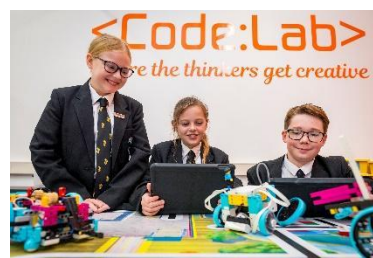




Durrington High School are seeking to appoint a
Pastoral Manager



Welcome to Durrington High School



Do you want to work in a great school with a fantastic team of staff and students? Is your core belief that all children are entitled to an excellent education, as this opens doors for them in the future? If so, read on, because we want to hear from you.

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1635 students on roll in years 7 to 11. We have a strong and driven SLT and place a great deal of emphasis on recruiting and retaining excellent staff. We are a united team of staff and work together to ensure every single one of our students has the opportunity to go beyond their best. We are both relentless in our pursuit of excellence and immensely proud of our staff and students.

Everything we do at Durrington is driven by our core vision: *"Going beyond our best through kindness, aspiration, perseverance and pride"*

Whether you are keen for a career change or looking to progress from an existing role in a school setting, we will support your induction and development..

Once in role the successful candidate will become an integral part of their house team supported by not only their house leader but also the range of specialist staff who lead in areas such as attendance, safeguarding and inclusion.

A recently appointed member of staff said:

"My journey at Durrington High School began in April 2023 when, after 9 years of primary teaching, I felt like I wanted to take my career in a new direction: step out of the classroom but stay within the education sector. The change of pace from a primary school to a large, busy and thriving secondary school has been just what I needed and I love that no two days in my new role are ever the same. From day one I felt included, supported and appreciated by the brilliant leadership team and the lovely colleagues I get to work alongside every day. This has been a perfect next step in my career. I can't wait to see what new opportunities and challenges come my way at Durrington!"

If you feel that you can bring something special to our school and Trust, we want to hear from you now!

The Role

Pastoral Manager

This is a rare opportunity to join our fantastic and committed pastoral team at Durrington. We are seeking the very best person for the role who is not only ready to learn but also who shares the same passion and commitment to supporting young people.

Our staff are our greatest asset and as a team, we are whole-heartedly committed to student and staff progress and well-being; we 'go beyond our best'. Our culture is strong and we are committed to collaborative working, sharing best practice and supporting each other. At DMAT 'getting better never stops'.

What can Durrington Multi Academy Trust offer you?

- Opportunities to develop in role and promotion for staff with the zest and desire to progress in their career; this includes access to bespoke online training as well as in-house evidence informed CPD.
- The opportunity to work with amazing young people and colleagues who are passionate about what they do.
- A happy school; relationships are very strong between staff and students.
- Health, well-being and work-life balance are extremely important to us. All staff are part of a health insurance scheme, have access to a range of support from external agencies and a free flu vaccination. We are always reviewing and seeking to provide additional benefits for staff.
- A fabulous modern and light working environment on a spacious site with on-site parking and rail and bus links close by.

Job Description

Safeguarding Responsibilities

- Demonstrate a commitment to keeping all children and young people safe
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of Trust and school policies in relation to safeguarding

What is the purpose of the job?

- To ensure outstanding outcomes and progress for all students
- To be responsible for safeguarding and prioritising the welfare of children
- To provide pastoral support to students in a range of school settings in order to promote their well-being and academic progress.

Main responsibilities

- Support the House leader, deputy and team of tutors with whom you work to achieve goals with individual students the majority of whom have some form of barrier to their learning and/or engagement in school
- Build strong, sustained and positive relationships with students, their families/carers & linked outside agency professionals.
- Make a positive contribution to student well-being, school life, enrichment activities and staff teams
- Maintain all professional standards to an on-going high standard
- Be committed to your own professional development, especially in areas of identified school need.

Main duties

- Help to identify students causing concern and then support staff as directed/necessary in order to achieve an environment in which all students can and do successfully learn
- Lead on attendance, set targets and address issues (this may be individuals or groups)
- Establish positive working relationships with all stakeholders
- Contribute to and actively support all school policies, roles and expectations in order to raise achievement
- Work with relevant staff to input referrals/appointments with professionals from outside agencies and organisations, liaise as appropriate with these agencies/organisations
- Use data to set and track students against specific goals they have, addressing any issues that arise (this may be with individuals or groups)
- Evaluate the impact of your work using relevant data
- Assist in managing aspects of student behaviour within the House teams and across the school. Implement strategies to improve behaviour and learning.
- Support school and House assemblies and rewards as appropriate
- Maintain pastoral logs for identified students (in liaison with senior staff/your line manager)
- Keep linked staff informed of relevant information relating to individual students
- Raise profile of excellent and improving attendance & punctuality (this would be within your linked areas/teams)

Package

Accountable to: Your House Leader

Salary Range: DMAT Grade 5-6 scale point 7-12; depending on experience and impact to date the actual monthly salary would be between £1,766.68 - £1,921.66 gross

The annual salary £21,200.19-£23,059.90 for this term time only role is paid in equal monthly instalments throughout the whole year.

Hours: 37 hours per week; 8:30am - 4:30pm Monday to Thursday; 8:30am - 4:00pm Friday; term time only (38 weeks plus INSET days). Attendance at 2 or 3 calendared evening events through the year is an expectation, i.e. Open Evening and Parents Evenings)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

Following a discussion with the Co-Headteachers, this job description may be amended at any time to reflect or anticipate changes in the job, commensurate with the salary and job title. The job description will be reviewed annually as part of the appraisal process.

Candidate specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure, be flexible in your approach and manage your time efficiently and effectively Demonstrate robustness and emotional resilience in challenging situations		Evidence will be taken from your application, interview and references
Qualifications	Sound knowledge of English and Mathematics (GCSEs in English and mathematics grade C or 5 and above). Two or more A-Levels	Evidence of further professional qualifications/ development linked to the job specification.	Evidence will be taken from your application, interview and references
Experience	Successful experience of working with people. Evidence of being highly emotionally intelligent/reflective. Competent IT user; use of data is important in this role. (We are able to provide some training).	Experience of working with young people 11-16 in a pastoral/support/school context. Having contributed/ coordinated positive outcomes from complex situations.	Evidence will be taken from your application and interview
Training	Willing to be responsible for your own professional development and to effectively disseminate best practice to colleagues	Evidence of further professional development attended or self-initiated.	Evidence will be taken from your application, interview and references
Skills and qualities	Proven willingness and capacity for hard work. Able to develop effective relationships with young people and stakeholders. Be extremely accurate, with attention to detail. Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. Highly- motivated, flexible, clear-thinking and principled. Committed to equality of opportunity. Demonstrate high level of written and verbal communication. Be able to create an excellent learning environment.		Interview Tasks References

Safeguarding

Durrington High School is committed to safeguarding and promoting the welfare of all children and young people. We support all staff and volunteers through regular training and expect everyone working at the school to be proactive and adhere to our Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply

Applicants must complete the application form and include a supporting statement explaining how they meet the essential criteria in Candidate specification. Please download the application form and submit along with a separate Supporting Statement (as outlined in section 4 of the application form) by email to Laura Adams, Executive Assistant at ladams@durring.com or post to Durrington High School, The Boulevard, Worthing BN13 1JX.

Closing date for applications is 9am on Tuesday 15th October 2024.

If you have any questions about the role, please contact Chris Woodcock, Co-Headteacher by emailing cwoodcock@durring.com