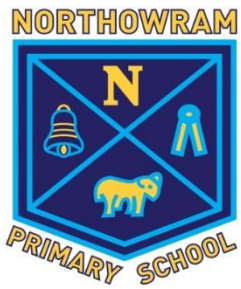


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INSPIRING SUCCESS

BEYOND EXPECTATION

Headteacher: Mrs Jane Scardifield

June 2024

Dear Applicant,

Thank you for your interest in the Pastoral Manager position in our school. Due to the retirement of the current postholder we are seeking to appoint an enthusiastic and dynamic person with real passion for safeguarding and pastoral care. The postholder will add real value to our dedicated team and maintain and develop the excellent standard of pastoral care in our school.

Over time we have worked to include the whole school community in our successful vision for improvement and we are proud of the strong team spirit and commitment to excellence that has been achieved. Our emphasis is on ensuring that learning is an enjoyable and challenging experience for all our pupils and this is reflected in their positive attitude to school where they are well behaved, enthusiastic and love to learn.

If you feel that you have the ambition, enthusiasm and initiative for this position and wish to discuss this exciting opportunity please contact the school office on 01422 202704. Visits to the school are warmly welcomed.

The following documents are enclosed:

- Advert
- Job Description
- Person Specification – this contains the essential and desirable criteria that the selection panel will be looking for and your application should address these accordingly

To apply for the vacancy – please complete our application form. This can be downloaded from our website: <http://northowram.calderdale.sch.uk/>

Please ensure that the application form is fully completed, paying particular attention to the employment history section. The information given must be in the specified format, i.e. dd/mm/yy. When providing details of referees one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

I hope that the information provided will encourage you to apply for the position of Pastoral Manager.

Northowram Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The

successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.

I look forward to receiving your application.

Yours sincerely



Jane Scardifield
Headteacher



Northowram Primary School
Baxter Lane
Northowram
HX3 7EF
01422 202704

Pastoral Manager
34 hours per week Term Time plus 5 days
Scale 6 £23,792 - £25,495

Due to the retirement of the current postholder we are looking for an enthusiastic and dynamic pastoral manager to join our team. The postholder will be the senior designated safeguarding lead (DLS) and will have responsibility for safeguarding, behaviour and wellbeing, attendance and medical needs/first aid.

The postholder will work collaboratively with all school staff, parent/carers, external agencies and other stakeholders to provide the very best for our children. You will support pupils by planning and delivering pastoral-based interventions throughout school. As part of the role you will be a member of the leadership team and be a strong role model in school.

We are a large two-form entry primary school with a school ethos that sets high expectations, recognises achievement and celebrates success for all our children. We are a thriving and happy school with a great team of staff and we now require an excellent pastoral manager with energy and enthusiasm to fill this role.

We are looking for an individual with:

- Evidence of working effectively with staff, pupils and parent/carers
- Successful experience working in a pastoral leadership role
- Experience and up to date knowledge of safeguarding
- Experience of attendance procedures and legislation
- Up to date knowledge of behaviour strategies and positive behaviour management

In return we offer:

- An ambitious, successful and vibrant workplace with great staff and children
- Children who enjoy school and have a positive attitude to their learning
- CPD available to all staff
- High quality office and meeting space

Northowram School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.

You can apply for this vacancy by downloading the application form and supporting documents from the Calderdale Council website www.calderdale.gov.uk or from our website <https://northowram.calderdale.sch.uk/>

Visits to the school are warmly welcomed and encouraged. This can be arranged by telephoning our school office on (01422) 202704 or by e-mail: admin@northowram.calderdale.sch.uk

Please return your application form via e-mail: recruitment@northowram.calderdale.sch.uk or alternatively post it to the school. **The closing date is Tuesday 2nd July at 9am.** Late applications and CV's will not be accepted. **Interviews will be held on Tuesday 9th July.**

Application Information

How to Apply

Please complete the application form provided. The personal statement should be no longer than 2 sides of A4, minimum font size 10, and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Prior to submitting an application, please check that you meet the essential criteria with regard to essential qualifications requested. If you are invited to interview you will be expected to bring your original educational certificates with you.

Please e-mail your completed application (subject heading: “Confidential – Deputy Headteacher”) to: recruitment@northowram.calderdale.sch.uk. Applications will also be accepted by post. If applying by post, please mark the envelope “Confidential – Deputy Headteacher” and return to: Northowram Primary School, Baxter Lane, Northowram, Halifax, HX3 7EF

Timeline

Closing Date: Tuesday 2nd July at 9am

Assessment Day/Interviews: Tuesday 9th July

Communication

E-mail is our preferred method of communication. Candidates will receive all communication via their e-mail address and we would advise you to check your e-mails on a regular basis.

Acknowledgement of receipt of applications

We do not automatically acknowledge receipt of applications. Applications submitted on line will however, receive an acknowledgement upon request.

Shortlisted Candidates

Shortlisted candidates will be contacted shortly after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion your application has been unsuccessful.

