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Castle Newnham Application Pack

Pastoral Support Manager (Secondary)





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www.bestacademies.org.uk



INTRODUCTION

Welcome to Castle Newnham and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Lauren Crowley

School Business & Operations Manager

cnrecruitment@bestacademies.org.uk

Tel: 01234 303403

Castle Newnham

South site – Reception-Year 4: Goldington Road, Bedford MK40 3EP

North site – Year 5-Year 11: Polhill Avenue, Bedford MK41 9DT

www.castlnewnham.school



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT CASTLE NEWNHAM

Castle Newnham is an all-through school with approximately 1,400 pupils located in the county town of Bedford.

Its most recent Ofsted inspection saw the school's secondary provision judged as Good (April 2024). Its primary provision is awaiting its first inspection for EYFS-Year 6 (the previous Outstanding grade was given to Castle Lower School in 2013).

At Castle Newnham, ambition and care for all pupils are at the heart of everything we do. Our goal is to provide our local community with a high-quality, seamless educational experience that supports each child's individual journey.

Knowing pupils throughout their time in education and close working with families is a central component of our vision.

Castle Newnham is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road, while the North site is a short walk away on Polhill Avenue near the University of Bedfordshire, with whom we are a lead school in a very well-reputed teacher training partnership.

We hope this application pack, alongside our school website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in.

Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our traditional values of hard work, good behaviour and kindness on a daily basis.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Tuesday 7th January 2025

Interview date: Friday 10th January 2025

Start date: As soon as possible

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Post	Pastoral Support Manager (Secondary)
Responsible to	Senior Leadership Team; Pastoral leads, Subject leads; Form tutors; Pupil and family support; LA representatives; partner professionals; parents; local community.
Grade	NJC 4E 17-22 (term time including 5 training days plus 2 weeks)
Key relationships	Headteacher - Secondary, senior leaders, relevant teaching, support and administrative staff, LA representatives, partner professionals, external agencies, parents, local community, professional associations
Location	Castle Newnham – Polhill Avenue site.
Working pattern	Full-time, 37.5 hours per week 08:00-16:00 Monday to Friday
Disclosure level	Enhanced
Job purpose	Facilitate the highest quality pastoral support for pupils aged 11-16. Support pastoral leaders in providing excellent pastoral care in a named year group. Deal on a day-to-day basis with pastoral and behaviour issues as they arise. Support the management of the social and emotional needs of the pupils. Promote safeguarding and pupil wellbeing NB this is a completely non-teaching role

Responsibilities



- Liaise with pastoral leads to monitor and take appropriate action regarding the attendance, punctuality and behaviour of pupils within the allocated year group or key stage.
- Contact parents as and when required regarding attendance, progress, behaviour or safeguarding.
- Monitor and check pupil uniform and equipment.
- Liaise regularly with the SENDCO to effectively support pupils with additional needs.
- Liaise regularly with the Safeguarding and Behaviour Leads to effectively support pupils with additional needs and their families.
- Liaise with form tutors and subject teachers regarding any pupil concerns.
- Liaise with all appropriate outside agencies regarding any further support pupils/families may require including the completion of associated documentation such as referrals or TAFs.
- Monitor progress of pupils identified by Assistant Principal: Data, Assessment, Recording and Reporting; identify problem areas and set targets for improvement and keep a record of progress through school's procedures.
- Organise form tutor meetings and respond to issues arising from the meetings.
- Support and keep records from meetings with parents including readmission following suspension meetings.
- Apply effective behaviour management policies and strategies so as to contribute to a purposeful learning environment.
- Work with identified pupils on areas of emotional health and wellbeing, and liaise with other members of staff, including colleagues in the pastoral / inclusion support teams and other agencies where appropriate.
- Be a first point of contact for parents of pupils in the relevant year group and to inform them of their child's progress and needs and to provide support.
- Assist in conflict resolution by speaking to pupils to try and resolve issues, recording accounts of incidents from all parties
- To improve opportunities and access to curriculum for pupils currently experiencing difficulties.
- Praise pupils where appropriate and assist in the organisation of events to support recognition of success.
- Take an active part in the assembly rota for the appropriate year group, encouraging a sense of community and celebrating achievement.



