



Swale
ACADEMIES
TRUST

THE SITTINGBOURNE SCHOOL
Recruitment Pack
Pastoral Support Manager



Swanstree Avenue
Sittingbourne
Kent
ME10 4NL

Job Description

School:	Sittingbourne Community College
Job Title:	Pastoral Support Manager
Grade:	SAT Band 5 – Points 15-17
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 Principal

1. To be first referral point for pastoral issues concerning students in their Community and pass issues on to the relevant member of the team.
2. To be either available to students in their office or on duty every break time and lunchtime.
3. To be around the College during tutor time monitoring behaviour and other issues that may arise.
4. A 30-minute unpaid lunch break to be taken at a convenient time.
5. Parental meetings, up to return from exclusion meetings.
6. Running Pastoral Support Programmes.
7. In class behavioural support where required, using 'hot spot list' to be proactive.
8. Monitoring re-integration back into lessons after exclusions or return from Fixed Term Exclusion or Exclusion Room.
9. Managing 'on report' forms.
10. Attendance at meetings with external agencies.
11. Managing Community Detention Programme.
12. Record keeping.

13. Managing emergency student referrals (behaviour support).
14. Meet with Vice-Principals/Learning Leaders on a daily basis to review the needs of the Community.
15. Encourage prompt arrival of students to lessons throughout the day.
16. To liaise with other Pastoral Support Managers and support other Communities in difficult times
17. To support the management of team diaries.
18. To use data from SIMS to inform BP sheet.
19. To support school and community events such as Parent's Evenings.
20. To use time during the holidays to ensure administrative systems are maintained to a high standard.

General accountabilities:

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. 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

Job Title: Pastoral Support Manager

Grade: SAT Band 5 – Points 15-17

Responsible to: Headteacher

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

Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

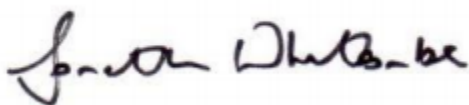
Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. Our ambition is driven by enabling schools and children to succeed.

We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support. We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive, slightly slanted style.

Jon Whitcombe

Chief Executive Officer

Welcome from Yvette Peden – Headteacher

Dear Applicant

Thank you for showing interest in our advertised vacancy for a Pastoral Support Manager.

As a school, we are extremely proud of the rapid developments we are making. We have recently modernised our name and uniform, and we have some exciting new buildings that have greatly enhanced the quality of our provision. The school received a 'Good' Ofsted judgment in our last two inspections and our ethos is fixed on continual improvement.

Our support staff are highly valued members of our large and happy workforce, with every individual playing a vital role in helping us to ensure that we deliver a fantastic curriculum to our students. We very much welcome applications from dedicated individuals who would like to join our highly skilled and committed staff. Should you wish to apply, we would be grateful if you could complete the application form and return it with a covering letter on not more than one sheet of A4, outlining why, in your opinion, you would be the right person for this post.

The Sittingbourne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, 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.

In view of the large number of applications received, we are unable to reply to each applicant individually. If you have had no response from us within four weeks of the closing date, please assume you have been unsuccessful. Please be assured however that each application is very carefully considered.

Thank you again for your interest in The Sittingbourne School. We look forward to receiving your application.

Yours sincerely



Ms Y Peden
Headteacher

The Sittingbourne School

Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of five secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. 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
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

Extract from Safeguarding Policy

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

Recruitment of ex-offenders

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

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 application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

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
- Documentary evidence of identity that will satisfy DBS requirements
- 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.

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.swaleacademiestrust.org.uk/about.php?i=19>