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. This school is fully committed to the principles of safer recruitment

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc)
- Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation.
- Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies.
- Satisfactory references – a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview.
- The identity of all referees must be open to verification.

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all “spent” convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

- A DBS check will be requested for appointments to all relevant posts.
- For those involved in “regulated activity” this will include an additional check of the Children’s Barred List.

Any conditional offer of employment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all pre-employment checks.

Northowram Primary School

Policy statement on the recruitment of ex-offenders

New legislation now requires all registered bodies and prospective employers to ensure that any applicants, subject to Disclosure and Barring Scheme (DBS) checks, who have a criminal record must not be unfairly discriminated against because of a conviction or other information revealed.

In addition registered bodies and employers who undertake Regulated Activity (Schools) must have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

As a Regulated Activity provider (RAP) all paid employees at Northowram Primary School provide regulated activity and are therefore subject to checks with the DBS.

This policy statement should be read alongside our Equal Opportunities policy.

Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Northowram Primary School complies fully with the Code of Practice. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Northowram Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

Northowram Primary School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

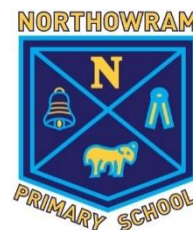
For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Head teacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.



Job Description

Post Title: Pastoral Manager

Grade: Scale 6

Responsible to: Deputy Headteacher

Responsible for: Learning Mentors (2)

Main Duties and Responsibilities:

Prime Objectives of the Post:

To lead on the pastoral offer, provision and implementation of pastoral support across school

To be an integral part of the school's leadership team developing and leading strategies to support and promote positive behaviour, well-being and attendance

To be the schools senior Designated Safeguarding Lead

To be responsible for medical needs and first aid, including being the first point for call for medical and first aid issues

Key areas of responsibility

- Safeguarding
- Behaviour and well-being
- Attendance
- Medical needs and first aid
- Leadership team member

Safeguarding

To take the lead on safeguarding being the Senior Designated Safeguarding Lead

To be responsible for the management of referrals of all cases of suspected abuse to: the local authority children's social care; for child protection concerns.

To liaise with the Headteacher in relation to relevant issues including enquiries under section 47 of the Children Act 1989 and police investigations.

To act as the lead professional in early Intervention single assessment cases and as the main source of support for staff in relation to safety and safeguarding concerns.

Prepare, lead, evaluate and deliver staff training on safeguarding and the school's safeguarding policy.

To ensure that all staff, parents/carers and school community have access to the school's safeguarding policy and that parents/carers are aware of school protocols for referring suspected abuse or neglect.

To maintain the school's on-line safeguarding system (CPOMS) including being responsible for ensuring that detailed, accurate written records of concerns and referrals are maintained and that these are kept in a secure place.

To be out of hours contact for safeguarding concerns (inc school holidays alongside Headteacher/Deputy Headteacher).

Provide a regular safeguarding summary report to Governors and meet regularly with identified safeguarding governor, including reporting how safeguarding strategy is implemented and monitored.

Lead the school's decision-making process about next steps for pupils and families including referral to appropriate agencies (MAST/EWO/family support/school nurse etc).

To attend and prepare reports for child protection case conferences/review conferences.

To be responsible (in cases where pupils leave the school) for ensuring that the child protection file is copied to the new school but is transferred separately from the main pupil file

To be responsible (in cases where pupils join the school) for ensuring that any such relevant information received is documented in appropriate manner and brought to the attention of the relevant individuals and/or bodies.

To attend relevant or refresher training courses on safeguarding.

To develop policy and procedure related to safeguarding to ensure that the School's processes are compliant with best practice

To liaise with external agencies (MAST team, school nurse, police, family support etc) to support the safeguarding of pupils and contribute to plans (e.g. child protection plans, child in-need plans etc).

Contribute to the development and delivery of the safety curriculum for children (e.g. organise and lead assemblies / liaise with agencies e.g. NSPCC).

Maintain and improve the school's safeguarding website area and contribute regular safeguarding updates to school newsletters

Behaviour and Wellbeing

To line manage learning mentors

Provide regular feedback regarding the learning mentors and work carried out to the Headteacher and Deputy Headteacher

To work directly with pupils who need further support for self-esteem, well-being and those where behaviour is challenging

To implement deliver, monitor and evaluate interventions and strategies for positive behaviour management

To provide advice and guidance to staff on how best to manage pupil behaviour

To provide support in classrooms for pupils requiring additional pastoral support

To implement school's behaviour policy and anti-bullying policy including leading on bullying investigations

To work with families of pupils at risk of poor attendance and those who are at risk of fixed term suspension or permanent exclusion

To liaise with and develop effective links with SENCO and appropriate outside agencies

Oversee school pastoral intervention and support strategy

To organise and deliver individual and group pastoral-based interventions to support pupil development

Develop and implement effective systems for monitoring and tracking behaviour

Direct and manage the work of part-time learning mentors

Attendance and Punctuality

To monitor the attendance and punctuality of pupils and set targets for improvement. Set individual targeted pupils and implement strategies to encourage improvement through liaison with families and external agencies including the Education Welfare Officer

Promote the value of good attendance and punctuality through school and recognise pupils with good attendance

Meet and greet pupils daily

Maintain and update attendance policies

Provide regular reports to leadership team and governing body regarding attendance

Medical Needs and First Aid

To respond to medical, social, emotional or welfare requirements of the pupils throughout the day.

