



**Advert Pastoral Manager  
A Bolder Future Awaits**

***Salary: NJC Points 7 - 10 (Scale 4)***

***FTE £22,377 – £23,607***

***Pro rata salary based on working 36 hours a week for 5 days a week  
term time only (39 weeks)***

***£19,087 - £20,136***

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

***Hours: 5 days (36 hours) per week***

***Contract: Permanent and term time only (39 weeks a year)***

Are you seeking an opportunity to play a major role in developing a new 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 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 new, mixed, non-denominational academy which opened in September 2018. We have opened in temporary accommodation and then will move to a multimillion pound building in 2020.

The Academy has been set up by primary and secondary Headteachers from the London Borough of Hounslow to meet the demand for extra school places. We are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky, resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

There is an excellent pension provided for staff (LGPS for non-teaching staff) and an Employee Assistance Programme provided for all staff with the Education Support Partnership.

**Closing date: Monday 20th May 2019, 9am**

Further information and application forms, please go to the vacancies page on the website [www.bolderAcademy.co.uk](http://www.bolderAcademy.co.uk) or contact the Headteacher, Heidi Swidenbank at [head@bolderAcademy.co.uk](mailto:head@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 will be an exceptional place to work. We know that by joining the team, at this stage, a Bolder future truly awaits you.

Creating a different kind of education and securing a 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, brilliance.

As a member of staff, you will play an integral part in shaping and developing the Academy's culture from its inception. You, as a founding member of staff, will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

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: [head@bolderacademy.co.uk](mailto:head@bolderacademy.co.uk)

If you do have any questions or you would like a word copy of the application, please email Heidi Swidenbank on [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

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### Timeframe for Recruitment

Closing date for applications	Monday 20 May 2019, 9am
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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;
- 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 SEN 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;
- Provide a programme of planned interventions (including wellbeing, behavioural and mental, emotional and physical health) to support students to access learning and make exceptional progress;
- 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**

- A member of the Leadership Team.

#### **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 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;

- Develop and implement a Academy 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;
- Co-ordinate and deliver assemblies for students in Academy on topics linked to the role;
- Assist teachers/SENDSCO 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 bullying, 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;
- Develop and undertake specific, targeted small group and 1-2-1 intervention work, including but not limited to; Anxiety, Anger Management, Friendship Circles, ELSA and Growth Mindset;
- Maintain accurate records of conversations and interventions, and support in the analysis of the impact of interventions;
- 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 outside areas at break and lunch times;
- Support the 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;
- Process, input and extract data held on the Academy's systems
- Maintain both manual and computerised record and filing systems in line with requirements;
- 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 review 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;
- Inform the Headteacher of issues especially under section 47 of the Children Act 1989 and police investigations;
- Contribute to reviewing the Child Protection and Safeguarding Policies annually;
- 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.

**PERSON SPECIFICATION  
Pastoral Manager**

CRITERIA	QUALITIES	
<b>Qualifications and training</b>	Professional relevant NVQ qualifications	Desirable
	GCSE English and Maths	Essential
	First aid training	Desirable
	Recognition of the need for continuing development and training	Essential
<b>Experience</b>	Experience of working with children and young people (and their families) to support them in overcoming barriers to their personal, social or learning development.	Essential
	Experience of working in an educational or multi-agency setting.	Desirable
	Experience of supporting children with SEMH or Special Educational Needs.	Desirable
	Experience of drawing up individual action plans, monitoring their implementation and making adjustments relating to student progress or changes in circumstances.	Desirable
	Experience of working in a team collaboratively to share ideas and achieve objectives.	Desirable
	Experience of making assessments of children and young people to identify their individual needs.	Desirable
<b>Skills and knowledge</b>	Good oral and written communication skills.	Essential
	Interpersonal skills to form and maintain positive working relationships with students, their families, colleagues and other healthcare/education professionals and partner organisations.	Essential

	Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach.	Essential
	Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process.	Essential
	Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people.	Des
	Detailed knowledge of relevant legislation and government initiatives and how that relates to the curriculum within the Academy.	Desirable
	Knowledge of safeguarding and child protection issues with knowledge of appropriate action to take if a disclosure is made.	Desirable
	Ability to develop bespoke behaviour management programmes.	Essential
	Ability to work effectively and network with a wide range of support services and an ability to draw upon a wide range of support, information, opportunities and guidance.	Essential
	Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement.	Essential
	Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour.	Essential
	Understanding and supporting the importance of physical, emotional and mental wellbeing.	Essential
	Planning and prioritising own workload.	Essential

<b>Personal qualities</b>	Commitment to promoting the ethos and values of the Academy and achieving the best outcomes for all students.	Essential
	Ability to work well in a team.	Essential
	Resilience.	Essential
	Commitment to safeguarding and equality.	Essential
	Resilience, enthusiasm, energy and vigour.	Essential
	Commitment to the professional development of colleagues and self.	Essential