



**Pastoral Manager  
A Bolder Future Awaits**

***Salary: NJC Scale SO1 points 21- 25 - £35,982 - £38,058 Pro Rata  
(38 hours a week, 5 days a week, 39 weeks per annum)***

***This is 'term time' i.e. 195 days but may not correspond with student days in school***

***Working hours:***

***Monday – Wednesday 8.15am-5pm***

***Thursday 8.15am-4.30pm***

***Friday 8.15am-2.15pm***

***Starting salary point to be agreed, depending on experience***

Are you seeking an opportunity to play a major role in developing our Academy? If so, Bolder Academy is looking for a motivated and committed Pastoral Manager to work in partnership with school leaders to promote student welfare, safety and wellbeing across the Academy, enabling all students to meet their academic and personal potential.

You need strength, resilience and determination, the ability to multi-task under pressure, and skills in dealing with vulnerable students. The role of the Pastoral Manager ensures the effective implementation and operation of the Academy's pastoral support programmes and will deputise for the Designated Safeguarding Lead.

Bolder Academy is a mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community. In June 2021, we moved in to our purpose-built accommodation with fantastic facilities and extensive outside grounds.

**What we can offer you:**

There is an excellent pension provided for staff (LGPS for non-teaching staff), free annual flu vaccination, a Cycle to Work scheme, free use of the fitness suite, an Employee Assistance Programme provided for all staff with the Education Support Partnership and an early finish on Fridays!

**Closing date: 12pm Monday 13<sup>th</sup> January 2025**

For further information about the school and details of how to apply, please go to the vacancies page on the website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk) or email [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

*Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview. Bolder is an Equal Opportunities Employer.*



## Recruitment Pack

### The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team a Bolder future truly awaits you.

Supporting our teaching staff in creating a different kind of education and providing brilliant administration for our staff and students requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness and brilliance.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

To apply, please complete the application form and email it to: [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

If you do have any questions or you would like a Word.doc copy of the application, please email Kate Biant, H.R. Manager, on [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

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*Bolder is an Equal Opportunities Employer.*

### Timeframe for Recruitment

Closing date for applications	<b>12pm Monday 13<sup>th</sup> January 2025</b>  Please note: <ul style="list-style-type: none"><li>- We do not accept CVs and agencies need not apply.</li><li>- We do not offer sponsorship for overseas applicants so you must already hold the right to work in the UK</li></ul>
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## **JOB DESCRIPTION – PASTORAL MANAGER**

### **PURPOSE OF THE JOB**

- Promote student welfare, safety and wellbeing across the Academy, enabling all students to meet their academic and personal potential; especially those who need specific support to overcome barriers to learning;
- Provide support to key staff in the promotion of student welfare and wellbeing;
- Provide support to key staff in promoting positive behaviour across the Academy;
- Provide support to key staff in promoting good attendance across the Academy;
- Collaborate with the Leadership Team to ensure effective educational provision and appropriate rates of progress and attainment for those students with additional or specific needs relating to SEMH or other SEND students with additional vulnerabilities;
- Work effectively with students, teachers, parents and relevant external agencies to ensure high quality pastoral care;
- Liaise with, and manage the contribution of external agencies, providers and workers including counselling, services supporting behaviour and social services;
- Deputise for the Designated Safeguarding Lead (Deputy Designated Safeguarding Lead) and lead responsibility for safeguarding and child protection);
- Contribute to the overall ethos, work and aims of the Academy.

### **RESPONSIBLE TO**

- Head of Key Stage.

### **KEY AREAS OF IMPACT**

#### **Main Duties and Responsibilities of the Pastoral Manager**

##### Strategic Direction

- Develop and implement the system for monitoring individual students' pastoral needs in Academy, liaising as appropriate with Head of Key Stage, SLT; parents; form tutors; teachers;
- Liaise with outside agencies to ensure student well-being and safety and to identify the needs of vulnerable students;
- Evaluating SEMH and other wellbeing needs in order to identify relevant services as available under the Local Offer, submitting and monitoring timely referrals for the students and their families;
- Support the school's mentoring programme;
- Liaise with appropriate partners on matters relating to attendance.