To lead and co-ordinate the school's approach to first aid which includes – providing first aid to pupils, organising staff training, updating records and replenishing and checking first aid resources throughout school

To manage and report accident logging and review post accidents

To liaise with families and health services to devise, monitor and review care plans for children with identified medical needs.

To liaise with school staff (including teachers, kitchen and support assistants) to ensure that guidance for care plans are followed.

To administer medicines to pupils that have been prescribed by a doctor and liaise with parents and families where necessary.

Member of the leadership team

Provide regular updates/reports on attendance, behaviour and wellbeing and safeguarding to leadership and governors

Contribute to the day to day smooth running of the school

Attend weekly leadership meetings

Contribute to the development of the annual strategic plan and emergency plan

Undertake all duties required of the school's designated safeguarding lead.

General/ Other

To undertake the role of Educational Visits Co-ordinator (EVC) and support staff with queries around educational visits

To show a strong commitment to furthering equalities in both service delivery and employment practice.

To be responsible for the line management and appraisal of specific staff.

To further support the climate for learning, improve the school's ethos and promote the aspirations of optimum achievement and high expectation.

To work collaboratively with school staff, parents/families and other agencies to ensure all interventions achieve the shared objective.

To attend meetings as required by the line manager.

To work within the team and share good practice.

To take part in any CPD activities appropriate to the role and participate fully in appraisal arrangements.

To support the development and implementation of initiatives and policies e.g. data protection, child protection, health and safety.

To respect the confidentiality of all pupils by using the School protocols for sharing information e.g. child protection information.

To undertake any other professional duties as required by their line manager.

Person Specification

Achievement of criteria - key to identification: A = Application I = Interview E = Exercise R = Reference

Qualifications/Training	Essential	Desirable	How identified
5 GCSEs A-C (or equivalent including English and Maths)	✓		A
Relevant qualifications to at least level 3 standard	✓		A
Further relevant qualifications to level 4/Level 5		✓	A
Up to date DSL training	✓		A
Evidence of extensive up to date CPD activity in pastoral support and safeguarding	✓		A
Paediatric First Aid qualification/First Aid at Work qualification		✓	A
Educational Visits Coordinator Training (EVC)		✓	A
Behaviour Management Training		✓	A
SEND training		✓	A
Experience	Essential	Desirable	How identified
Evidence of working effectively in a pastoral role in supporting pupils and understanding child development	✓		A/I
Experience of successful working with external agencies and families to support the school and pupils	✓		A/I
Experience of using effective procedures to raise attendance levels of pupils.	✓		A/I
Experience of working in a leadership role within an education or social care setting	✓		A/I

Experience continued	Essential	Desirable	How identified
Experience of effective report writing and individual pupil plans	✓		A/I
Experience of accurately using data to support organisational effectiveness	✓		A/I
Experience of working successfully with disaffected pupils, including those with challenging behaviour.	✓		A/I
Experience of working in a multi-agency environment		✓	A/I
Experience of line management		✓	A/I
Experience of planning and delivery training to a range of stakeholders		✓	A/I
Knowledge and Skills	Essential	Desirable	How identified
Ability to use clear language to communicate information	✓		A/I/E
Knowledge of risk assessing including assessing risk related to educational visits		✓	
Excellent interpersonal and organisational skills	✓		A/I
Knowledge of the 'Keeping Children Safe in Education 2014' and other key related documents	✓		A/I/E
Evidence of using ICT to maximise the effective use of data	✓		A/I/R
Skills in developing and maintaining effective partnerships within the school community	✓		A/I/R
Ability to identify existing and potential barriers to learning and jointly engage in strategies to overcome these barriers	✓		A/I/R
Knowledge of how the local authority conducts a child protection case conference/review conference		✓	A/I/R
Display clear understanding of the assessment process for providing early help and intervention regarding a potential child protection issue		✓	A/I/R
Ability to assess the needs of pupils and their families and to work with agencies to develop effective packages of support		✓	A/I/R

Initiative	Essential	Desirable	How identified
Ability to work both independently and as part of a team	✓		A/I/R
Ability to prioritise workload to meet deadlines	✓		A/I/R
Ability to prepare and deliver whole school training	✓		A/I/R
Circumstances	Essential	Desirable	How identified
Occasional working outside of the school day e.g. evenings	✓		A/I/R
Willing to contribute to the wider life of the school		✓	A/I/R
Understands the importance of maintaining confidentiality and complies to GDPR	✓		A/I/R