



Walkwood

Church of England  Middle School



Recruitment information:

Pastoral Manager



“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”

2 Corinthians 15: 58

“The vision, in line with the Church of England’s role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings.”

Deeply Christian, Serving the Common Good, 2016

“The core purpose of any Church school is to maximise the learning potential of every pupil within the love of God.”

SIAMS (Statutory Inspection of Anglican and Methodist Schools) 2012



Pastoral Manager

7 hours per day, 5 days a week, 35 hours per week, Term time only plus the 5 Inset days
(with a view to amended hours due to after school club support)

Also, we would welcome applications from individuals looking to explore flexible working hours.

Grade: TA2 - TA4

Salary: £ 21,575 to £ 29,439 pro rata

Dear Candidate,

Thank you for taking time to consider applying for the post of Pastoral Manager at Walkwood Church of England Middle School.

Walkwood is a school that has clear values that are taught within all lessons alongside the subject knowledge and associated skills. Therefore, we are seeking a colleague who will uphold our school values (the Fruits of Faith – see below), and who also believes that each individual pupil deserves high-level pastoral care.

The inclusive vision of the school ensures that all children are supported in their personal well-being and academic achievement. *SIAMS, 2017*

The school has an impressive climate for learning. Pupils' contributions in lessons are often thoughtful, sensitive and articulate. *Ofsted 2018*

Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with great emphasis placed on subject specialisms. We are a school that cares for its children and staff, and are seeking an appointment for someone who will help sustain this approach.

We are looking for a strong and empowering pastoral manager with an understanding of the best way to support pupils emotional and wellbeing journey throughout their time at Walkwood. They will enjoy working as part of a pastoral/college based team and demonstrate the ability to establish good working relationships with pupils acting as a role model. Previous experience is desirable for this role although not essential, together with GCSE passes in Maths and English (4+) or equivalent.

Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

Should you read the information and consider that you match our criteria, do progress to making an application. A standard application form must be completed, and this is downloadable from the school website. Please send your document to recruitment@walkwoodms.worcs.sch.uk by 9 am on 17th April 2023. Short-listed candidates will be contacted soon after this date. I regret that feedback to unsuccessful applicants will be limited to those who are called for interview.

Yours sincerely,

Rev. Clive Leach

Principal



School Context

“I appointed you to go and bear fruit, fruit that will last, so that the Father will give you whatever you ask him in my name.”

John 15: 16



“God blesses those people who are like trees growing beside a stream, trees that produce fruit in season and always have leaves.”

Psalms 1: 3

Principles and purpose

At Walkwood Church of England Middle School we:

- Hold each child as precious
- Support the development of good character
- Seek for the best rates of academic progress
- Engender care, happiness & love

At Walkwood Church of England Middle School our purpose continues to be for pupils to:

- develop a deep desire to learn, engaging with the roots of the learning process;
- cultivate values that will shape their living both within and without the school;
- experience awe and wonder, and consider both spiritual and human dimensions.

Borrowing an adage from St. Irenaeus: “The glory of God is a human being fully alive!”

Vision and Values

The school has been an established Christian community for an extended period, being welcoming and friendly, with pupils who are expected to behave and be eager to learn. Those pupils who find this a challenge are fully supported through highly functioning classroom practitioners and well-developed pastoral support.

Walkwood Way

‘Love to Learn; Learn to Live; Live to Love’

Our aim is that all children attending the school will become life-long learners who are curious about the world around them and are creative in their exploits while caring for others and themselves. We seek to enable our pupils to make informed choices, becoming increasingly independent and playing their part in the community. We offer pupils a spiritual dimension that is distinctively Christian, and honours other faiths and those people who profess no faith.

We aim to inspire every child – whatever their abilities – to achieve their very best, and make a valuable contribution to the Walkwood community. We want our pupils to [love to learn](#).



Our school is not just about knowledge, it is also about skills. It's about inspiring children to look at the world differently, and about challenging them to be fascinated by lessons and subjects. In this way, we encourage our pupils to **learn to live**, preparing them for an adult life in a changing world, and as such we seek to equip our children for the future. Our 'Learning Superheroes' allow teachers to hone pupils' learning skills. We want pupils to excel in school... and in later life.

As a Church of England school, we are fully inclusive of all faiths and beliefs. While Christian principles underpin all of the school's values, we know that these morals are shared by many faiths. We look for our pupils to take into their lives beyond our school an outlook that allows them **to live to love** the experiences, people and spirituality that they encounter.

