

Information Pack

Pastoral Manager

Grade 6

Required June 2022
or as soon as possible after that



Sidney Stringer Primary Academy opened in September 2015 with two forms of entry for reception children. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer Academy. The two primary schools are closely linked and shared some staff.

Sidney Stringer Primary is a two form entry school with 420 children from Reception to year 6. In our recent Ofsted inspection, we were judged Outstanding in all areas. We work extremely closely with Sidney Stringer Academy and benefit from shared teaching staff.

Radford is a small one form entry Primary School with a very positive family ethos. Radford is a rapidly improving school at the heart of the community. The ambition of the trust is for Radford Primary to become an outstanding provider. We work extremely hard to ensure the children are inspired by high quality creative teaching.

Both schools have established excellent reputations within the community and have good relationships with parents. Both schools work extremely closely with each other and benefit from shared teaching staff. There are also many opportunities to work collaboratively across other MAT schools.

We work extremely hard to ensure the children are inspired by high quality creative teaching.

We have excellent facilities and Sidney Stringer Primary has a new building with high quality new resources and state of the art technology, which we use to ensure that all our children make outstanding progress.

We have a strong and effective team of teachers and Learning Support Assistants in both schools. You will be part of this team helping to ensure that the children make excellent progress. We go above and beyond to help our children achieve well.

We pride ourselves on our pastoral care and committed to ensuring sure all children are treated as individuals.



What are we looking for?

We are seeking to appoint an enthusiastic and committed Pastoral Manager. You will work across both schools and all key stages supporting children's personal, social and emotional development. You will lead the pastoral assistants across both primary schools to ensure there is high quality pastoral provision in place. with a responsibility for safeguarding and attendance.

You will work closely with teachers, support staff, education welfare officer and other agencies to identify vulnerable pupils with barriers to learning in order to ensure that these receive support. You will support parents and families via the Early help process and in deliver parenting training.

You will establish strong relationships and work and maintain contact with the families/carers of pupils receiving support.

You will network with other professionals in other Schools to ensure identification and dissemination of best practice.

You will support the safeguarding lead at both schools with all safeguarding issues.

You will be well supported with CPD to ensure that you are fully informed and kept up to date with social and emotional issues.



Fantastic opportunity

This is a really exciting time to work with both schools to continue and expand upon high quality provision.



Why work at Sidney Stringer Multi Academy Trust?

**There are many benefits to staff
working at Sidney Stringer**

- 100% attendance - 1 day off following year
- Staff Development- High quality programme and subsidies for Master's degree courses
- iPads for teaching staff and class sets for lessons
- Free tea and coffee



- Social committee with subsidised events
- Occupational health and counselling support



- Cycle Scheme
- Childcare voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – Primary Pastoral Manager

Sidney Stringer Multi Academy Trust 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 to Thursday and 8.30am to 4.00pm on Friday
Term time only plus 5 days (195 days)

Responsible to: Executive Head teacher

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 to their full potential. To lead the pastoral assistants across both primary schools to ensure there is high quality pastoral provision in place. with a responsibility for safeguarding and attendance.

By so doing to contribute to the work of the Academy in raising standards of attainment and maintaining good standards of behaviour.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

All duties and responsibilities apply to both SSP and Radford

- To lead and manage the Pastoral Support Assistants at both schools.
- To work with teachers, support staff, education welfare officer and other agencies to identify pupils with barriers to learning and 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 as appropriate.
- To coordinate and deliver group or individual PSED programmes and coordinate the support of Speech and language groups.
- To work within the classroom under the direction of the teacher to support individuals or groups of children as appropriate.
- 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 to 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.
- Lead and co-ordinate 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 safeguarding lead 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 for both school.
- To meet regularly with the EHAC from the family hub.

- Refer all level 4 concerns to Social Care and complete multi agency referral form.
- To lead on Attendance at both schools, promoting high standards of attendance and punctuality. Ensure that effective systems are in place.
- To work with schools and the EWO 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 MAT EWO.
- 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 the Primary academies through the maintenance and development of effective home school liaison and promote parental engagement.
- To develop a team ethos with the pastoral assistants.
- To be an exemplary leader in dealing with staff, pupils, parents and outside agencies.
- To lead and support staff mental wellbeing
- 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 Academy community and its individuals:

- Work to published timescales for reports, publications and events
- Carry out procedures to satisfy Academy policy and practice
- Carry out weekly duties.

Safeguarding

Employees 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 Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy'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 Academy'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 Academy'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 Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy 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

Sidney Stringer Primary Academy 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 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. Reviewed by E. McCann (February 2017)

Person Specification

Area	Essential	Desirable to various extents
Qualifications	▪ Early Help and right help right time Training. ▪ GCSE English and Maths grade C or above	Teaching or youth, health or social work qualification Mental First Aid
Experience	▪ Experience of working with children within an educational setting and of working with families and social agencies. ▪ Experience of managing and leading people.	Some experience of counselling.
Knowledge	▪ An understanding of the challenges facing young people from a disadvantaged community	
Skills	▪ 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 inter-personal 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	
Attitudes	▪ 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	▪ 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	

Emma McCann – Executive Headteacher
Bath Street
Coventry
CV1 5GU

Grade: 6 (£23,304 to £28,929 actual salary pa)
Hours: 37 hrs
8.30am – 4.30pm Monday to Thursday and 8.30am to 4.00pm on Friday
Term time only plus 5 days (195 days)

Responsible to: Executive Head teacher

How to apply

If you are ambitious for yourself and want to be part of our school at this really exciting time then we would like to meet you. Please complete the application form on the MAT website and a letter of application and send it electronically to: ccrofts.staff@sidneystringerprimary.org.uk [no hard copies to be sent in the post].

The closing date for this post : Friday 29th April 2022 at 12pm

Interview date: to be confirmed

If you would like further information or have any questions then please email.

ccrofts.staff@sidneystringerprimary.org.uk

We look forward to receiving your completed application form.