



HUNTCLIFF
SCHOOL

Pastoral Manager

APPLICATION PACK



CONTENTS

WELCOME LETTER FROM THE HEADTEACHER..... 3

HUNTCLIFF VISION & ETHOS 4

ADVERT 5

JOB DESCRIPTION 7

PERSON SPECIFICATION 10

HOW TO APPLY 12

EMPLOYEE BENEFITS..... 13



WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant,

We require a passionate, dynamic and committed Teacher of Science at Huntcliff School. This is an excellent opportunity for a dedicated and driven individual to join our rapidly improving school within an excellent pastoral team. The successful candidate will be an excellent practitioner, an effective team player and be committed to raising the aspirations and achievement of all students.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within Vision Academy Learning Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school, and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible - Inspiring Excellence' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational teacher who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson
Headteacher
Huntcliff School

HUNTCLIFF VISION & ETHOS

At Huntcliff School we have established a culture of mutual respect within our inclusive learning environment. We strive to inspire excellence, in terms of academic achievement, personal development and the individual talents of every student. We aim to inspire our students to value their education, be hard working and dedicated in order to produce the best possible outcomes and achievements for success in life.

Developing the character of our students fundamentally centres around our ethos of **'Be Ready, Be Respectful, Be Responsible – Inspiring Excellence'** which is underpinned by our core values of **respect, resilience, responsibility, honesty and kindness.**

We expect our students to display exceptional behaviour, courtesy and kindness, demonstrating respect for themselves and others both in school and the local community.

- **Be Ready** – for learning and to accept positive opportunities
- **Be Respectful** – to each other, our environment and the wider community
- **Be Responsible** – for our actions

We believe that supporting students to develop these values alongside striving for personal academic success, equips them for the demands of the ever-changing world we live in and helps to create a society full of motivated and developed people, able to embrace the dynamic and multi-cultural developments in the modern world.



ADVERT

Pastoral Manager

Grade I CSP 19 -22 Actual Salary £25,726 - £27,097

37 hours per week Term Time + 5 days only

Permanent

We are seeking to appoint a suitably qualified Pastoral Manager – with experience of working with children to support behaviour for learning and pastoral needs reporting to an Assistant Head Teacher. The successful candidate will provide pastoral care and student support. The postholder will work with the existing pastoral team to promote the culture of the school. They will be responsible for promoting positive behaviour amongst all students and for working with students, staff and parents/carers to support students with their learning, working to ensure they have the opportunity to fully realise their potential.

We have:

- A positive and caring ethos and working atmosphere.
- Friendly children, eager to learn and achieve.
- An aspirational curriculum for all students.
- A committed, enthusiastic and supportive staff team.
- Excellent support from the Governing Body, the staff and parents/carers.
- Opportunities for career development.

You will be:

Passionate about providing outstanding pastoral support to remove barriers that children face and support excellent outcomes.

The successful candidate must have:

- Possess a successful track record of making a difference to young people in order to facilitate academic achievement.
- An understanding of the key factors that affect the way students learn and deploy a range of strategies to establish a purposeful learning environment and promote good behaviour.
- A commitment, drive and enthusiasm to work as part of our dedicated and successful team.
- An ability to motivate and inspire students to achieve their full potential.
- A professional, nurturing and resilient approach.
- The ability to establish good relationships with students, acting as a role model and responding to individual needs.



HUNTCLIFF SCHOOL

We are part of a dynamic and supportive MAT, the Vision Academy Learning Trust, which was established in 2016 and currently consists of three secondary schools, of which one is a teaching school, and five primary schools. The Vision Academy Learning Trust can offer you a professional challenge and a rewarding opportunity, working collaboratively with schools that are passionate about the progress and development of every student.

Applications should clearly outline why candidates want to work at Huntcliff school, including attributes they have to offer to the wider school ethos.

For further information about the role or to download an application form, please email vacancies@valt.org.uk or visit <http://www.huntcliff.co.uk/> and send your completed application to: The HR Team at vacancies@valt.org.uk

Closing date: Monday 23 September 2024 at 9am

Interviews will be held on: To be confirmed

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



JOB DESCRIPTION

| | |
|----------------------|----------------------------------|
| JOB TITLE: | Pastoral Manager |
| GRADE: | I, points 19 - 22 |
| HOURS: | 37 hours pw (TTO +5 days) |
| REPORTING TO: | Assistant Headteacher |

MAIN PURPOSE: Promote the culture of the school through inspiring excellence and the school core values of Respect, Responsibility, Resilience, Honesty and Kindness. To integrate school academic and pastoral support, to include interventions with other provisions within school and elsewhere in order to provide support and guidance to students and their families, in order to promote effective participation, enhance individual learning, achievement, progress and aspirations.