Walkwood values

Our core values are expressed in the Fruits of Faith, which are ten values that have their roots in Christian tradition. However, we believe that devotees of other faiths, or those who express no faith commitment, are able to agree upon the definitions and implementation of these values within a shared community. These fruits are used as part of worship, and are also within lessons.



Walkwood pupils

Our Christian ethos, embedded in all aspects of school life, ensures that every child will know what it is to be cared for and valued. All pupils receive the very best education and an equal opportunity to learn and achieve academically, socially and spiritually. We know that enthusiastic, happy, confident children are most likely to persevere and work to the best of their ability. We aim to build upon this and foster a love of learning in all children. Our Fruits of Faith and Superhero Thinking Skills form a firm foundation to school life where children are encouraged to develop independent learning skills, be thoughtful and take responsibility for their actions.

Walkwood staff

We set high aspirations for all our pupils, both academically and socially, as well as allowing pupils to consider the spiritual dimension. Therefore, we have high expectations. Christian values lie at the heart of our work and we aim to provide a broad, rich, stimulating education to develop a thirst for learning in all children. We aim to challenge all our children to raise their standards and support them in that challenge, encouraging them to become reflective, resilient learners. Firm and fair discipline, based upon Christian values, is vital in creating an environment in which all children can flourish. We aim to make every child feel positive about their learning and achievements and our role as staff in school is to care, encourage and listen as well as to teach.

Walkwood community

Our Fruits of Faith were developed as a Christian expression of the nature of the school, but also to define the characteristics of an interconnected community. These values are part of teachers' planning, as well as part of decision making by the Senior Leadership Team and Governors. We wish for our pupils to be aware of their role in the wider world, open their eyes to the diversity within it, celebrating the richness of human experience and the potential of divine expression.

Superhero skills

Self Manager

Search for solutions before asking for help
Manage own emotions
Use time and equipment well



Independent Enquirer

Explore and analyse information
Draw conclusions from evidence
Use reasoned arguments with key words



Reflective Learner

Assess self and others honestly
Review progress and know 'next steps'
Accept praise and learn from setbacks



Creative Thinker

Ask questions which extend thinking
Connect own and others' ideas
Adapt thinking and try alternatives



Team Worker

Collaborate with others
Engage in a variety of roles
Provide helpful and supportive feedback



Effective Participator

Take a full part in learning
Influence others in a positive way
Identify improvements and express these thoughtfully



Information Retriever

Articulate information from prior lessons
Apply retained information to new learning
Retrieve information from a source



Job description

- Purpose:** To enable all pupils in a college to overcome barriers to learning, fostering positive relationships, and maintaining a climate conducive to learning.
- Reporting to:** Assistant Principal, College Leader & Pastoral Coordinator
- Hours of work:** 35 hours per week Term time only plus 5 Inset days
- Remuneration:** Scale TA2-TA4

Responsibilities and Tasks:

To support the personal, social and academic development of each pupils by addressing their individual needs.

- Deal with all day to day issues regarding pupil welfare, supporting tutors and College Leaders.
- Respond to take steps to resolve relationship issues between pupils.
- Be available for pupils in the College throughout the day.
- Assist in arrangements at the beginning, during and end of the year.

To intervene by taking appropriate and effective action to ensure the well-being of pupils.

- Assist and support staff in the management of behaviour in accordance with school policy.
- Take a lead on the development of strategies to support the behaviour of pupils in the College.
- Coordinate pupil interventions to respond to the specific needs of the pupils within the College.
- Assist the College Leader and Pastoral Coordinator in the planning and delivery of specific targeted support based upon the need of the pupil.
- Monitor the progress of the individual and group targeted support.
- Issue, collect and follow up behaviour logs / target cards for identified pupils.
- Contribute to the reviews of pupils on the SEN register and assist in the implementation of individual education plans and pastoral support plans as required.
- Working under the direction of the Pastoral Coordinator, liaise effectively with outside agencies enabling them to support pupils effectively.
- Be available to form tutors as a day-to-day support.
- Give support in lessons acting as a teaching assistant when required.

To communicate effectively with all stakeholders to ensure that each pupil's progress is maintained.

- Be the first port of call for parents, after the tutor, in relation to pupil conduct and barriers to learning.
- Maintain accurate records of all pastoral interventions, meetings and referrals.
- Collect and collate statements relating to incidents.
- Produce accurate records of all incidents dealt with.
- Contact parents whenever incidents are dealt with by self or when delegated to make contact by others.
- Attend case conferences, reviews and other such meetings when appropriate.



- Arrange for work to be set and collected for pupil absence.
- Disseminate college information.
- Ensure system letters e.g. uniform, equipment, exclusion are sent and logged.

