



**Mayfield Grammar School
Gravesend**

**Appointment of
Pastoral Support Manager
Upper School (Yrs 9-11)
required from October 2021**

**Closing date: 1.00 p.m. – Tuesday 5th October 2021
Interview to be held week beginning 11th October 2021**



Mayfield Grammar School

Gravesend

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Pastoral Support Manager Upper School (yrs 9-11)

35 hours a week (38 weeks a year) plus development days (6 days a year)
8.15 a.m. to 3.45 p.m. (1/2 hour lunch unpaid)
KR5 £19,723 pro rata

We are looking for a highly organised and dedicated individual to join our team. To support and assist the school with the educational, emotional physical and social needs and wellbeing of students.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development. The school was judged by Ofsted to be "Outstanding" in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.kent.sch.uk

Applications made via Kent Teach will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00pm on Tuesday 5th October 2021**
Interviews will be held week beginning 11th October 2021

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2021 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager, Cover team and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1206 students on roll, 266 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 will be increasing our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.kent.sch.uk

September 2021

JOB DESCRIPTION

Post Title	Pastoral Manager (Upper School Yrs 9-11)
Reports to:	Assistant Headteacher Upper School
Hours:	35 hours a week (38 weeks a year) plus development days (6 days a year) 8.15 am to 3.45 pm (1/2 hour lunch unpaid)
Salary:	KR5 (£19,723 pro rata)
Duties:	To support and assist the school with the educational, emotional physical and social needs and wellbeing of students

Responsibilities:

- Establish a supportive relationship with the students you are working with.
- Promote high standards of behaviour and conduct within the school in support of the school's ethos of praise, reward and sanctions.
- Work closely with the main school office to ensure that all parents/carers and students records are appropriately updated, and measures are put in place as and when required.
- As directed, monitor the behaviour of students when problems are occurring in several department areas, e.g. putting students on report.
- Monitor and develop the behaviour points on Edulink system and take appropriate action, e.g. putting students on report.
- Maintain the behaviour monitoring log, including detention log, alerting LLs/SLs/FLs to any major concerns.
- Maintain Healthcare plans and ensure there are updated when medical needs change as well as annually to ensure the school adheres to correct government guidance. Under direction of SENCO and AHT with responsibility for SEND.
- Work with LLs to ensure that internally and externally excluded students who are absent are provided with work to do and to oversee internally excluded students.
- Support and monitor the learning of individuals or small groups if withdrawn from lessons
- Work with individuals or small groups of students on appropriate programmes for pastoral support, to include mentoring and coaching.
- To arrange appointments for School Counsellor and facilitate meetings with outside agencies as directed by the Pastoral team.
- Complete the DSL training to act as triage to support current DSL team.
- Supervise after school detentions where required
- Assist Learning Leaders with transition between phases of their education
Support the Learning Leaders with administrative duties as requested. This will include phone calls to parents/carers, letter and emails, ordering stationery and maintaining the phone calls, notices and letters.
- Line managements of Midday Supervisor Team (5 staff) and be a visible presence at break and lunch times.
- Monitor the achievement points and produce relevant letters, postcards, certificates as directed.
- Undertake administrative arrangements for external visitors/groups e.g. workshops, school photographer.

- Complete administrative work associated with parents' evenings.
- Actively promote student support services, internal or external to the student body.
- Student confidential document to be produced for the start of every new academic year and updates throughout the year. Record pastoral notices via email to relevant staff about student needs.
- Support pastoral team in maintaining pastoral areas of the VLE.
- Attend courses that will assist in carrying out these duties.
- Provide support for the pastoral support team as directed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be
Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school 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.

This job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder

Date