

Tile Cross Academy



Pastoral Manager Candidate Pack



**Washwood Heath
Multi Academy Trust**
Respect Collaboration Aspiration
Registered Company No. 08531479



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Headteachers Welcome

Welcome to Tile Cross Academy. Thank you for your interest in the role of Pastoral Manager within our School.

At Tile Cross Academy we care deeply for our students; their safety and wellbeing is our primary concern. Tile Cross Academy is the ideal environment in which to stimulate the minds of the next generation. It is a special place where both students and staff feel a real sense of belonging, with relationships at the heart of everything we do. With the wide range of backgrounds and cultures represented in our school population we celebrate diversity and difference, whilst recognising that we are all equal through a Rights Respecting ethos where students' rights are 'learned, celebrated and lived'. We value everyone's opinions and beliefs, whilst also encouraging every single child to achieve their very best.



We were honoured to be named '**School of the Year 2020**' at the **UK Social Mobility Awards** and have been recognised as a finalist every year since. This reflects our unwavering commitment to providing opportunities for all students, regardless of background.

Most recently, in **June 2024**, we were **rated 'Good' by Ofsted**, a testament to the dedication and hard work of our staff, students, and wider school community.



Tile Cross Academy opened in May 2017 as part of the Washwood Heath Multi Academy Trust. It sits on a site once occupied by Central Grammar School for boys, Byng Kenrick Grammar School for Girls, Sir Wilfred Martineau School and The International School. Our new school sits at the very heart of its community with a proud and distinguished heritage and an exciting and successful future ahead of it.

Thank you for your interest in our school and I would like to take this opportunity to wish you well in your application.

Gurt Sanghera

Headteacher

"Strive, Achieve, Believe"





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About Our School

School Vision & Ethos

Tile Cross Academy is a small and caring 11-16 mixed comprehensive school. We have high expectations for our students in which they develop through high quality Teaching and Learning and our focus to develop the Character of every child, so they become outstanding learners and citizens.

We aim to provide a high-quality education in an atmosphere of mutual respect where everyone is valued as an important member of our school community. We strive to develop and nurture the values, skills and attributes which create good citizens and lifelong learners, so that every student can discover, develop, and achieve their full potential and be successful in whatever path they choose. Our broad and balanced curriculum prepares our students to meet the challenges of a rapidly changing society, ready and willing to grasp the opportunities available to them and positive about their futures. and Ethos.

Curriculum Overview

Our curriculum is at the heart of our school and reflects our values 'Strive, Achieve, Believe'.

At Tile Cross Academy we aim to offer a curriculum that is ambitious and designed to give all learners the knowledge and cultural capital they need to succeed in life. We offer this through a curriculum which is sequenced towards knowledge retention and developing skills for future learning and employment. We offer a full programme of enrichment activities to engage our learners that allows them to develop experiences outside the classroom.

We offer a full, broad and balanced curriculum with a diverse range of subjects including GCSE and Vocational subjects. Within our curriculum, we strive to improve literacy across all age groups so that our learners are articulate, speak to a high standard, listen to their peers and respond with fluency and expression, read widely and write with enjoyment and confidence.

We want all our students, no matter what their background or previous social and academic experience, to leave school as well qualified, resilient, independent and confident young adults, ready to make a highly positive contribution to their community and wider society.

In a rapidly changing world we feel strongly that our students should show adaptability and resilience as well as demonstrating respect, kindness and tolerance of people from all faiths, cultures and backgrounds.

Our ambitious curriculum will engage and stimulate our learners and develop their knowledge and skills to achieve high quality outcomes.

Our learners will:

- Experience a diverse, challenging, and engaging curriculum
- Thrive by exemplary practice modelled through our Teaching & Learning cycle
- Develop their independence, collaboration, and ability to evaluate
- Be supported and challenged as they aim to reach their true potential
- Be literate and articulate enabling them to access the wider world



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Pastoral Care & Wellbeing

Tile Cross Academy Provides a caring atmosphere where students feel secure and comfortable as they settle down to focus on their learning.

Form Tutors and Pastoral Managers look after the day to day needs of students and they remain with their tutor groups throughout the five years wherever possible, getting to know both students and parents very well. We value our close partnership with parents and encourage them to be actively involved in their child's education at every opportunity.

Students build up a trusting and friendly relationship with their Tutor, Pastoral Manager, Head of Year and peers through activities in registration and assemblies. Each Year group has a weekly assembly in the Central Hall, with Form Tutors, the Head of Year and a member of the Senior Leadership Team present. Others, including outside speakers are invited during the year. Heads of Year ensure the social and academic well-being of students in their year group as well as helping to maintain good attendance and standards of behaviour. A wide range of pastoral, wellbeing and academic interventions take place with students supported to overcome challenges and develop lifelong character traits.

Our culture and environment will empower each child to develop the attitudes and their characters to thrive, enabling them to be the best version of themselves.

Our learners will:

- Understand how their behaviours and attitudes impacts on theirs and other children's progress within a supportive, caring, and inclusive environment.
- Anticipate and experience being praised and rewarded as well as experience support and fair and effective sanctions when they fail.
- Grow through our Personal Development curriculum, modelling British Values, our 'Character Days' and our ethos of visible kindness.
- Understand their rights and responsibilities to themselves and others.
- Understand their roles within a cohesive, diverse community, celebrating our equalities and diversity.
- Prosper through understanding the needs and requirements of a healthy lifestyle.
- Be shaped for their future, their studies, their careers, and their lives as adults.

At Tile Cross Academy, we expect our students to be:

- On time, think smart and dress smart and be **Ready** to learn.
- **Respectful** of everyone in school; every child, every adult.
- **Responsible** for their learning and responsible for their actions.
- **Resilient** to the challenges that face them; in lessons and around school and as they grow through life.
- **Reflective**; understand what they do well, what they could do better and how they can all help each other grow and develop.