To support the College Leader in establishing a College identity and ethos that is supportive of the whole school vision.

- Assist the College Leader to support form tutors in their role.
- Maintain College notice boards.
- Provide activities which develop each pupil's interpersonal skills, personal confidence and sense of responsibility.
- Support new entrants to the College.
- Encourage pupils to take pride in their appearance by supporting form tutors to enforce school policy on uniform.

To maintain a climate conducive to learning establish appropriate conduct.

- Act as a duty member of staff at lunchtime.
- Be a presence around the site at the beginning and end of the day and during lesson change over. To work as part of a team and to cover tutor times.
- Supervise pupils on school trips and visits.
- Undertake any other responsibilities that might be reasonably requested by the Principal.

To comply with the requirements of the Health and Safety at Work regulations and maintain a safe working environment.

All staff within the school are expected to demonstrate a commitment to safeguarding children.

To take reasonable care for the Health and Safety of yourself and others affected by your work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

This job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.

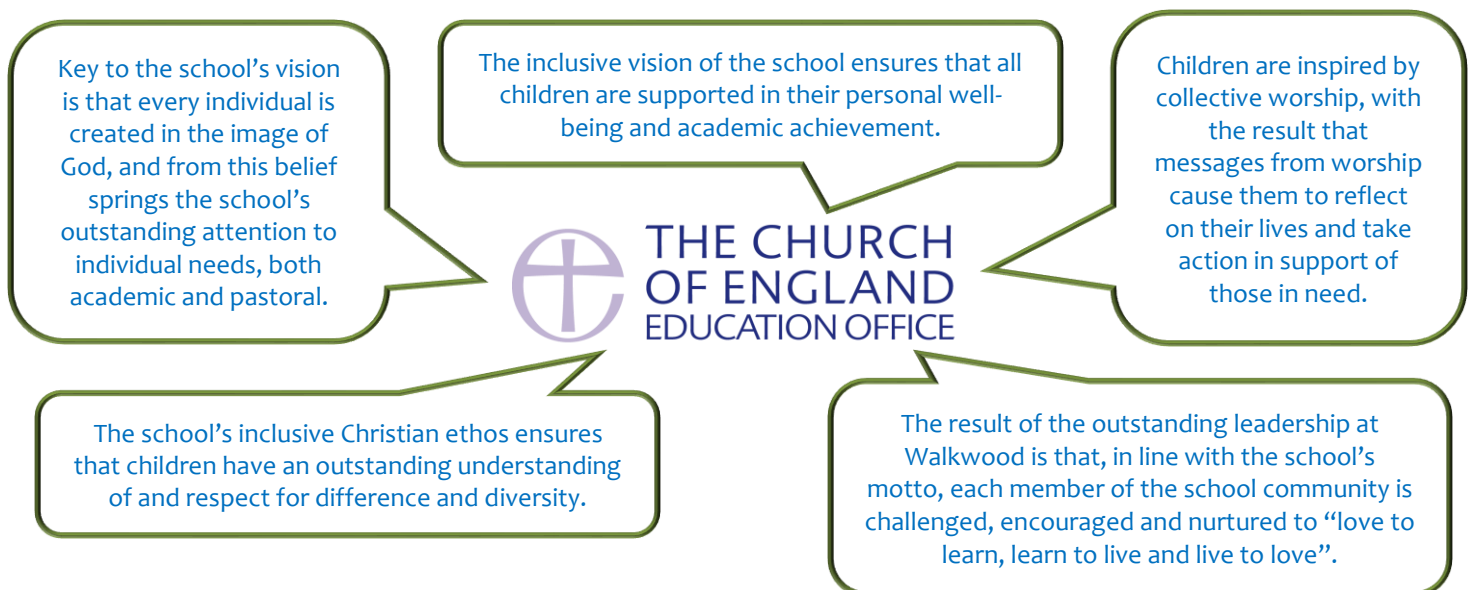
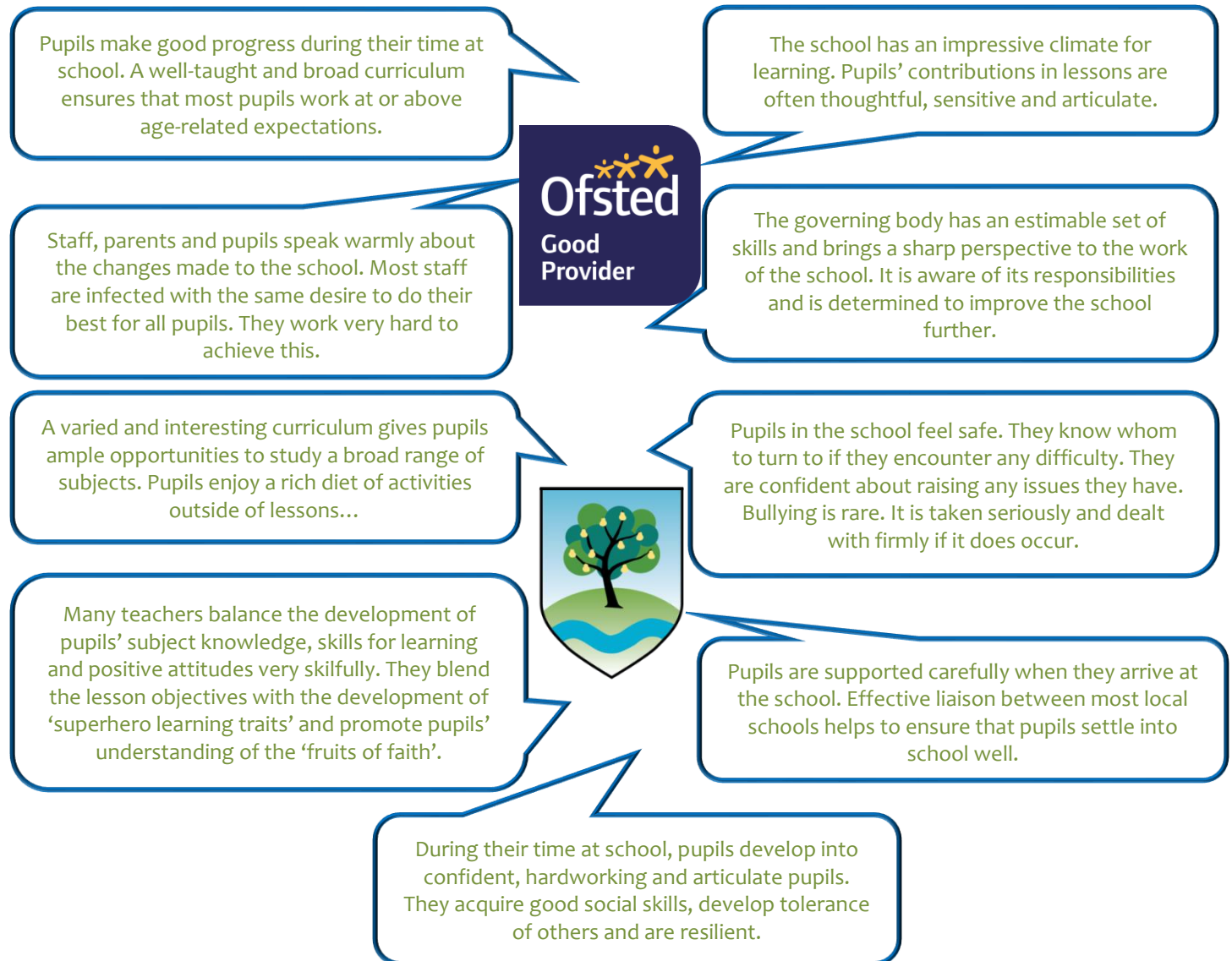


