the school, with a particular focus on the pastoral management of the students.

To support in the provision of a high-quality education for the students of the school.

## **Main duties and responsibilities (Accountabilities):**

With specific regard to the students in their care and with responsibility to the appropriate Principal / Vice Principle.

- To be the first referral point for pastoral issues concerning students in their Community and pass issues on to the relevant member of the team.
- To be either available to students in their office or on duty every break time and lunchtime.
- To be around the School during tutor time monitoring behaviour and other issues that may arise.
- Parental meetings, up to return from exclusion meetings.
- Running Pastoral Support Programmes.
- In class, behavioural support where required, using 'hot spot list' to be proactive.
- Monitoring re-integration back into lessons after exclusions or return from Fixed Term Exclusion or Exclusion Room.
- Managing 'on report' forms.
- Attendance at meetings with external agencies, where appropriate.
- Managing Community Detention Programme.
- Record keeping.
- Managing emergency student referrals (behaviour support).
- Meet with Principals / Learning Leaders on a daily basis to review the needs of the Community.
- Encourage prompt arrival of students to lessons throughout the day.
- To liaise with other Pastoral Support Managers and support other Communities in difficult times.
- To support the management of team diaries.
- To use data from Brom Com to inform the day sheet and Community staff.
- To support school and community events such as Parents Evenings.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> <li>A good general standard of education, with at least 5 GCSEs or equivalent, including English and Maths.</li> </ul>	E
Experience of .....	<ul style="list-style-type: none"> <li>Experience of working with young people.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of working in a secondary school.</li> <li>Experience of liaising with external agencies.</li> <li>Experience of providing support services.</li> </ul>	D D D
	<ul style="list-style-type: none"> <li>Excellent communication skills, both written and verbal.</li> <li>Ability to communicate with children and adults alike.</li> <li>Ability to prioritise tasks and manage workload effectively.</li> </ul>	E E E
Knowledge	<ul style="list-style-type: none"> <li>Working knowledge of e-mail communication.</li> </ul>	E
	<ul style="list-style-type: none"> <li>IT literate, with a working knowledge of Word.</li> <li>Ability to complete forms electronically.</li> </ul>	D D
Personal qualities	<ul style="list-style-type: none"> <li>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Enjoy working with young people.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Able to work constructively, both as part of a team and individually.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Confident, flexible and resilient.</li> </ul>	E



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trust.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building/Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Diane Mills  
Meopham School,  
Wrotham Road,  
Meopham,  
Gravesend  
DA13 0AH

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS

COMPANY NUMBER: 7344732