ACCOUNTABILITIES:

Organisation

- To develop using own judgement, deliver and evaluate time bound action plans to groups of students or individual students who are underachieving, based on relevant data
- Have operational responsibility for behaviour in the school day including on calls, duties and reflection room supervision.
- To operationally manage processes around fixed term exclusions including attending return to school meetings.

Responsibilities

- Ensure high standards of uniform.
- To be the first point of contact for parents of students in this year group.
- To ensure that bullying is dealt with swiftly and effectively within this year group, with appropriate records kept.
- Liaise with and share information with the attendance team.
- Identify students whose behaviour is a concern (through regular ClassCharts analytics) and direct or instigate appropriate intervention to address presenting issues.
- Identify barriers to positive behaviour with individuals and groups of students and put in place support to address presenting needs (for students up to 9 FTE in a term).
- Lead on parental meetings following internal and external exclusions up to and including 9 days external exclusion within a term.
- To manage behaviour incidents as they occur, including investigating incidents and managing students involved.
- To log, record and maintain records of incidents and actions following incidents.
- Ensure that communication with parents of students in the cohort is excellent, both globally and for individual students.
- Lead the management of attendance and punctuality of the year groups.
- Attend other pastoral meetings as appropriate.



HUNTCLIFF SCHOOL

- Collate work for students when required.
- Ensure Student records are updated where appropriate.

Communication

- Deliver assemblies for the year group as required.
- Lead on communication with staff to ensure the timely dissemination of relevant pastoral information to staff.
- Lead on liaison with parents and staff on student behaviour and welfare matters keeping them informed regarding issues and actions.
- Ensure effective liaison with relevant outside agencies.

Safeguarding

- To have an enhanced knowledge of safeguarding procedures and protocols.
- To liaise with the designated safeguarding lead around incidents or information received.
- To complete relevant SAFER referrals under the guidance of the designated safeguarding lead.

General

- Attend weekly pastoral briefing meetings.
- Uphold and actively support the school's policies and procedures.
- Work as part of a team and support students of all phases with behavioural intervention as and when required.
- To organise with relevant stakeholders meeting times and dates and inform relevant attendees.
- Develop rewards for individuals and groups of students to promote a positive culture and recognize success, in line with school policy.
- To work as part of a team and support students of all phases with behavioural intervention as and when directed by the Assistant Headteacher – Behaviour & Standards.
- Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Support for the School and Trust:

- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Phase Specific – Pastoral Manager 7/8

- The operational management of transition for students from Year 6 to Year 7 and to ensure the successful transition for all learners from Primary to Secondary setting.
- To facilitate, plan and co-ordinate transition information opportunities, events and activities.



Academy Learning Trust

Vision Academy Learning Trust is a company limited by guarantee registered in England. Company Number: 10249712
Registered Office: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, Stockton-on-Tees, TS17 0RJ

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Marske Mill Lane, Saltburn By The Sea, Cleveland, TS12 1HJ | 

Huntcliff School operates a robust safeguarding policy in order to provide a safe and secure environment for all our staff, pupils and visitors



- To assist with the planning and co-ordination of the Year 7 Residential visit during Activity Days.
- Oversee and manage the collection and recording of information from feeder schools.
- Liaise with feeder schools and other support services.
- Assist identified students, parents, carers and staff members with extra support before transition week under the direction of SLT.

OR

Phase Specific – Pastoral Manager 9/10

- The operational management of transition for students from Key Stage 3 to Key Stage 4.
- To facilitate, plan and co-ordinate transition information opportunities, events and activities.
- To assist with the planning and co-ordination of the options process.
- Oversee and manage the collection and recording of relevant information for the options process.
- Assist with the mentoring of students as assigned by SLT.
- Assist identified students, parents, carers and staff members with extra support before, during and after the options process under the direction of SLT.