CHARACTER
READY
RESPECTFUL
RESPONSIBLE
RESILIENT
REFLECTIVE



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Job Description – **Pastoral Manager**

Purpose of role: To work with Heads of Year and senior leaders in improving, monitoring, and evaluating pastoral strategies.

Grade: **GR4**

Line managed by: Behaviour Lead

Duties and Responsibilities

Supporting Standards

- Establish and maintain an ethos of safety, resilience and cohesion through taking assemblies and leading where necessary on competitions, rewards, SMSC and PSHE (including topic days).
- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Respond to and take steps to resolve relationship issues between students.
- Provide general student support
- Monitor attendance, behaviour, standards and detentions
- Conduct Home Visits when necessary
- Follow up attendance matters, including for agreed target students and contact or meet with parents.
- Collect and collate accounts relating to incidents, following up directly when appropriate
- Issue, collect and follow up target cards for identified students
- Contribute to pastoral support plans.
- Be aware of and comply with policies relating to child protection and all aspects of safeguarding students.
- Liaise with external agencies on behalf of the team
- Become a Child Protection Officer – designated member of staff when trained to undertake the role.
- Attend case conferences as directed
- Contribute to the provision and organisation of the mentoring programme to raise attainment in the year.
- Contribute to organisation of year events and programmes.
- Contribute to tutor meetings as requested

Communication

- Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action.
- Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files.
- Follow the positive Discipline for Learning and produce appropriate records for incidents.
- Arrange for work to be set and collected for exclusion and other student absence.
- Seek reports on student progress from staff where and when necessary.
- Arrange parental appointments for Assistant Head Teacher when necessary
- Dissemination of year group information
- Ensure system letters are sent and logged

Evaluation

- Monitor levels of bullying and implement policies and strategies to combat it.
- Produce reports on levels of incidents and other issues relevant to the post.

Standard

- Assist with on-call duties
- To carry out break and lunch time supervision
- To respect the confidential nature of information relating to the school and students

General

- To undertake break, lunchtime, before and after school duties as directed
- To support students throughout the exam period with invigilation, reading and scribing as directed
- To perform other such duties as the Headteacher may from time to time determine
- This allocation of duties is subject to regular review
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people and fulfilling the legal requirements of the prevent agenda.



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- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school and to set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification – **Pastoral Manager**

AF = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL	M.O.A	Criteria Met
EXPERIENCE (Relevant work and other experience)	Experience of working in a secondary school Experience of pastoral leadership Experience of organising and leading FCAF meetings Experience of leading educational trips Experience of being a form teacher Experience of leading transition between KS2 and KS3 and KS3 to KS4. Experience of using data to assess and monitor student performance Experience of using data to evaluate the impact of intervention Experience of leading intervention programs Experience of liaising with outside agencies Experience of working at a strategic level to impact on student outcomes	AF/I	
SKILLS AND ABILITIES (E.g., Written communication skills, dealing with the public)	Committed to raising standards in the school Set high expectations for student behaviour and establish a clear framework for discipline which promotes self-control and independence whilst managing students' behaviour constructively Work effectively as part of a team; developing positive relationships with colleagues, students, parents and other agencies as appropriate High level of self motivation and energy and enthusiasm for the education of young people A proven track record of impacting on pupil's life chances Ability to utilise an effective range of strategies to change pupil's behaviour Ability to create a learning environment that values all students equally and enables all to achieve Effective at helping pupils to reflect on their actions and choose a different path next time	AF/I	



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	Ability to remain positive under pressure and meet competing deadlines Ability to keep your temper when others are losing theirs Ability to lead assemblies and drive a culture and ethos for your college Good understanding and competence in ICT Good organisational skills Excellent communication skills – written and verbal	T/P T T	
TRAINING	Willingness to undertake appropriate training Willingness to deliver appropriate training to teaching and non-teaching staff	AF/I	
EDUCATION/ QUALIFICATIONS NB: Full regard must be paid to overseas qualifications	GCSE English and maths at grade C or above (or equivalent) Full Driving Licence	AF/I	
OTHER	Ability to have a flexible approach to work to meet the needs of the school Ability to respond flexibly and adapt to changing and challenging circumstances Ability to persuade, negotiate and influence others Ability to maintain strict confidentiality of information received and processed as part of the job role Ability to set and maintain high standards within the pastoral team Ability to project a professional image for the school	AF/I	
CONTRA INDICATION	Criminal convictions involving offences against children	AF/I	

We are part of Washwood Heath Multi Academy Trust, welcoming students from 11 years old to 16 years old, providing a standard of academic excellence for secondary and education. We are very proud of the positive learning experience offered to our students and the support available to ensure they achieve their full potential.

We:

- offer an excellent induction programme within a friendly and supportive environment
- offer a whole range of opportunities to further develop colleagues' teaching skills and leadership potential, including a Supportive NQT Induction Process & Policy, Career Pledge for Teachers to support at each stage of career, paid opportunities to upskill via apprenticeship levy (right up to masters level).
- are creative and innovative in our approach to all aspects of school life
- have motivated, vibrant, multi-ethnic students and staff
- have a strong family ethos where individuals are respected and valued
- are part of the WHA Trust that provides numerous professional development opportunities

We know you would love working at Tile Cross Academy. We have wonderful, enthusiastic students and amazing staff who always go the extra mile for their classes.

Informal conversations are warmly welcomed. Please contact **Amy Milner – PA to the Headteacher** amilner@tilecross.academy

Application Packs are also available to download from our website on www.tilecross.academy

Tile Cross Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.