



**Stanley High
School**

**Southport
Learning
Trust**



Pastoral Lead

Permanent – Term time plus 5 days (36 hours per week)

Start date: September 2024 or earlier if possible

**Salary: Band E- points 7- 11 (£24,294 -£25,979 pro rata)
Actual salary £21,081- £22,543**

The Governors of Stanley High School wish to appoint two Pastoral Leads to join our oversubscribed school for September 2024 or earlier if possible. Applications for flexible working may be considered.

It is with great pleasure that I introduce you to Stanley High School and trust the information provided will enable you to determine your suitability to join our journey and provide exceptional support for all our students. As a school we strive for success for all and we are determined to *challenge* our students inside and outside the classroom to *aspire* for individual excellence and *excel* to achieve the highest academic standards.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each student as an individual whilst fostering a sense of belonging to a rich and diverse community? Stanley High School is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society.

Students at Stanley High School have consistently made very good progress reflected in our outcomes. Performance has been high and we are always striving for excellence. You would be joining an innovative team at a variety of stages in their career who are motivated by highly effective leadership.

We are looking for the successful candidates to lead, with the direction and support of a Head of Year, the pastoral support for a year group. You will be working with a dedicated wider pastoral team to ensure early intervention support is in place and that students can thrive. You will support the Head of Year in building a community that supports the most vulnerable and their families while facilitating the personal development of all.

I am very proud of the school, its students, staff and governors. Education at Stanley High aims to develop and nurture all students to take their place as caring and confident young people in the outside world. Our staff will engage in high quality Continuous Professional Development at both school and Trust level and all staff have access to our supportive well-being package.

Stanley High School is a proud member of the Southport Learning Trust family of schools leading to collaboration amongst our wider school community. We have a strong safeguarding culture and we will expect you to champion this within your role.

Headteacher Mrs Jenna Shawe BSc (Hons) NPQH MCCT
Stanley High School Fleetwood Road, Southport PR9 9TF
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Stanley High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit www.southportlearningtrust.org

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Registered Address — Fleetwood Road, Southport PR9 9TF



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We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants. Please contact the school office on 01704 228940 or enquiries@stanleyhigh.co.uk, to arrange a convenient time.

We look forward to receiving your application.

Kind regards

A handwritten signature in black ink, appearing to read 'Jenna Shawe'.

Jenna Shawe
Headteacher



Pastoral Lead – Job Description

Responsible to: Head of Year

Responsible for: Leading on pastoral support for a year group under the leadership of Head of Year.

Grade: Band E- points 7- 11 (£24,294 -£25,979)

Job purpose

Supporting the Head of Year to implement, promote and refine the vision and values of the year team. The purpose of this role is to support the Head of Year with implementation of strategic plans, to support students to achieve their best and overcome challenges and to engage and support all stakeholders (parents, staff, governors and external agencies).

Key responsibilities

- The Pastoral Lead is a key point of contact for all matters relating to students within the Year.
- The post holder is responsible for the day to management of students and administration of system and processes relating to student welfare, well-being and safeguarding.
- The Pastoral Lead works under the supervision of and reports directly to the Head of Year.
- The Pastoral Lead works with the Head of Year to promote the Year Group's vision and values, supporting students to achieve their best and overcome challenges
- Under the guidance of the Head of Year, the Pastoral Lead uses their initiative to problem solve, support students, engage stakeholders and make decisions around best courses of actions
- The Pastoral Lead will maintain effective communications with stakeholders (staff, parents, agencies, other teams in school) to update with key information
- The Pastoral Lead will establish and maintain positive, professional relationships with parents/carers and outside agencies, in order to promote the progress, development and well-being of all students.
- The Pastoral Lead will keep clear records around attendance and punctuality (supported by the attendance team), behaviour and achievement, and will track and monitor patterns in order to be alert to trends. The Pastoral Lead will keep meticulous records on CPOMS.
- The Pastoral Lead will lead proactively, working strategically and considering responses carefully.