OR

Phase Specific – Pastoral Manager 11/12

- The operational management of transition for students from Year 11 to Year 12 and to ensure the successful transition for all students Post 16.
- To guide students to make appropriate choices for their future education and careers using enhanced knowledge of Post 16 provision.
- To facilitate, plan and co-ordinate Post 16 information opportunities, events and careers related activities.
- Responsible for the co-ordination of in school presentations by college staff.
- Plan, co-ordinate and manage college interviews for students.
- Complete planning packs and co-ordinate visits to Post 16 events.
- Assist students in the writing and completion of application forms.
- Oversee and manage the writing of references for students.
- Act as the link person for Post 16 provision, careers services and other support services.
- Liaise with Subject Leaders to encourage and support attendance at revision and booster sessions.
- Support the Examinations Officer in matters of attendance and punctuality for Year 11 GCSE exams.
- Assist Year 11 students post GCSE results to offer support and guidance.
- To monitor Year 12 students in Post 16 provision and follow up possible NEETs.
- To encourage alumni to retain links with Huntcliff.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

| | Essential | Desirable |
|--------------------------------------|--|---|
| QUALIFICATIONS/ TRAINING: | <ul style="list-style-type: none"> At least 5 GCSE (grade 'C' or above) or equivalent including- English and Maths | <ul style="list-style-type: none"> Commitment to ongoing training First Aid Trained Team Teach Trained Level 4 Supporting Teaching and Learning/Met HLTA Standards or equivalent |
| EXPERIENCE: | <ul style="list-style-type: none"> At least two years' experience working to support behaviour for learning Successful track record of making a difference to young people in order to facilitate academic achievement | <ul style="list-style-type: none"> Experience in a whole school behaviour management role Experience of managing Transition (KS2 to 3) Experience of the Options Process Experience of working with Post 16 providers Experience of careers education |
| SKILLS/ KNOWLEDGE: | <p>Knowledge of:</p> <ul style="list-style-type: none"> the key factors that affect the way students learn legal and organisational requirements for maintaining the health, safety and security of yourself and other in the learning environment strategies to recognise and reward efforts and achievements towards self-reliance, appropriate to the age and development stage of the learner A range of strategies to establish a purposeful learning environment and to promote good behaviour. Have good oral and written communication skills Good oral and written communication skills | <p>Knowledge of:</p> <ul style="list-style-type: none"> strategies to recognise and reward efforts and achievements towards self-reliance, appropriate to the age and development stage of the student A range of strategies to establish a purposeful learning environment and to promote good behaviour The ability to analyse, understand and interpret relevant learner information and data utilise the experience and expertise of others promote positive relationships within the wider school community appraise colleagues coach/mentor colleagues |



| | | |
|---|--|---|
| | <ul style="list-style-type: none"> • Competency in a range of ICT packages • The ability to give:- <ul style="list-style-type: none"> ▪ constructive support and advice ▪ listen to students and adults ▪ deal calmly with challenging behaviour ▪ prioritise plan and organise ▪ work as a member of a team • take responsibility for continuous self-professional development | |
| | | |
| <p>PERSONAL AND PROFESSIONAL ATTRIBUTES:</p> | <ul style="list-style-type: none"> • Energy, vigour and perseverance • Self confidence and initiative • Enthusiasm and commitment • Patience and sensitivity to children’s needs • Reliability, resilience and integrity • Personal impact and presence | <ul style="list-style-type: none"> • Have a willingness to be part of a whole school/campus collaborative learning culture |

All criteria will be checked against:
 Application form/letter of application
 Qualifications
 References
 Interview

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertaken before an appointment is confirmed.

Confidential References

Two referees should be nominated, including one from your current/most recent employer. Those from an education setting must provide the Headteacher as one of their referees.



HOW TO APPLY

To Apply

Application forms and further details are available on the school's website –

<http://www.huntcliff.co.uk/> or visit [Work for us \(valt.org.uk\)](http://www.valt.org.uk)

Please send your completed application to: The HR Team at vacancies@valt.org.uk

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact

Mrs Dobson FDobson@huntcliff.co.uk to arrange a convenient time.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

The 1590 Trust are in the process of consulting on the proposal to merge with Vision Academy Learning Trust (VALT) to form Vision 1590 Academy Trust with a proposed merger date of 01 September 2024.

Closing date: Monday 23 September 2024 at 9am

Interviews will be held on: To be confirmed



EMPLOYEE BENEFITS

Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

Pensions



All eligible staff automatically join either The Teacher's Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service Payment.

Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance





HUNTCLIFF SCHOOL

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years service, in addition to statutory bank holidays.

We are supportive of flexible working and have many staff on individual working arrangements. We offer many roles as “term-time only” contracts, to assist with work/life balance.

Professional Development



As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

Corporate Benefits



We currently offer a range of benefits to staff including the following:

- Corporate membership to;
 - Escape Zone at Sporting Lodge - £30 a month (instead of £35)
£150 – 6 months
£300 – 12 months
 - Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as childcare voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)
- <https://www.discountsforteachers.co.uk/>
 - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or your family
- <https://www.teacherperks.co.uk/perks>
 - Free to join – discounts on shopping, groceries, days out
 - Also includes some free lesson plans



Policies and Procedures



Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals



HUNTCLIFF
SCHOOL



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