

# Dyson Perrins

CHURCH OF ENGLAND ACADEMY

LIFE IN ALL ITS FULLNESS

## BRIEF FOR THE POSITION OF PASTORAL MANAGER



## DYSON PERRINS CHURCH OF ENGLAND ACADEMY

### Our Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish. 'Life in all its fullness' John 10:10.

### Our Vision:

- To deliver academic excellence every day.
- To enable character development and personal growth.
- To provide extra-ordinary experiences that create life-long memories.
- To create a supportive and happy learning community with a sense of togetherness
- To work in effective partnerships to have a positive influence across our community.

### Our School values:

*Belief*

*Trust*

*Resilience*

*Challenge*

Dear Applicant,

Thank you for showing an interest in joining Dyson Perrins.

This is an exciting opportunity and your contribution will help improve the life chances of our young people. Our students are wonderful and deserve the very best. You will join a supportive, committed and highly talented staff team who share high ambitions for our students. You will need to bring a sense of energy, a desire to continually improve and share our commitment to raising the achievement of every student. In return we will invest in your professional development and offer opportunities for further career development in the future.

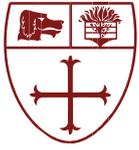
“You have created a strikingly positive school culture. Staff and pupils have excellent relationships. Staff show pupils that they care about their well-being and progress. In response, pupils treat staff with respect, are kind to one another, feel very safe and are able to do their best.” Ofsted, March 2018.

Equality and diversity are important to us and we welcome applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Dyson Perrins is a Church of England Academy so applicants should be in sympathy with the aims and philosophy of a Church School and willing to lead through our Christian values of belief, trust, challenge and resilience.

I hope you have been inspired to apply and I look forward to reading your application. We are happy to offer informal visits to the school so please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Best wishes with your application.

Mike Gunston  
Headteacher



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**Permanent Pastoral Manager – June 2026**

**37 hours per week, term time only (including TE Days)**

**Salary: FTE £26,403 to £31,022 Actual - £22,583 to £26,534**

**Grade: TA grade 3 (SCP 7 to 17)**

We are seeking a dynamic and enthusiastic colleague to join our highly effective pastoral team. You will need to be committed to realising the academic and personal potential of all students, regardless of beliefs, abilities or background, through high standards of behaviour, attendance and engagement.

You will be required to work closely with Year Leaders and our wider pastoral, safeguarding and SEN teams to provide academic, social and emotional support for our young people and remove any barriers to their learning. The role is student facing, therefore an ability to form positive and motivating relationships with young people is essential.

The successful candidate will be:

- Ambitious for all young people
- Committed to inclusion and supporting young people to overcome any barriers to learning
- Committed to professional development and continual improvement
- Willing to uphold our Christian values of trust, belief, challenge and resilience.

**Dyson Perrins is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for an enhanced disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.**

We strive to be an Employer of Choice and are committed to the wellbeing and development of our colleagues. You will join a supportive, warm and friendly community. We reserve the right to close this vacancy early if we receive suitable strong applications. If you are interested in working with us, please apply without delay.

For a confidential discussion about this post, more information or to arrange a visit, please contact our HR team.

Email: [HR@dysonperrins.co.uk](mailto:HR@dysonperrins.co.uk)

Telephone: 01684 564751

Application forms can be found at MYNEWTERM or on our website using the following link.

<https://www.dysonperrins.worcs.sch.uk/about-us/work-for-us>

**Thank you for your interest in Dyson Perrins Church of England Academy, we look forward to receiving your application form**



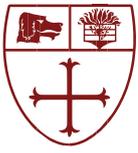
## JOB DESCRIPTION

### Main Purposes of Role

To work collaboratively with the Year Leaders and the Pastoral Team to support students to live “life in all it’s fullness”.