Year group strategic planning & implementation

- To develop, agree and implement time bound action plans with groups or individuals linked to the needs of vulnerable pupils and to maintain accurate records of work for each identified pupil.
- To liaise closely with school staff to ensure that everyone understands and supports the strategies being used by the Head of Year and Senior Leaders to develop pupils' skills for learning and learning behaviours.
- To contribute to the identification of barriers to learning for individual children and provide them with a range of strategies for overcoming barriers – to liaise with relevant teams within school where necessary.
- To oversee and monitor the behaviour, learning and progress of students in a year group, using data and reports to understand patterns and trends so that responses are proactive
- To communicate the highest expectations of behaviour and consistently and effectively implement the behaviour management policy and procedures.
- To attend school trips and visits within the school week to support implementation of year groups plans.
- Support with the collation of objective and accurate feedback and reports as required, to the teacher/outside agencies/parents/carers on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with the Behaviour for Learning Policy.
- Provide minimal administration support (e.g. photocopying, typing, filing, collecting money, etc).

Attendance

- To work closely with the attendance team, the Head of Year, and the Assistant headteacher to implement strategic plans around attendance in order to improve attendance of vulnerable pupils
- To support in ensuring registers are taken accurately.
- To track and monitor punctuality to school and to lessons, responding with appropriate support plans where expectations are not met
- To work strategically to ensure attendance targets are met and maintained.
- To support students and families with attendance concerns – to listen, to understand, to have high expectations, and to support students and families where attendance issues have been identified.
- To immediately follow up on student absences, adhering to the School Attendance Strategy in supporting those with below expected attendance to attend regularly and maximises learning.

Support of students

- To support students to develop around all areas of their personal development,
- To listen to students and understand their needs and concerns.
- To liaise with staff and learning tutors around concerns about students.
- To promote a positive ethos by ensuring that rewards are prominent and regular and that parents are integral to the rewards system
- Promote student voice and encourage students to get actively involved in school life.
- Provide consistent support to all pupils, responding appropriately to individual pupil needs



- Assist with the implementation of the Behaviour for Learning Policy including ensuring follow up actions are taken, restorative meetings are undertaken
- Promote inclusion and acceptance of all pupils
- Encourage and foster positive interaction between pupils
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the Head of Year
- Use specialist skills/training/experience to support pupils
- To provide cover supervision for year group
- Encourage pupils to participate in extra-curricular opportunities and support the tracking to ensure equity.

Engagement and support of parents / carers

- Meeting with pupils and parents as necessary to address pastoral concerns.
- Liaise sensitively and effectively with parents/carers as agreed with the Head of Year within role/responsibility and participate in feedback sessions/meetings with parents under Head of Year supervision.
- Supporting with Parent Evenings and the preparation for these events.
- Ensuring parents are made aware of and kept up to date with students' progress, development and wellbeing.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Undertake on-call duties as and when required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



Pastoral Lead – Person Specification

	Essential	Desirable	Assessed
Qualifications			
GCSE grade C/4 or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education.	*		AF
Other relevant qualifications to the role		*	AF
Experience (Considerable experience of working in one or more of the roles listed below)			
Minimum 2 years experience of working with children in an educational setting	*		AF & R
Safeguarding experience and training	*		AF & R
Willingness to participate in relevant training and development opportunities	*		AF, R & I
Skills			
Must be well organised	*		AF, R & I
Excellent communication, literacy and numeracy skills	*		AF, R & I
Excellent interpersonal skills when communicating with a variety of stakeholders			AF, R & I
Ability to work hard under pressure while maintaining a positive, professional attitude	*		AF, R & I
Ability to organise and prioritise workload and work on own initiative	*		AF, R & I
ICT skills	*		AF, R & I
Specialist Knowledge and Understanding			
Working Together to Improve School Attendance 2024	*		AF & I
Understanding of Keeping Children Safe in Education 2023	*		AF & I
Understanding of GDPR and information sharing guidelines	*		AF & I
Multi Agency Working		*	AF & I
Practical skills relating to planning and utilising individual learning programmes.	*		AF &
Ability to liaise with Head of Year, Headteacher and Senior Staff	*		AF, R & I
Counselling skills		*	AF
Equal Opportunities			
Understanding of inclusion and different social backgrounds of pupils	*		AF & I
Understanding the needs of pupils and the appropriate strategies to support them	*		AF & I

AF – Application Form

R - References

I - Interview



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Application & Interview Process

Potential candidates are asked to email completed application forms to recruitment@stanleyhigh.co.uk. The application form should be downloaded and submitted electronically by **9am on 24th June 2024**.

Interviews to be held on Monday 1st July 2024.

Stanley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.