



Hartford Church of England High School

**PASTORAL MANAGER:
LEARNING WALKABOUT**

APPLICANT PACK

November 2023





Introduction

We are delighted to welcome applications for the role of Pastoral Manager: Learning Walkabout at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

This new position of Pastoral Manager: Learning Walkabout is a central role in our pastoral team, and the successful candidate will work alongside a group of professionals dedicated to the mental wellbeing and academic success of our students. Learning Walkabout is imperative to the calm and orderly nature of our school: a constant presence on the corridors, collecting students whose current behaviour is deemed unfit for the classroom and escorting them to our Reflection Room; working with those young people to re-regulate their behaviour to be fit for learning. This role is pivotal in the development of our Behaviour and Attitudes Policy at Hartford Church of England High School.

If you believe that you have the skills and attributes to be the Pastoral Manager: Learning Walkabout at Hartford Church of England High School, then we want to hear from you!

If you would like to know more about the role, speak to the Headteacher or visit the school, please contact us by email head@hartfordhigh.co.uk or telephone 01606 786000. On behalf of all the staff and students at Hartford Church of England High School, we look forward to hearing from you and welcoming you to our school in the future!

Rachel Pickerill

Headteacher

Further Details:

Pastoral Manager: Learning Walkabout AAAE5240 (Permanent Contract)

37 hours per week (8:00am – 4:00pm Mon-Thurs & 8:00am – 3:30pm Fri), 39 weeks per year (term time plus inset days)

Grade 7 SCP17 – SCP23 £28,770 - £32,076 pro-rata (Actual Salary Payable £24,824 - £27,676)

Closing Date: 9:00am Thursday 23rd November 2023.

Interviews: Tuesday 28th November 2023

Start Date: 1st January 2024 or sooner

Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk

Job Description

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role.

In essence, the role of Pastoral Manager: Learning Walkabout at Hartford Church of England High School in accordance with the job title Pastoral Manager AAAE5240 is to:

- 1) Ensure that any students who have disrupted the learning of others or are struggling to regulate their emotions, are identified and supported through appropriate interventions.
- 2) Work alongside the pastoral team to monitor the students regularly requiring intervention during lesson time, identifying and supporting their individual needs.
- 3) Establish and maintain supportive relationships with students and their parents and carers with the clear aim of developing strategies which re-engage them with education in the wider sense.
- 4) Contribute to the school's behaviour management system by taking the lead on the Learning Walkabout system, responding accordingly and working with students and staff to reintegrate students back into the classrooms.
- 5) Liaise with colleagues running the Reflection Room, Alternative to Suspension Room, the Inclusion base and the SEND Hub, to facilitate students' effective reintegration back into the classroom where appropriate.
- 6) Work alongside other pastoral colleagues to create a set of resources to support students in emotional regulation and the deployment of positive behaviour strategies.
- 7) As part of a whole-school approach to teaching and learning, support teaching staff in developing appropriate strategies and teaching aides to enable high quality education and the successful accessing of lessons for all.
- 8) Analyse, monitor and track the behaviour of individual students who are regularly removed from lessons, contributing to behaviour support plans and liaising with class teachers about effective strategies to manage their behaviour in lessons.
- 9) Follow the school's policies for the recording of information relating to students on IT platforms, e.g. SIMS, Satchel, CPOMS, monitoring spreadsheets and on paper e.g. monitoring reports, inputting data as appropriate.
- 10) Establish lines of communication with parents and carers through telephone calls, electronic correspondence and through face-to-face meetings to support the learning and personal development of students.
- 11) Contribute to pastoral support plans and other documentation, working alongside other pastoral colleagues, to aide and monitor the learning and personal development of students.
- 12) Attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
- 13) Liaise daily with Heads of Year, Associate Key Stage Leaders and Heads of Family, carrying out duties to support the successful workings of the pastoral team.
- 14) Be based in strategic locations at lesson changeovers to support the successful movement of key groups of students to lessons.
- 15) Be a trained first-aider.

PASTORAL MANAGER (AAAE5240) - JOB DESCRIPTION

Responsible to: Assistant Headteacher – Behaviour and Attitudes

Basic Job Purpose:

Provide a complementary service to school staff and students which addresses the needs of individual and targeted groups of students to help improve behaviour, attitudes and self-esteem and raise standards of achievement. Consult and liaise with the schools concerned and relevant personnel in the LEA, particularly in the Education Welfare Service and Behaviour Support Team.

MAIN RESPONSIBILITIES	
1	Work alongside school staff to identify pupils who may be at risk of failure.
2	Work with colleagues to monitor and review the needs of identified pupils.
3	Establish and maintain supportive relationships with pupils with the clear aim of developing strategies which re-engage them with education in the wider sense.
4	Contribute to the school's behaviour management system through the on-call system, respond accordingly and work with pupils and staff to reintegrate pupils back into the classrooms.
5	Organise the inclusion base and work with individual pupils and small groups of pupils to aid effective reintegration back into the classroom where appropriate.
6	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
7	Within a framework prescribed by the school, prepare, plan and implement individual, group and some whole-class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
8	Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding individual Education and Behaviour Plans for pupils.
9	Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
10	Work directly with the pupils and their families to identify barriers to learning and establish a Personal Action Plan and a Pastoral Support Plan as appropriate.
11	Monitor and review personal action plans and pastoral support plans, where in existence, and report on a regular basis to appropriate pastoral leaders.
12	Attend relevant Teaching and Learning and Pastoral meetings to provide data and written progress reports which may be required.
13	Liaise on a daily basis with Heads of House and carry out relevant duties as directed.
14	Carry out relevant duties such as lesson changeover duties as required.



15	Contribute to the First Aid provision of the school.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy, the job-holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Person Specification

Person Specification and Selection Criteria
Post: Pastoral Manager: Learning Walkabout
Grade: 7

	Essential	Desirable	Evidence
Qualifications:	<ul style="list-style-type: none"> 5 GCSEs/O'Levels at Grades C or above (or 4 and above) including English and Maths 	<ul style="list-style-type: none"> A' levels or higher Qualifications relating to professional development within schools 	<ul style="list-style-type: none"> Application References Certificates
Experience:	<ul style="list-style-type: none"> Experience of working with children or young people. 	<ul style="list-style-type: none"> Experience of pastoral responsibility in a school environment. Experience of working in a school setting Experience of working with young people exhibiting challenging behaviour Experience of managing confidential information 	<ul style="list-style-type: none"> Application References Interview
Job related Knowledge:	<ul style="list-style-type: none"> Good knowledge of the challenges facing children of high school age Literacy - to include good spelling, grammar and punctuation. 	<ul style="list-style-type: none"> Knowledge of SEMH needs Knowledge of good practice for managing behaviour in schools 	<ul style="list-style-type: none"> Application References Interview
Skills and Aptitudes:	<ul style="list-style-type: none"> Ability to initiate and manage clear routines and systems Drive and enthusiasm Flexibility and adaptability Attention to detail Able to use initiative where necessary Excellent personal organisation. Good under pressure. Trustworthy 		<ul style="list-style-type: none"> Application References Interview
Interpersonal Skills:	<ul style="list-style-type: none"> Ability to defuse difficult situations Confidentiality and discretion Good communication skills Good sense of humour 		<ul style="list-style-type: none"> Application References Interview