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| **Pastoral Support Manager**  Term Time Only (Plus 5 Professional Development Days)  NYCC Grade F (scp 9 - 13): £22,893 - £24,414 (Actual) - Pay Award Pending  Fixed Term Contract – one year  37 hours per week (Monday to Friday)  Start: 1st September 2025  Contributory pension scheme, employee discounts and generous holidays |

**Are you talented and committed and have experience of working with young people? Could you develop your skills in a new role in a school where ‘Aspiration for All’ is always at the forefront of students’ experience?** **Could you rise to the challenge to help manage the pastoral care of our students to support them in** embracing our school values, that we are ambitious, respectful and resilient, and in **meeting our expectations around attitude and behaviour for learning?**

A group of kids wearing safety goggles and looking at a flame

Description automatically generatedThank you for considering Boroughbridge High School for the next stage of your career where our belief in ‘Aspiration for All’ means that our students are at the heart of our decision making. With around 440 students, we serve the community of Boroughbridge and the wider rural area, attracting students from more than 35 partner primaries which gives our school a welcoming, inclusive atmosphere. We feel like a family and, as such, we know our students well making Boroughbridge High School a good place to work and learn. We all understand our responsibility to ensure that everyone within our school community is safe, happy and successful. Success, in its widest sense, underpins our mission which is to ensure that all students leave our school, not only with the qualifications that they need to access the next stage of their education or career of choice, but with the skills and confidence to make an active contribution to the communities to which they belong. We understand that this can only happen in an environment where there are high expectations with staff who have the skills and confidence to create a high quality pastoral experience to support and secure good student progress. We also understand the benefit of partnership working and are federated with King James’s School in Knaresborough. Just as we know our students well, as a member of staff you will be part of a small staff team of 64. Therefore, you will be known and will have the capacity to make a significant difference to our school community.

If you are seeking to further develop your experience of working with young people, perhaps as a foundation to other roles with young people and families, we can offer you the chance to expand your skills in a small, friendly school. The role will include promoting attendance, helping students to make the right choices in terms of their behaviour and providing pastoral support. You will need to be flexible as each day will be different. You may find yourself speaking to parents and carers of students who are finding it difficult to attend, liaising with teaching staff and supervising and supporting students in detention and those who are working outside of lessons. This role has a direct impact on the outcomes of our young people both in terms of their academic achievement and wider personal development.

You will need to be enthusiastic and able to engage students and raise their achievement. You will be required to demonstrate resilience and have experience of working collaboratively with other colleagues.

In return, we offer a competitive salary, an Employee Discount Scheme and access to a contributory local pension scheme.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

**Closing date:** Midday, Monday 7th July 2025

**Interviews:** to be confirmed

For an application form please visit our school website.

Completed application forms should be returned via email to [vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com) or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth

*Please note that CVs will not be accepted.*

**Information on How to Apply**

Please download an application form and complete.

Please use the section 16 “Supporting Evidence” on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

Closing date: **Midday, Monday 7th July 2025**

Interviews: to be confirmed

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to [vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com) or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth**.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

ED6702

**Boroughbridge High School**

**JOB DESCRIPTION**

*All job descriptions will be reviewed annually & set in the context of the school’s aims & current development plan*

**BOROUGHBRIDGE HIGH SCHOOL**

##### JOB DESCRIPTION

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| **POST:** | **Pastoral Support Manager** |
| **GRADE:** | Grade F (scp 9 - 13) |
| **CONTRACT TERM:** | Fixed term (one year) - Term Time Only plus 5 Professional Development Days  (No holidays will be taken during term time unless under exceptional circumstances and with prior agreement of the Headteacher) |
| **HOURS OF WORK:** | 37 Hours per week  8.40am – 4.40pm Monday – Thursday  8.40am – 4.10pm Friday  (includes 25-minute lunchtime supervision and 25-minute lunch  break) |
| **RESPONSIBLE TO:** | Associate Assistant Head |
| **STAFF MANAGED:** | None |
| **JOB PURPOSE:** | To support the welfare and progress of students in their learning, behaviour and transitions |
| **JOB CONTEXT:** | Lead on pastoral support to students, providing advice and guidance and implementing agreed plans to encourage learning and overcome barriers to learning.  Work with students in school who are experiencing complex emotionally demanding situations due to outside influences, requiring sensitivity.  Enhanced DBS clearance required |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | |
| **Operational Issues** | * Develop and maintain professional relationships with students, providing mentoring support to targeted students * Coordinate the supply of references on students to further education establishments and employers * Organise the collection of statements from students following an incident * Deal with queries and problems in relation to students * Deal with all correspondence in relation to student welfare and behaviour * Support the transition process for students e.g when moving schools/further education establishments or moving into employment * Supervise small groups of students with learning when not in lessons or isolated from lessons * Organise schedules of work for students who are unable to attend school and support the reintegration of those who have been absent * Monitor students’ attendance, punctuality and behaviour and work with them to improve it * Work with teaching and non-teaching support staff to undertake assessments of students to determine those in need of particular help and develop a support plan of appropriate interventions and action * Co-ordinate reports process |
| **Communication** | * Provide advice to students relating to their social, health, hygiene and emotional development needs * Provide feedback to students in relation to their progress, achievement, behaviour and attendance * Provide information and advice to students to enable them to make choices of their own * Act as the first point of contact for parents and students when personal matters affect learning * Attend meetings as appropriate including SEND EHCP meetings * Liaise with other school staff raising awareness of issues with particular students and advising staff on proposed support plan. |
| **Partnership Working** | * Work with external agencies to support students and their families seek the help that they require |
| **Skills Development** | * Practice Continuous Professional Development * Attend team meetings |
| **Safeguarding** | * To be committed to safeguarding and promote the welfare of   children, young people and adults, raising concerns as  appropriate. |
| **Systems and Information** | * Record information on students’ behaviour on the appropriate system * Record information on students’ truancy from school * Record information of suspensions |
| **Planning and Organising** | * Contribute to the development of behaviour and attendance policies and procedures for the school |
| **Data Protection** | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| **Health and Safety** | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. |
| **Equalities** | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement |
| **Flexibility** | * North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. |
| **Customer Service** | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. |

# **PERSON SPECIFICATION**

# **JOB TITLE: Pastoral Support Manager**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge** |  |
| * An understanding of the potential barriers to learning and attending school faced by children and young people and how they can be overcome * Knowledge of Safeguarding legislation and procedures * Knowledge of the different transition periods of a student and how to offer support * Knowledge of the different opportunities available to students post school education * Knowledge of behavioural management techniques * Knowledge of the school’s policies and procedures * An understanding of child development * Experience of working with young people of relevant age | * Knowledge of Health & Safety regulations * Experience of multi-agency working * Experience of counselling or mentoring young people |
| **Occupational Skills** |  |
| * Excellent interpersonal communication skills and the ability to influence, engage and motivate children and young people * Analytical skills to assess the challenges faced by students * Ability to relate well to young people * Flexibility * Good organisational skills * Ability to prioritise and manage own workload * ICT skills * Creativity and problem-solving skills * Sensitivity and caring skills |  |

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| **Qualifications**   * Level 3 qualification or equivalent * GCSE C or equivalent in English and Maths |  |
| **Other Requirements**   * Enhanced DBS clearance * To be committed to the school’s policies and ethos * To be committed to Continuing Professional Development * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging behaviours and attitudes * Ability to use authority and maintaining discipline |  |