Person Specification

Area of focus	Essential	Desirable
Education and training <i>(academic and vocational)</i>	<ul style="list-style-type: none"> GCSE passes in Maths and English (4) or equivalent. 	TA level 2 or above Forest school training Solution focused trained Mental health first aid
Experience and achievements <i>(paid/unpaid)</i>	Previous experience supporting pupils in a school setting in a supportive classroom role, pastorally or in a mentoring capacity.	Group work facilitation Youth/Community Support or Family Support experience.
Skills, abilities and personal qualities	<ul style="list-style-type: none"> Ability to establish good working relationships with pupils acting as a role model. Excellent communication skills and the ability to assist members of the public with queries and complaints. Ability to work as part of a team. Ability to prioritise workload to ensure that matters are responded to appropriately. Ability to record information accurately and in a timely manner. Must have a commitment to safeguarding children. 	To be patient and able to be persistent with pupils to build up relationships. The ability to show empathy to others. The ability to help pupils problem solve. To role model resilience.
Other relevant factors	<ul style="list-style-type: none"> Good working knowledge of, and be able to follow, relevant school policies Approachable attitude when dealing with pupils, parents or other visitors. 	Ability to be flexible when it's one of those days!



Inspection highlights





“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”

2 Corinthians 15: 58



I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.’

Ephesians 3:18-19