### Key Responsibilities and Duties

- To organise and prioritise pastoral issues within a specified group of students.
- To manage students ‘on report’ within a specified group of students.
- To Manage challenging behaviour of individual students.
- To create and support effective home/school partnerships.
- To write and lead pastoral support plans to remove barriers to learning.
- To support the smooth running of our Behaviour Recovery room and supervise students when required.
- To prepare documentation and take minutes of meetings (parental, outside agencies, within school).
- To actively promote high attendance and lead intervention strategies.
- To support and implement the school’s Behaviour Policy and appropriate relevant rewards and sanctions.
- To support all staff in maintaining a positive learning environment.
- To act as a mentor to individuals and to monitor, review and report on the progress of such students.
- To co-ordinate programmes of work for students out of school for any reason.
- To co-ordinate additional internal support programmes for students such as anger management and peer mentoring.
- To maintain up to date records for students and to contribute to recording and reporting procedures.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.
- To maintain confidentiality and integrity at all times.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- To play an active role in supporting the Designated Safeguarding Lead in working with students identified as having specific safeguarding needs, including attending safeguarding meetings as directed.
- To work with staff and outside agencies to effectively communicate safeguarding concerns and information appropriately.
- To be willing to be part of the First Aid team in school.
- To be part of an on-call team.
- To assist in preparation and distribution of exclusion paperwork
- To support the supervision of students during break time and lunch times when needed.
- To carry out tasks as reasonably required by the Headteacher.



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## Staff Development

- To engage actively in the Performance Management process.
- To participate in whole school professional learning programme.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

## General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

## Additional Information

- The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and procedures
- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

### Notes

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the line manager may reasonably require. It may be reviewed annually or earlier if necessary. You may discuss your job description with your line manager or the Headteacher at any arranged time.



## Person Specification

Qualifications		
	Essential	Desirable
Studied to a minimum of GCSE (grade A*-C/9-4) or equivalent in English and Maths	✓	
A Level or equivalent qualifications		✓
Knowledge of useful social strategies with young people		✓
Other relevant professional qualifications		✓
Experience and Knowledge		
Experience of working with young people in a school or similar setting	✓	
Understanding of interventions to support behaviour management and promote positive attitude to learning and behaviour	✓	
Experience of working with vulnerable children and/or adults	✓	
Experience in managing intervention groups		✓
Experience of dealing with difficult and challenging behaviour	✓	
Experience of Management Information Systems		✓
Personal and Professional Qualities and Attributes		
Experience of Management Information Systems	✓	
Excellent communicator -sensitive, compassionate, empathetic and effective	✓	
Committed to the safeguarding of children	✓	
ICT Skills (intermediate Word, Excel, PowerPoint, Gmail, Google Drive and Calendar	✓	
Outstanding organisational skills	✓	
Experience working with young people	✓	
A willingness to become involved in all aspects of school life	✓	
Ability to adapt quickly to different situations and a good level of common sense	✓	
Experience of dealing with confidential issues	✓	
Commitment to working within the school's policies	✓	
Able to offer flexible and creative solutions	✓	
Ability to relate well to students, be an effective role model and motivate students to achieve success	✓	
Knowledge and understanding of how to remove barriers to learning		✓
Ability to be a good ambassador	✓	
Be committed to providing students with a first-class education	✓	
A willingness to become part of the First Aid team		✓



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## Staff Benefits:

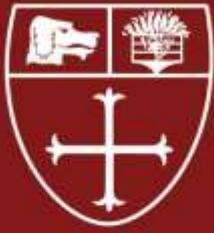
- A supportive and caring community
- Excellent CPD opportunities and career progression/ Professional development of support staff
- Weekly one to one coaching for teaching staff
- Centralised behaviour systems
- Employer Contributions to Teachers Pension Scheme or Local Government Pension Scheme
- Employee Assistance Programme for free and confidential advice
- Family friendly working arrangements and policies
- Eye Care Voucher scheme / Annual Flu Vaccination
- Free parking
- Member of Dyson Perrins Staff Association
- Laptop available for staff for business use
- Mental health and well-being support

## Our Commitment to Safeguarding:

Dyson Perrins Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

An offer of employment will be conditional until an Enhanced DBS and medical clearance have been received. References will include your most recent employer and may be sought prior to interview. Any offer of employment will be conditional on the receipt of at least two satisfactory references.





📍 Dyson Perrins Church  
of England Academy  
Yates Hay Road  
Malvern  
Worcestershire  
WR14 1WD

☎ 01684 564751  
✉ [office@dysonperrins.co.uk](mailto:office@dysonperrins.co.uk)  
🌐 [www.dysonperrins.worcs.sch.uk](http://www.dysonperrins.worcs.sch.uk)