- Induct and assist with admission of new pupils in the appropriate year group.
- Collate and distribute pupil data as requested by pastoral leaders or other senior leaders / SENDCo.
- Attend and contribute to pupil progress meetings.
- Supervise pupils withdrawn from lessons.
- Investigate incidents and patterns of poor behaviour.
- Follow up instances of pupil absence and liaise with parents/carers, Attendance Officer, form tutors and other staff on attendance and performance issues.
- Provide an on-call service to ensure lessons are not disrupted.
- Undertake break and lunch time duties.
- Carry out administration, including making appointments, typing of correspondence, keeping of electronic and manual files, and any other administrative task required.
- Encourage and monitor participation in co-curricular activities by pupils and especially for whom this has not previously been part of their school experience.
- Use school information management systems such as SIMS, CPOMS, Class Charts and Provision Map to access pupil information and to produce reports when required.

Care and Guidance

- Be a point of contact for parents of pupils in a specific year group and support tutors in this.
- Monitor the social, personal, academic and vocational progress of individuals in their designated group.
- Promote good attendance and monitor in accordance with the federation's attendance policy.
- Understand the need to liaise with partner professionals responsible for pupils' welfare, care and guidance.
- Liaise with relevant outside agencies to ensure pupils receive relevant pastoral care (CAMHS, Early Help etc).
- Utilise relevant referral documentation to ensure intervention/pastoral support programmes are used in a timely and appropriate manner

Professional standards



- Support the ethos, vision, principles and values of the school.
- Treat colleagues, pupils and all members of the community, with respect and consideration.
- Treat all stakeholders fairly, consistently and without prejudice.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Maintain a high level of confidentiality at all times.
- Support the aims of the school through attendance at and participation in events such as open evenings, option evenings, information evenings, consultation evenings and the like (as appropriate to responsibilities);
- Support the ethos of the school by upholding the behaviour policy, uniform rules, etc;
- Take responsibility for own professional development and participate in arrangements as adopted by the school for the assessment of own performance and that of colleagues;
- Reflect on own practice as well as the practices of the school with the aim of achieving excellence in every area of our work;
- Read and adhere to the various policies of the school and implement federation improvement plans;
- Participate in the development and management of the school by attending various team and staff meetings;
- Ensure that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety.
- Promote lifelong learning and promote enrichment and extension activities within the federation.
- Participate actively in the review and setting of appraisal objectives agreed annually.

Knowledge and Understanding

- Demonstrate a clear and well thought-out understanding of current educational issues, theory and practice.



- Have a working knowledge of procedures commonplace in all secondary schools such as those around public examinations, school assemblies and so on.
- Cope securely with questions which pupils or parents raise and know about services available to support young people

Safeguarding children

Castle Newnham is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description and person specification may be renegotiated if changing circumstances arise.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Head teacher to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION



Job Title: Pastoral Support Manager (Secondary)

Attributes	Essential	Desirable
Education and Qualifications	5 GCSEs including English and maths or equivalent Evidence of Professional Development	
Experience	Successful employment in a secondary school setting. Experience of managing the behaviour of groups or individuals Wider evidence of supporting pupils with pastoral concerns	Experience of working with children across the whole age and attainment range Experience of leading other colleagues
Philosophy	Warm and friendly approach to pupils and colleagues Self-motivated and self-reliant Creation of a safe environment for learning Commitment to the post and a commitment to excellence Commitment to innovation and change Awareness of issues pertaining to pastoral care in secondary education Commitment to equality and the intrinsic value of each and every member of the school community Empathy with vulnerable pupils	Understanding of how pupils learn Totally inclusive philosophy Enthusiasm for school improvements
Other factors , skills and knowledge	Good communication skills Resilient, reliable, well-motivated, hard working Ability to listen and act upon advice A strong commitment to the provision of extra curricular opportunities relevant to pastoral care in school A positive, enthusiastic approach	



	<p>A commitment to the whole-school philosophy</p> <p>An understanding of, and adherence to, safeguarding procedures</p>	
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We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

