



UTC Warrington

Assistant Pastoral Manager

Candidate Information Pack





Vacancy: Assistant Pastoral Manager

Job start: September 2022

Closing date: Midday Tuesday 5th July

Interviews: Friday 8th July

Salary: NJC Pay scale 4 point 10 (FTE £21,695.00) Actual Salary TTO + 2 weeks: £18,841

Benefits: Local Government Pension Scheme

Location: Warrington

Contract type/Hours: 37 hour's p/w (Term-time only + 2 weeks)

Contract term: Permanent

Introduction

We are seeking to appoint a highly organised and efficient Assistant Pastoral Manager. The post holder will be expected to promote the vision and values of the college with all stakeholders including parents, visitors and the wider community. We operate a culture of continued professional development and are looking for an enthusiastic, committed individual to join our team.

The role

The successful candidate will join a highly effective and diverse team who provide unwavering support for the young people at the UTC. Working alongside the Pastoral Manager as the first point of call for parents and students of the UTC with responsibility for all aspects of the pastoral care of the students at UTC Warrington.

About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an 'Outstanding' institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the North West and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for a high quality role within science, engineering and digital occupations. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers.

Our dedicated personal development programme encourages students to challenge themselves by using their skills in Leadership, Organisation, Resilience, Initiative, and Communication in all aspects of their UTC career. Combined with opportunities to take part in high quality enrichment (cadets, NCS, student leadership, sport), our young people are ready for the world of work. The UTC is co-located with



the Warrington Youth Zone in Warrington town centre. This brand new facility provides UTC staff and students access to state of the art sports facilities.

Our UTC has world class technical facilities and industry standard equipment. Students have contact with industry professionals and teachers with strong industry experience. Progressing onto degree and apprenticeship opportunities.

We are currently heavily over-subscribed for September 2022 admissions into year 10. As a school we offer opportunities for a comprehensive programme of individualised evidence based CPD as well as encouraging colleagues to further their personal professional development through courses such as the National Professional Qualifications and Masters level degrees. All staff have their own coach through the Powerful Action Steps programme.

How to Apply

For an informal discussion or to arrange a visit to look around the UTC please contact Lindsey Devine Office Manager on 01925 737067 or by email – ldevine@utcw.co.uk .

Closing date

Please complete an application form and submit a covering letter to info@utcw.co.uk .

CVs will not be accepted. **The closing date for applications is Tuesday 4th July 2022 (Midday)**. Interviews will take place on Friday 8th July 2022.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

Please take the opportunity to find out more about life at the UTC through our website and social media channels:

Website: www.utcw.co.uk

Facebook: www.facebook.com/UTCWarrington

Twitter: www.twitter.com/UTCWarrington

Instagram: www.instagram.com/utc_warrington



UTC Warrington – Assistant Pastoral Manager Job Description

Job Title:	Assistant Pastoral Manager
Salary:	NJC Pay scale 4 point 10 (FTE £21,695.00) Actual Salary TTO + 2 weeks: £18,841
Job Purpose:	<ul style="list-style-type: none"> • To work in collaboration with the KS4 and KS5 Pastoral Team to manage the personal development, behaviour and welfare of students. • To implement effective behaviour management strategies, with focus on improving attitude to learning across the college. • To engender a positive holistic approach to behaviour management; providing staff with useful information, advice and guidance to increase standards in attitude to learning. • To deliver a welfare support programme for students, in partnership with a range of internal and external stakeholders. • To work with students and their parents/carers to re-engage students with poor attendance back into education.
Accountable to:	Pastoral Manager
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • To develop, plan and implement strategies to address the pastoral needs of students (including the Child Protection needs) within the year team and the college, and to offer information, advice and guidance to other staff regarding the support of students. • To ensure the disruption free learning policy is robustly and effectively implemented so that students experience a consistent approach across the college in respect of praise and, where appropriate sanctions. • Assist in the day to day operational running of the UTCs ready to learn (internal isolation) room. • Manage the logistics of internally covering the ready to learn room • To liaise with parents and carers regularly, supporting the effective communication between the college and home. • Coordinate supportive and impactful interventions with vulnerable groups. • To support the effective running of SEND support and associated spaces so that it serves to diminish inappropriate behaviour. • To be 'On Call' for KS4 at all times ensuring that where you are not available, another member of staff provides cover. • To carefully track the students in a holistic manner; acting, where appropriate, as an advocate for students liaising with members of staff to provide support to targeted students, to raise achievement and improve behaviour. • Establish and maintain positive and appropriate mentoring relationships with students that engages, motivates and removes

