



Pastoral & Behaviour Manager



“A great school
at the heart of
the Burscough
community”



Dear Applicant,

Thank you for your interest in the Pastoral & Behaviour Manager vacancy at Burscough Priory Academy.

We are a small and thriving community school, within the Endeavour Learning Trust family of schools. Since joining the Trust, we have made rapid and sustained progress over the last three years, with the vision of being a 'Great school at the heart of the community.'

At our school you will find a caring, ambitious and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and outstanding pastoral care.

The relationships that are fostered in school between the children and staff are exceptional. We are very aware of our responsibility as a school at the heart of our Burscough community and we know that excellent relationships with our parents, staff and within the wider community are crucial to the success of the children. Our motto is, 'E Pluribus Unum,' which translates as 'Out of Many, One.' You will feel a distinct feeling of togetherness, working as one to make sure our children feel safe, valued and well supported.

Our family ethos is tangible; we work as a team and we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any further questions about the role please get in touch with our central HR team.

We look forward to receiving your application.

Yours faithfully,

Mrs L.MacLaren,

Headteacher

Advert – Pastoral Behaviour Manager

Burscough Priory Academy have expanded the Pastoral and Behaviour team and are looking to appoint a permanent, full time, term time Pastoral Behaviour Manager to work directly with students to provide mentoring and pastoral support.

We are looking for someone who is able to:

- Work with and care for children of relevant age
- Form effective and appropriate working relationships/boundaries with young people
- Work effectively as a member of the team, prioritising conflicting demands and managing own workload effectively

They will be expected to:

- Take a leading role on the implementation of the school's behaviour policy
- Work directly with students to provide mentoring and pastoral support to overcome particular obstacles to learning
- Lead on administrative support to the year group(s) you are working with

The School can offer you:

- A caring and supportive school environment
- Delightful children who are keen to learn
- A modern, well-resourced school
- A fantastic local government pension scheme

To apply for this vacancy please complete a support staff application form which is available on the vacancies page of our website.

If you require any further information about this role please contact our Central HR Team at vacancies@endeavourlearning.org or on 01772 812644 ext. 1051

Applications should be submitted by 9am on Tuesday 14th December 2021

Interviews are to be held on Thursday 16th December 2021

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with Endeavour Learning Trust.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

This post is subject to an enhanced DBS check

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Description - Pastoral Behaviour Manager

Job title	Pastoral Behaviour Manager
Grade	Grade 5 Points 6 - 11
Salary	£19,698 - £21,748
Pro-rata	£17,124 - £18,906
Location	Burscough Priory Academy Trevor Road, Burscough, Ormskirk L40 7RZ
Hours per week	37 hours per week
Weeks per year	Term Time Only plus 2 weeks – Inclusive of 5 Inset days
Contract type	Permanent
Responsible to	Headteacher / Pastoral Team Leader

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Job Purpose

To take a leading role on the implementation of the school's behaviour policy. Working directly with students, provide mentoring and/or pastoral support to overcome particular obstacles to learning in relation to pastoral, behaviour or attendance issues.

To lead on the administrative support specific to the year group/s they will be working with.

Main Activities

- Taking an operational lead on the implementation and maintenance of the school's behaviour policy including the 'on call' systems
- Manage the supervision of students excluded from or not otherwise working to a normal timetable
- Provide support and advice to students to promote their social care and personal development
- Liaise with teaching staff to provide particular support to targeted students to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.
- Provide input to the identification of needs, assessing those students needing extra support and the development of individual action plans for targeted students
- Work in a one-to-one relationship with targeted students to implement an action plan
- Assist in maintaining contact with students' families/carers to inform them of progress and issues
- Provide extra support to students through knowledge of a range of activities and opportunities available
- Support student access to out of school facilities and study support
- Collate information and maintain records of student behaviour and attendance.
- Prepare written reports, case studies and evaluations where appropriate
- Assist in resolving relationship issues between students
- Manage support packages for students to reintegrate them into school following periods of exclusion / absence
- Be responsible for monitoring of individual action plans / analysing data and implementing support plans
- Lead and attend parental or external agency meetings as appropriate
- Maintain good working relationships with students, staff and parents to ensure positive outcomes for students
- To undertake any additional identified training as appropriate to better support you in your job role

Support for the School

- To undertake lunchtime duties
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the CEO/Headteacher

NOTE: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

Agreed by: Chief Executive Officer (CEO)

Person Specification - Pastoral Behaviour Manager

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
Qualifications and Training The successful candidate will have:		
NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
Experience The successful candidate will have:		
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working with students with medical needs	D	AF/I
Experience of working in a relevant classroom/service environment	D	AF/I
Experience of Administrative work	D	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/I
Experience of working within a school environment	D	AF/I
Skills and Attributes The successful candidate will be able to:		
Ability to relate well to young people	E	AF/I
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Excellent oral and written communication skills	E	AF/I
Time management skills	E	AF/I
Ability to prioritise conflicting demands and manage own workload effectively	E	AF/I
Ability to work accurately under pressure and to tight deadlines	E	AF/I
Efficient, meticulous and well organised	E	AF/I
Knowledge of concept of confidentiality	E	AF/I
Standard office practices and procedures	E	AF/I
Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E	AF/I
Adaptable with a flexible approach to work	E	AF/I
Operate a computer and other standard office equipment	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I

Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E	AF/I
Respond rapidly and accurately to situations	E	AF/I
Able to use own initiative and work independently with general supervision	E	AF/I
Understand and carry out written and oral instructions	E	AF/I
Personal Qualities and Attributes		
The successful candidate will have:		
Be honest and trustworthy	E	AF/I
Be respectful and polite	E	AF/I
Possess cultural awareness and sensitivity	E	AF/I
Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E	AF/I
Show initiative	E	AF/I
Good communication skills	E	AF/I
Demonstrate sound work ethics	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
Other		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I