



Pastoral Support Manager



"We show love and compassion for others by truly helping them, and not merely talking about it."

1 John 3:18

We are committed to excellence. We believe in choice.

Our mission is to make sure that all children, regardless of their background, receive a great education that lead to real choices in life.

Our staff are committed to our pupils and students and know the importance of delivering an exceptional standard of education.

Our pupils and students value learning, they are committed to their studies and always give their best.

We expect every John Wallis student to graduate from our Academy with the qualifications, skills and confidence to achieve their ambitions and go on to higher education or their chosen career.

Our Distinctive Christian Vision

We are a proud to be a Church of England Academy. We serve children of all faith and those with none.

Our Christian values are embedded within the heart and soul of our Academy. They are central to everything we do. Based on the teachings of Jesus, and the stories he told, our school community follow his example in treating everybody as an individual. Our Bible verse provides a living example for how we choose to live our lives. "We show love and compassion for others by truly helping them, and not merely talking about it."

In judging others by their deeds, not their words. In being, rather than seeming.

Jesus said "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life." (John 8:12)

Our Christian values of 'Love, Integrity, Generosity, Hope and Tolerance' (LIGHT) are all taught explicitly. They are a vehicle for delivering our school vision and provide a framework for how we at strive to behave each day. We do not simply talk about excellence; we are committed to it.

A message from the Principal

As a Church of England Academy, we are inclusive of all regardless of creed, colour, race, gender, sexual orientation or ability. We hope to transform the lives of our pupils and students and our wider community by putting our core values of love, integrity, generosity, hope and tolerance (LIGHT) into action. As such, all should feel welcome and respected. Schools are, in part, measured by academic success. Pupils and students know this. We must help and enable each pupil and student to succeed to the best of their ability by providing high quality lessons and an appropriate curriculum for our pupils and students.

Mr Damian McBeath



The Post(s)	
Job Title:	Pastoral Support Manager
Reference:	Req022
Reports to:	Assistant Principal: Director of Inclusion
Responsible for:	No line management responsibility

Main Purpose of the Role

To support the work of the Assistant Principal: Director of Inclusion and Year Leaders, dealing with students, parents and carers on a daily basis in support of the Academy culture and ethos, developing the Academy's internal structures for student support and challenge and promote links with external communities so that learning and opportunities for the personal development of students, their families and the wider community are maximised.

Main Duties

The post-holder will be responsible for:

- Support Assistant Principals in developing a learning culture with high expectations in relation to the specific responsibilities above.
- Be available for staff and students throughout the week and at other times as directed by the Principal.
- To provide support and guidance for pupils/students in terms of attending breakfast in the restaurant, supporting early morning/late afternoon study sessions, reintegration meetings, pastoral meetings, group tutor meetings, detentions, internal and external exclusions and attendance issues.
- Support students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures, reintegration meetings, internal exclusions, external exclusions, detentions, attendance, lateness.
- Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and Academy life.
- Be available to respond to calls for support for students within the School.
- Monitor and address all uniform issues within the School making reference to the Assistant Principal when needed.
- Be present where required at Year Group events including Parents Evenings.
- Meet with students regularly to discuss attendance or issues that have arisen through the sanctions.
- Celebrate successes within the School
- Be a visible and pro-active part of the duty system throughout the Academy day both in terms of supporting staff in class, and during break and lunchtimes.
- Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Assistant Principal.

Key Areas of Work

Strategic Leadership

The post holder will be expected to:

- To assist with structured one-to-one mentoring sessions where appropriate; provide support in terms of anger management, self esteem etc, as well as personalised sessions where necessary.
- To be aware of and use safeguarding policies as appropriate within the Academy.
- To assist the Leadership Team with day-to-day behaviour issues across the Academy.
- To communicate with teaching staff in terms of pupil/student progress both academically and emotionally so as to support the pupils/ student to reach their potential.
- Operate within legal, ethical and professional boundaries when working with young people. This includes confidentiality policies.
- Promoting and celebrating the Christian ethos of the Academy in accordance with its aims and curriculum policies.
- Celebrating good behaviour and ensure students understand the expectations of the Academy

Teaching and Learning

The post holder will be expected to:

- Support students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures, reintegration meetings, internal exclusions, external exclusions, detentions, attendance, lateness.
- Liaise with person in charge of child protection issues and incidents where appropriate. To be aware of and use safeguarding policies as appropriate within the Academy.
- Liaise with Assistant Principal (Director of Inclusion) with regards to the SEN provision for the students in their year group.

Data and Analysis

The post holder will be expected to:

- To assist with the tracking and monitoring of the academic progress of the pupils/students across the Academy and assist in developing appropriate interventions in co-ordination with the Director of Inclusion and Vice Principal.

Person Specification			
Qualifications and Training	Essential	Desirable	Method of assessment
Hold a good honours degree or equivalent	X		Application Form/Interview
Evidence of Continuing Professional Development relevant to the role.		X	Application Form/Interview
Experience and Knowledge	Essential	Desirable	
Experience working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups.		X	Application Form/Interview
Experience of supporting pupils/students of differing abilities and backgrounds.	X		Application Form/Interview
A strong awareness of whole school and wider educational issues and current developments.		X	Application Form/Interview
Skills and Attributes	Essential	Desirable	
Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.	X		Application Form/Interview
Demonstrable ability to communicate effectively in both oral and written form	X		Application Form/Interview
Creative and innovative.	X		Application Form/Interview
Excellent facilitation and presentation skills suitable up to and including senior managers.	X		Application Form/Interview
Data and IT literate with good IT skills.	X		Application Form/Interview
Demonstrate influencing and negotiation skills - to influence school strategy and policy, secure sufficient internal resources, and secure the necessary support from external agencies.	X		Application Form/Interview
Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.	X		Application Form/Interview
Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.	X		Application Form/Interview
Analytical and problem-solving skills - necessary for developing appropriate strategies and interventions.	X		Application Form/Interview
Qualities	Essential	Desirable	
Able to confidently liaise with senior colleagues including in formal settings.	X		Application Form/Interview
Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.	X		Application Form/Interview
Personal and professional authority and resilience.	X		Application Form/Interview

Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.	X		Application Form/Interview
Empathetic, tactful and diplomatic.	X		Application Form/Interview
Solution focused, working collaboratively and collegially with colleagues and stakeholders.	X		Application Form/Interview
Excellent inter-personal skills.	X		Application Form/Interview
A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.	X		Application Form/Interview



Terms of Appointment

Contract type	Permanent Full Time, Term-time only
Grade and Salary range	Academy Band C £18,517 - £19,625