	<p>barriers to learning, aimed at achieving the goals defined in their action plan.</p> <ul style="list-style-type: none"> • Maintain regular contact with parent/carers of students in need of additional support, to keep them informed of the students' objectives and progress, and to secure positive family support and involvement. • Completion of Early Help document to allow for initial early intervention from outside agencies. • Provide objective and accurate feedback to students about their progress and achievement. • Encourage students to take responsibility by providing a range of information, advice and guidance to support and enable them to make choices about their own learning and behaviour. • Be a 'point of contact' between the college and external agencies involved in supporting students, proactively initiating and establishing links with other services as necessary, and maintaining positive working relationships to facilitate successful outcomes for students. • Attend multi-agency meetings in order to fully support students' needs and act upon any issues arising in an effective and comprehensive manner. • Log all appropriate information correctly on the college's pastoral monitoring systems e.g. CPOMS, SIMS etc. and, where appropriate, train other colleagues in respect of the effective recording of information. • Collate SIMS data to formulate reports on students. • Be responsible for promoting the welfare of students by identifying potential child abuse and following safeguarding procedures in accordance with the College's Child Protection Policy. • Work alongside the pastoral team to provide support for students who are unable to attend the college, which may include home visits. • Support with transition arrangements for students entering or leaving the college. • Supporting the college with student access arrangements and examinations, including invigilation and scribing. • Work collaboratively with relevant staff to improve whole college attendance by actively working to reduce persistent absence and lateness at the college. • Take supportive/remedial action in respect of individual absentees to secure their regular attendance at college. • Attend Governor disciplinary panel meetings as and when required. • Complete AM, Break, Lunch & PM duties as required by the Head of College. • Undertake additional duties appropriate to the post as required.
<p>Responsibilities common to all staff:</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Foster UTCW's vision and objectives.



	<ul style="list-style-type: none"> • To ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students. • Effectively discharge UTCW’s responsibility for safeguarding students. • Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues • To engage actively in the performance review process • Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. • Attend appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college. • To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public. • To be responsible and accountable for carrying out the post with regard to the college’s Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures. • Carrying out any other duties associated with the work of the College as may be directed by the Head of College, commensurate with the grade of the post.
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Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Educated to GCSE or equivalent level, including at least a C grade in English and Maths (or equivalent). 	<ul style="list-style-type: none"> • Higher Education/degree.
Skills:	<ul style="list-style-type: none"> • The resilience to thrive in a busy and fast paced working environment. • Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration. • Excellent ICT skills including the ability to use specialist packages. • Excellent literacy & numeracy skills. • Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures. 	



	<ul style="list-style-type: none"> • Ability to identify own learning needs and actively seek development opportunities. • Be able to handle confidential issues sensitively and appropriately. • Flexible, motivated and committed to high standards of working in a professional manner. 	
Experience, knowledge and understanding:	<ul style="list-style-type: none"> • Awareness of the importance of safeguarding. 	<ul style="list-style-type: none"> • Working within an educational setting. • Experience of girls only mentoring/interventions
Characteristics:	<ul style="list-style-type: none"> • Positive and pro-active approach. • Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda. • Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge. • Highly personally credible and able to represent UTCW with external agencies, particularly employers. 	<ul style="list-style-type: none"> • Enhanced DBS.

UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the college.

June 2022