



Pastoral Administration Manager 37 hours per week / term time only

'To act justly, to love with mercy and walk humbly with our God' - Micah 6:8

Thank you for taking an interest in this post, and we look forward to receiving your application.

This role requires someone who is;

- *Passionate about young people, aspiring to support them in their learning and personal development*
- *Cares about their experience of education*
- *Discreet and trustworthy, the successful applicant will often be party to confidential information*
- *Flexible and adaptable*
- *The ability to be proactive and take the initiative*
- *Excellent organisational skills and the ability to multitask*

The information below has been collated to give applicants an understanding of our ethos and direction of travel in relation to our aims, which is; providing teaching, intervention and support so that all students in school can thrive.

About the school

Notre Dame is a Catholic school with a strong ethos at its heart. All staff are expected to uphold and contribute to the ethos of the school, which is what makes it a special place to work.

At Notre Dame High School, the Governing Body, Headteacher and all staff are committed to ensuring that all students have access to high quality education in a loving and safe environment.

Everyone is expected to;

- Build and maintain relationships with peers and staff that are positive, enhance lives and lead to happiness and joy
- Maintain the highest standards of personal conduct
- Accept responsibility for their own behaviour and encourage others to do the same

Our expectations can be summarised as follows;

'Ready' - Ready to learn, ready to listen, ready to participate because ***we educate for life.***

'Respectful' – Respect yourself and others, including your peers, adults and the school environment. We do this because ***we are a community that is welcoming, diverse, and honours each person's dignity.***

'Safe' – Everyone should feel safe in our learning community, safe with the people around them and safe in the activities in which they are taking part because ***we work for Justice and Peace.***

We are committed to a trauma-informed and restorative practices approach in our interactions with students. We are inspired to do so by our ethos which is to uphold and protect the unique dignity of each child, and prepare them for life. This approach is about protecting our young people, helping them to heal, supporting them in becoming better regulated and making the right choices so they can have a happy and fulfilled life. In turn they are better able to contribute to the 'common good' of society themselves.

We believe that in our work we can make a real difference to the lives of all students and particularly those who face additional barriers. We believe that 'every interaction counts' and can transform lives.

We see behaviour as communication and challenge ourselves to ask 'Why are we seeing this behaviour?' This does not mean that we have a 'soft approach', in fact the opposite is the case. Students need structure, order and the predictability that our routines and expectations give them. We have high expectations and clear boundaries which need to be applied in a supportive, matter of fact, non-punitive way. We aim to be, ***firm on boundaries but kind on the child.***

Over the last few years we have been restructuring across the Pastoral and SEND teams to improve communication and provision, and the successful applicant would be joining the school at an exciting time.

The Pastoral Team, including the SEND department

The team currently consists of;

Heads of Year

There are five Heads of Year (one for each Year group), who carry a teaching load. They are responsible for Attendance, Behaviour, Progress and Wellbeing for the students in their year group.

These will soon be joined by a 6th Head of Year who will give additional capacity to the team. It will allow the Head of Year 11 to have a year without responsibility for a year group and instead support transition from Y6 to Y7 and Y11 to Y12. They will also support safeguarding, oversee the new Inclusion Centre and attend SMT meetings for that year, serving as a link between the senior leadership and the Pastoral Team.

Pastoral Managers

There are two existing Pastoral Managers who support the work of the Heads of Year with;

- Attendance, Induction from Year 11 to Year 12 and Wellbeing
- Safeguarding, Induction from Year 6 to Year 7, and Wellbeing

These will soon be joined by a third Pastoral Manager with responsibility for Inclusion and Restoration.

Pastoral Administration Managers

Our existing Pastoral Administration Manager leads support for pastoral systems across Heads of Year, SEND and Safeguarding

The SENCO

The SENCO is a teaching member of staff. This post carries responsibility for supporting the identification of students with special educational needs and coordinating their provision.

SEND Assessment Manager

The Assessments Manager leads on the delivery and coordination of SEND Assessments, including Access arrangements.

SEND Intervention Manager

The Intervention Manager leads on the coordination of SEND departmental

interventions relating to the four broad areas of need and those supporting literacy & numeracy.

Learning Support Assistants

A team of Learning Support Assistants under the general direction of the Special Needs Co-ordinator, support children with additional needs both within and outside the classroom. Their role is to help students in their learning, personal care and in developing social and independence skills. This role is equivalent to a Level 2 Teaching Assistant.

Level 3 Teaching Assistants

The role of level 3 Teaching Assistant is an exciting new addition to the structure which will further improve our provision for all students and especially those with additional needs and barriers to learning. A recruitment process is currently taking place for this role. The successful applicant will deliver some interventions with identified students either within or outside the classroom, cover for short term staff absence and administration support to a small group of departments.

New Student Support Centre

In the new year, the Student Support Centre will move to a beautiful building on the school site, close to our woods and green spaces. We hope this will provide the right environment to regulate students and carry out supportive interventions so that they can re-join their lessons/social time as soon as they are ready.

Training and Support

At Notre Dame the ongoing professional development of all staff is a key priority. Our view is that we can always improve, not because we are not good enough, but because we can be even better at what we do and this in turn will ensure the very best outcomes for our students. We also aim to help staff to be ready for their 'next step' in their careers whatever that might be.

In order to achieve these aims we;

- have an ethos of 'learning together' through joint practice development which is conducted in a supportive and developmental way
- encourage staff to be reflective and take the lead in their own professional development so that their individual needs are met.

The successful applicant will complete a skills audit so that any necessary or desired training can be put in place.

Closing date for receipt of completed applications: 9 am 10th December 2021

Notre Dame High School expects all candidates to familiarise themselves with our Safeguarding Policy which can be found on the school website.

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.