



Effort + Respect x Ambition = Success

Woodfield School 2022

One goal: 'Excellence in SEMH education'

Primary Pastoral Manager – Grade 6

An opportunity to join the Woodfield team has arisen for a dedicated and motivated individual with a passion for supporting young people with special educational needs. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School site in September 2024. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to be the very best provision in the country and recognised as such nationally.

We are seeking to appoint a team of skilled Pastoral Manager as we build towards creating an exceptional educational and therapeutic provision at Woodfield School.

Understanding the Role:

Every child needs a champion, could that be you?

You will be a critical part of a developing therapeutic and pastoral team at Woodfield School, working closely with families, individual teachers and professionals to provide targeted personalised support. You will be expected to work as part of a close-knit pastoral team in order to ensure our children receive the best support possible for their development and emotional wellbeing. Knowledge of children's mental health, child cognitive development and the ability to deliver small group and one to one interventions will be integral.

The successful candidate needs to be flexible, versatile and nurturing and able to work effectively with external professionals and families in order to achieve the best outcomes for our students. You will be given an identified case load of students to have a positive impact with. Student EHCPs will guide your work as we endeavour to provide highly personalised provision to ensure we meet student needs.

All of the young people we serve have EHCPs with the majority of primary needs revolving around SEMH, a large percentage of our cohort have a diagnosis of ASD and ADHD. Many have also experienced difficult personal experiences in their lives, and need nurturing, supporting and an opportunity to shine. We are looking for somebody who could help our students do this.

An understanding of the 'Thrive' approach which underpins all of our work is required along with an empathetic nature and a desire to understand what drives and triggers certain behaviours.

You will need to have patience as well as strong behaviour management skills. You will also need a passion for working with young people and their families and supporting those with barriers to their learning.



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JOB DESCRIPTION – Primary Pastoral Manager

Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 6

Hours: 37 hrs

8.30am – 4.30pm (Monday – Friday)

Term time only plus 5 days

Responsible to: Assistant Headteacher - Inclusion, SEND & Safeguarding

Job Purpose: To provide a complementary service to that provided by teachers and support staff in order to address the needs of children who need help and support to overcome barriers to learning both inside and outside school in order to achieve their full potential. To lead pastoral care across the primary school site to ensure there is high quality pastoral provision in place, with a responsibility for safeguarding, attendance and supporting medical needs. By so doing to contribute to the work of the school in raising standards of attainment and maintaining good standards of behaviour.

Description of Duties and Responsibilities:

- To lead and manage the pastoral offering at the primary site, working in collaboration with the wider woodfield pastoral team and Assistant Headteacher for Inclusion, SEND and Safeguarding.
- To work with teachers, support staff, education welfare officers and other agencies to identify pupils at risk of disaffection in order to ensure that these receive support.
- To co-ordinate, devise, implement and evaluate support for identified children working with teachers, SENCo and SLT as appropriate.
- To coordinate and deliver group or individual PSED programmes
- To establish and maintain contact with the families/carers of pupils receiving support in order to keep them informed about pupils, needs and progress and to secure positive family/career involvement and support.
- To establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil so that the needs of the pupil concerned are met in a focused and integrated way.
- To develop and cascade as full a knowledge as possible of the range of agencies and activities which can be drawn upon to support vulnerable pupils.



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- Lead and coordinate provision of lunchtime activities for vulnerable children.
- To network with other professionals in other Schools to ensure identification and dissemination of best practice.
- Support the Pastoral Lead and Assistant Headteacher with all safeguarding issues
- To prepare reports and attend strategy meetings and professional meetings.
- To prepare reports and attend child in need reviews.
- To lead Early help assessments
- To meet regularly with the EHAC from the family hub
- Refer all level 4 concerns to Social Care and complete a multi-agency referral form.
- To support with Attendance in conjunction with the Assistant Headteacher - Curriculum, Data and Standards, promoting high standards of attendance and punctuality.
- Ensure that effective systems are in place.
- To work with the pastoral team and SLT to identify pupils who are not achieving full attendance, and having discerned the probable cause of the absence, suggest and assist in the implementation of plans of action that may resolve the need, working in close harmony with staff in schools, the child and the family.
- To coordinate and carry out home visits for absent pupils.
- Refer all missing children and non-attendance fines to the Assistant Headteacher - Curriculum, Data and Standards.
- To lead on the production of KPIs and using the data to support the school improvement agenda.
- To make a major contribution to the strategic priorities of Woodfield through the maintenance and development of effective home school liaison and positive parental engagement.
- To be an exemplary leader in dealing with staff, pupils, parents and outside agencies.

Other Duties

- As may from time to time be determined by the Head teacher AND such other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.
- To support the wider life of the school community and its individuals
- Work to published timescales for reports, publications and events
- Carry out procedures to satisfy school policy and practice
- Carry out weekly duties.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or



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young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.

- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities



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required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests



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Person specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none">● Early Help and right help right time Training.● GCSE English and Maths grade C or above	<ul style="list-style-type: none">● Teaching or youth, health or social work qualification● Mental First Aid
Experience	<ul style="list-style-type: none">● Experience of working with children within an educational setting and of working with families and social agencies.● Experience of managing and leading people.	
Knowledge	<ul style="list-style-type: none">● An understanding of the challenges facing young people from a disadvantaged community	
Skills and Abilities	<ul style="list-style-type: none">● The ability to identify and set targets for development for individual pupils● The ability to devise, implement and monitor individual action plans for pupils● Good interpersonal skills● Good communicator – both oral and written● The ability to converse at ease with members of the public (including colleagues, pupils and parents) and provide advice and information in accurate spoken English is essential for the post● Able to deal with sensitive issues appropriately, responding to a range of perspectives and experiences without being judgemental.● ICT skills including use of Excel	



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Attitudes	<ul style="list-style-type: none">● Willingness to engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families/carers● Willingness to work effectively with teachers and senior managers in school● Willingness to work effectively and network with a wide range of support services● A commitment to improving the lives and learning opportunities of young people● A willingness to participate in in-service training and professional development	
Personal Qualities	<ul style="list-style-type: none">● An attractive personality to whom pupils respond.● Energy and enthusiasm● Self-motivated and hard working● Able to work independently but also a good team member● A sense of humour● A sense of balance and perspective● Excellent attendance	

All employees of Woodfield School are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job.