



Moseley School  
and Sixth Form



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and Sixth Form

# Pastoral Manager



inspiring excellence in character and scholarship



**Dear Colleague,**

Due to the current post holder retiring we are recruiting for a Pastoral Manager with the passion and enthusiasm to make a positive impact on the young people at our school. The ideal candidate will already possess the knowledge and experience to make this role successful and be able to provide the best support for our students.

The role is vital to us being able to continue our journey to excellence as a school. We are looking for the best leader to continue the work we have already put in place to develop our RAISE values – Resilience, Ambition, Independence, Supportive and Effective communication. These are the foundations upon which our school vision is built to enable our staff and students to aspire to achieve the best futures possible.

Our ideal candidate will strive to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Moseley School and Sixth Form. We are very proud of the achievements our students make academically and in many other aspects of their lives, whether that be through participation in sports clubs, the Duke of Edinburgh Award, Young Enterprise, or their passion for fund raising and helping out in the community.

We aspire to provide the very best educational opportunities and outcomes for all our students; Ofsted recognised that we continue to be a good school when they inspected in September 2021.

We welcome visitors to the school. Please contact us if you would like to arrange a visit.

**Your application must be received by 8.00am on Monday 15<sup>th</sup> January 2024.**

Please note this advert may close when sufficient applications are received.

**Interviews will be held on Tuesday 23<sup>rd</sup> January 2024.**

Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11.

Best wishes,

A handwritten signature in black ink, appearing to read 'Andrew Bate'.

**Andrew Bate**  
**Head Teacher**



## Post Information

**Post Title:** Pastoral Manager

**Salary/Grade:** Grade 4 Point 23 to 31 (£32,076 to £39,186) \*2023 pay award figures.

**Contract Type:** Term Time only, with 5 days in the holidays to provide DSL/safeguarding coverage during the school holidays. Using the Banked hours system, this equates to a full year contracted hours, worked predominantly during term time, given the nature of the role some flexibility may be required concerning start and end times to meet the needs of the school.

**Contract Term:** Permanent

**Contract Start Date:** ASAP

Due to the current post holder retiring we are recruiting for a Pastoral Manager. The ideal candidate will already possess the knowledge and experience to make this role successful and be able to provide the best support for our students.

### Our ideal candidate will:

- Demonstrate excellent communication skills.
- Have previous pastoral experience.
- Have excellent interpersonal and organisational skills.
- Form strong relationships with students/parents/carers.
- Have the ability to work effectively as part of a team.

### What we can offer you

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

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## Job Description

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**Core Purpose:** Working with the Head of Year the Pastoral Manager is responsible for;

- Establishing the school ethos and identity within the year group.
- Providing a visible presence around school every day
- To take a lead for safeguarding within the year group
- Pastoral support to the students within the year group, ensuring all students are Ready to Learn every day.
- Maintaining excellent attendance and punctuality within the year group.
- Promoting positive student attitudes to learning and good conduct within the year group.
- Identifying and responding to student needs in good time in order to remove potential barriers to progress and engagement.
- Working with families in order that students may benefit fully from the opportunities available to them at school.

### Specific responsibilities of the role:

- Support the maintenance of high standards throughout the year group and reinforce expectations.
- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and student welfare.
- Respond to and take steps to resolve relationship issues between students.
- Provide general student support at the point of need.
- Support and monitor student engagement with sanctions, rewards and interventions, informing parents and liaising with other staff as required.
- Follow up attendance and punctuality matters, including for agreed target students and contact or meet with parents as appropriate.
- Collect and collate statements relating to incidents, following up directly when appropriate.
- To take responsibility for attendance within the year group, including regular meetings with the Attendance Improvement Officer and conducting 'First Day Calling' every day





- Contribute to individual student assessments, **profiles**, and support plans where **appropriate**.
- Be aware of and comply with policies and procedures in relation to child protection and all aspects of safeguarding **children**.
- Liaise with colleagues, parents/carers and external agencies and colleagues to support identified students with SEND, EAL, welfare, medical, **behavioural**, or other **needs**.
- Attend case conferences and other meetings, **e.g.**, managed move reviews, to address the needs of the student as **directed**.
- Liaise with the Head of Year to identify a caseload of students for intervention to support significant need; tracking and monitoring pastoral data to judge **impact**.
- Contribute to the provision and organisation of mentoring and intervention programmes to remove barriers to learning and to support student **welfare**.
- Contribute to the organisation of year group events and **programmes**.
- Attend and contribute to year team meetings as **requested**.
- Ensure year team tutors carry out their duties effectively, in accordance with school procedures, liaising with the Head of Year
- Maintain good communication between staff, parents/carers, and other agencies to support the best outcomes for **students**.
- Contribute to and maintain detailed and accurate CPOMS records on all students in the year group to support monitoring and the identification of needs, requesting information from others to support this where **required**.
- Arrange for work to be set and collected for students who are unable to access **lessons**.
- Arrange parental/carer appointments as **required**.
- Support the admissions process by conducting initial meetings with families in accordance with the school procedures and communicating the school ethos and standards to prospective students and **families**.

## Other Responsibilities

- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed.
- Participate in professional development opportunities, willingness to develop additional skills and expertise.
- Contribute to the development and delivery the character development programmes run in the school.
- Attend progress evenings.
- Duties at the start and end of the school day.
- Keep **up to date** with current educational developments and legislation affecting your area of responsibility.
- Contribute to school development through identified communication and consultation channels.
- Treat students, **parents**, and colleagues fairly, equitably and with dignity and respect.
- To respect the confidential nature of information relating to the school, **students**, and parents/carers.



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- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.

**Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.**

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.**

**An online search will be carried out as part of due diligence on all short-listed candidates.**

**References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.**

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