## **Main Duties and Responsibilities**

- Coordinate, direct and conduct effective communications with parents and/or carers in order to support student wellbeing, home/Academy relationships and in responding to safeguarding matters;
- Provide high-quality and effective individual pastoral support to vulnerable students as directed by the Pastoral Manager;
- Support students through Pastoral Support Plans;
- Assist teachers/SEND/CO in writing and monitoring Individual Education Plans (IEPs) or equivalent and Educational, Health and Care Plans (EHCP);
- Support with the effective transition of students across phases; including liaison with other schools;
- Maintain accurate records, and monitor the student needs and provision map for vulnerable students;
- Provide support in combatting child on child abuse, taking both preventative steps and providing support for victims of bullying;
- Maintain an up to date knowledge and understanding of legislation with regards to student welfare and safeguarding matters;
- Be a key staff member for vulnerable students; developing trusting relationships;
- Facilitate and run restorative justice sessions with students who have been involved in significant behaviour incidents;
- Ensure that behaviour at lunch times and break times is of a high standard with students actively engaged in appropriate age-related activities;
- Complete duties in before school and at break and lunch times;
- Complete duties in line with supporting the behaviour, attendance and punctuality of the school;
- Support the DSL/DDSL in obtaining verbal and written statements when a Safeguarding concern has been raised;
- Support the DSL/DDSL with other safeguarding issues as directed;
- Contribute to the regular meetings with key staff to co-ordinate support being provided to vulnerable students;
- Maintain accurate records regarding safeguarding;
- Provide effective administration in the undertaking of all duties listed above.

### **Administrative:**

- Ensure that all administrative/ clerical duties, checks and documentation are completed to the required level of accuracy and within deadlines including photocopying, filing, returns and reports;
- Ensure compliance with data protection regulations;
- Deal with correspondence promptly and as required.

### **Duties of Deputy Designated Safeguarding Lead:**

- Deputise for the DSL;
- Contribute to child protection and safeguarding meetings, including core groups;

children protection reviews meetings; child in need planning & review meetings; and LAC meetings;

- Develop, share and promote good practice in the reporting of safeguarding concerns;
- Co-ordinate and direct a response to safeguarding incidents where there is an immediate risk of harm;
- Manage referrals relating to cases of suspected abuse to the appropriate bodies as required;
- Refer cases to the Channel programme where radicalisation is a concern;
- Refer cases to appropriate bodies where a person is dismissed due to risk/harm to a child;
- Maintain accurate and up-to-date records of all child protection and safeguarding files and arrange secure transfer of files, as necessary.

#### General:

- Attend relevant meeting, and engage with briefings and training sessions;
- Attend Academy events as required (including evenings);
- Assist in escorting students on educational visits and to participate in extra-curricular activities as required;
- Assist in Academy emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation;
- Invigilate Academy and public examinations and tests as required; Cover for absent colleagues, as directed;
- Undertake first aid training and responsibilities as required;
- Provide an effective first aid service when required to staff, students and Academy visitors at Bolder as required and ensure that the Academy meets its legal requirements under the Health & Safety at Work in act including:
  - Making accurate and appropriate recordings of all first aid cases;
  - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
  - Liaising with the Ambulance service, other emergency services and parents/carers as necessary.

#### Safeguarding:

- Uphold the Academy's policy in respect of Child Protection and Safeguarding matters;
- Have commitment to the Academy's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.

<b>Person specification: Pastoral Manager</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications:</b>				
1	Professional relevant NVQ qualifications	X		A,I
2	St John's Ambulance First Aid or equivalent OR prepared to undertake training.	X		A,I
3	Recognition of the need for continuing professional development	X		A,I
<b>Experience:</b>				
4	Experience of working with children and young people (and their families) to support them in overcoming barriers to their personal, social or learning development.	X		A, I
5	Experience of supporting children with SEMH or Special Educational Needs.		X	A, I
6	Experience of making assessments of children and young people to identify their individual needs.		X	A, I
<b>Vision and Strategy:</b>				
7	Vision aligned with Bolder of high aspirations and high expectations of self and others.	X		I
<b>Behaviours, Skills and Abilities:</b>				
8	Excellent listening, communication skills and high levels of emotional intelligence.	X		I
9	Strong organisational and time-management skills and ability to work under pressure.	X		I,R
10	Resilience and optimism to lead through day-to-day challenges in a busy school environment.	X		I
11	Good oral and written communication skills. Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people.	X		I
12	Interpersonal skills to form and maintain positive working relationships with students, their families, colleagues and other healthcare/education professionals and partner organisations.	X		I,R
13	Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach.	X		I,R

14	Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process.	X		I,R
15	Ability to communicate fluently in accurate spoken and written English.	X		I
16	Discreet, calm and able to resolve conflict	X		I,R
17	The ability to work collaboratively within a team	X		I,R
18	A 'can-do' attitude	X		I,R
<b>Other:</b>				
19	Must be committed to safeguarding the welfare of children.	X		I
20	Understanding that this post is subject to barring checks and an enhanced DBS.	X		A, I, R
21	Eligible to work in the UK	X		A,R

**Key to Evidence: A = Application I = Interview R = References**