



**The
Whitstable
School**

Pastoral Support Manager
INFORMATION

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Dear candidate

I am delighted that you are interested in joining our amazing team at The Whitstable School. In recent years, the school has gone from strength to strength and is now oversubscribed. Our results have steadily improved over the last five years and parents and pupils are happy with the excellent education that the school provides. [Click here](#) to view our prospectus.

Whitstable is a highly desirable seaside town which is popular with tourists in the summer and commuters from London all year round. Our children tend to walk to school and enjoy the beautiful views of the local coastline from many classrooms. There is a thriving community in Whitstable and the town is well known for its commitment to the arts, hosting a writing festival each year as well as the annual 'Oyster Festival' visited by thousands. Live music can be heard all year round and the school works with local groups to host events and workshops.

Our motto is 'Learn Locally, Think Globally' and we are an International Baccalaureate school. Students in our successful sixth form choose from a range of A Levels, vocational and IB courses. In recent years, pupils have visited a range of exciting international destinations.

We have created a 'knowledge curriculum with an oracy focus' and take every opportunity to encourage pupils to communicate and share ideas. Our exhibition programme is entirely pupil led - local people visit to hear students debate, perform and discuss the issues of the day. Our school has wonderful, purpose built facilities. Our permanent Exhibition Hall showcases pupils' work from all subject areas.

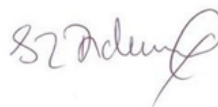
At The Whitstable School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Whilst grades are important, school is about so much more than academic achievement. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community.

As a new colleague, we will make you feel welcome. You will have a buddy and a 'Menu of Learning Opportunities' including CPD for induction, the chance to talk to senior colleagues about the work they do in school and opportunities to participate in learning walks to capture examples of great practice. Our Schools Direct programme has record numbers of enthusiastic participants and there are programmes of CPD for staff at all stages of their careers.

I look forward to hearing from you. Please do not hesitate to contact me if you have any questions or would like to know more.



Alex Holmes
Headteacher



Suzanne Dickson
Executive Headteacher

JOB DESCRIPTION



Job Title: Pastoral Support Manager
Salary: SAT B
Responsible to: Senior Assistant Headteacher

Purpose of the Job:

To provide pastoral support to pupils (behaviour and safety), under the direction of the Headteacher and senior staff.

Main duties and responsibilities (Accountabilities):

- To be the first referral point for pastoral issues concerning pupils.
- To be either available to pupils in their office or on duty at break and lunch time.
- Provide behaviour support in lessons as identified on timetables.
- Organise and hold parental meetings.
- Monitor the re-integration of pupils back into lessons after exclusions or return from PSP (Pupil Support Provision)
- Attendance at meetings with external agencies.
- Managing the Detention Programme when required.
- Accurate record keeping, ensuring that necessary follow up paperwork is completed and filed appropriately.
- Managing emergency pupil referrals (behaviour support).
- Recording, tracking and collating information regarding behaviour of pupils in specific year groups.
- Meet with senior staff regarding behaviour on a daily basis to review the issues of the day and subsequent actions required.
- Assist with uniform infringements and logs.
- Engage with parents informing them of relevant sanctions as decided by the Behaviour Panel.
- Encourage prompt arrival of pupils to lessons throughout the day.
- Supervise the PSP for a number of sessions per week.
- Liaise and support other Pastoral Support Managers as and when appropriate.
- Organise and facilitate restorative justice meetings.
- Be available for Parents Evenings, Open Evening and Transition Evening.

Pastoral Support Managers in this role may also undertake some or all of the following:

- Assist with pupils on therapy or care programmes, designed and supervised by a therapist teacher.
- Assist with pupils' personal needs including dressing and eating, as well as help with social, welfare and health matters, reporting problems to the DSL as appropriate.

JOB DESCRIPTION



General accountabilities:

- Be aware of and comply with policies and procedures relation to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	Level 2 qualification (or equivalent) including English and maths	E
	First Aid qualification	D
Experience	Previous experience of working with children	E
	Proven experience of ability to work calmly and professionally under pressure	E
	Previous experience in a similar role	D
Skills and Abilities	Good literacy and numeracy skills	E
	Good IT skills	E
	Ability to relate well to children and adults, understanding their needs and being able to respond accordingly	E
	Good influencing skills to encourage pupils to interact with others and be socially responsible	E
	Able to use own initiative	E
	Ability to use clear language to communicate information sensitively, firmly and unambiguously	E
Knowledge	Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety	E
	Good understanding of child development and pastoral issues such as inclusion and transition	E
	Understand and support the importance of physical and emotional wellbeing	E
	Working knowledge of relevant policies / codes of practice and awareness of relevant legislation	E
	Basic knowledge of First Aid	E
Personal qualities	Commitment to safeguarding and promoting the welfare of children and young people	E
	Commitment to the principals of equality and diversity and inclusion	E
	Ability to make a proactive contribution to the work of the team supporting children, their families and carers	E
	Ability to establish rapport and respectful trusting relationships with children, their families and carers and other adults	E
	Ability to work effectively with a range of adults and as part of a team	E
	To be able to work calmly under pressure	E
	To be flexible and be able to manage time effectively	E
	To work independently and collaboratively	E

OVERVIEW

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

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, Peacehaven
- 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:

Ms N Kingsford
The Whitstable School
Bellevue Road
Whitstable
Kent
CT5 1PX

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>



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