



Pastoral Manager Job Description

Job details			
Job title:	Pastoral Manager	Salary:	£23,268 - £28,282
Type of contract	Full Time 37 hours per week (exclusive of breaks)		
Location	Blackpool FC Community Trust	Closing date	5pm, Monday 9 th August 2021 Interview: Thursday, 12 th August
Responsible to:	Head of School	Team:	Education
How to apply:	<p>Please download an application form from www.bfcct.co.uk or email gemma.trickett@bfcct.co.uk for an application form.</p> <p>Once completed please send your application to gemma.trickett@bfcct.co.uk or post it to:</p> <p>Blackpool FC Community Trust, F.A.O. Gemma Trickett, Head of Education and Employability, Bloomfield Road Stadium, Seaside Way, Blackpool. FY1 6JJ.</p> <p>This job will be subject to satisfactory references and enhanced DBS procedures.</p> <p>Please note; <u>Please note: Deadline of 5pm, Monday 9th August. We encourage early applicants as we reserve the right to close the application process at any time.</u></p>		
Job Purpose:	<p>Blackpool FC Community Trust is the charitable arm of Blackpool FC, with a focus on engaging, developing, inspiring, and supporting the people of Blackpool to live better lives.</p> <p>Blackpool FC Community Trust has a very exciting opportunity for someone to join our management team to assist in the delivery of the curriculum and support the needs of pupils within our school.</p> <p>The post holder will plan and deliver the project-based learning curriculum as well as provide support within core subject lessons. They will also provide 1-1 support where needed and team teach with other colleagues when needed.</p> <p>The post holder will take a lead on the family communications, to make sure support is continued at home to ensure a consistent approach.</p>		

	<p>The post holder will also support the Pastoral Officers in the BFC College ensuring a consistent approach across the school and college in terms of training and coaching where needed.</p> <p>Blackpool FC Community Trust school, based at Bloomfield Road Stadium, is a new independent school providing alternate provision for young people in Year 10 and 11 who are struggling in mainstream school for a number of different.</p> <p>The school aims to bring young people together to develop greater confidence, self-awareness, and responsibility. It encourages personal and social development by working on skills like leadership, teamwork, and communication. The skills learned through a more holistic approach to delivering the National Curriculum. Responsibilities include building and maintaining effective relationships with schools, teachers, colleges, and other youth led organisations, whilst bringing new and innovative ideas of engaging with young people to ensure they fulfil their full potential and make expected progress.</p> <p>The pastoral manager will work closely with other teachers in the school and wider Blackpool FC community trust programs in order to support the needs of all pupils.</p>
Main role and responsibilities	
1.	Plan and deliver high quality lessons, with particular responsibility for project-based learning.
2.	Oversee the effective delivery of all components of the curriculum, driving a high-quality standard of delivery throughout
3.	To ensure equality, diversity and inclusion expectations are met
4.	Provide one-to-one support and/or support within the classroom for pupils in order to improve academic progress and learning
5.	Monitor and evaluate pupil progress and highlight any gaps in pupil's progress.
6.	Monitor the attendance and behaviour of the identified groups or individual pupils' and identify the appropriate area of support.
7.	Ensure and support the safeguarding of all participants and staff in line with local and national policies.
8.	To work closely with the Headteacher and other colleagues in planning overall approaches and individual programs of work
9.	Identify any additional needs required by each pupil and ensure that support is available to ensure the participants can participate in all areas of the curriculum. Support pupils on an EHCP in planning and delivery to ensure support throughout the curriculum.
10.	To maintain accurate records which measure the impact of delivery, including written reports and case studies ensuring all required data is collated for the monitoring and evaluation of each pupils' progress.
11.	Working with colleagues to write and review relevant reports for those pupils identified as requiring support.
12.	Support the raising of standards in the school by providing support to individual pupils' and their families

13.	Support the improvement of pupil punctuality, attendance and behaviour and assist the school's pastoral program in reducing low level disruption.
14.	Support pupils of the school by helping them to remove the barriers to their learning
15.	To work alongside Blackpool FC Community Trust to promote health, education, and inclusion in a positive way to the wider community through their wide range of programs.
16.	Any other duties as required by the Head of School and Lead DSL relevant to the grade of this post

Person Specification

Qualifications		Essential	Desirable
1.	Full driver's license with own car	✓	
2.	Graduate or graduate calibre	✓	
3.	Team Teaching / coaching awards		✓
Knowledge		Essential	Desirable
4.	Sound knowledge of safeguarding practice and policy	✓	
5.	Knowledge of local education establishments and youth organisations	✓	
6.	Knowledge and understanding of the National Curriculum	✓	
7.	Knowledge of how to support young people with additional needs	✓	
Skills & Experience		Essential	Desirable
8.	Experience of planning and delivering interactive lessons to young people	✓	
9.	Experience of delivering projects relating to sport, outward-bound activities and classroom based activities.	✓	
10.	Working within partnership and multi-agency programmes. Activity planning, project management and staff management	✓	
11.	Experience of working with young people	✓	
12.	Proven ability to plan and deliver high quality, creative and engaging programmes of activity and lessons.	✓	
13.	Proven track record of working with young people in an educational setting.	✓	
14.	Experience of dealing with poor behaviour	✓	

15.	A proven ability to work under pressure and tight deadlines	✓	
16.	Proven track record of successfully working with individuals who have various needs and who are hard to engage	✓	
17.	Experience of writing reports and coordinating a monitoring and evaluation system	✓	
18.	Management and supervisory experience	✓	
19.	Ability and willingness to work within school timings.	✓	
20.	Examples of self-motivation and the ability to work on own initiative	✓	
21.	Experience of youth work		✓
Behaviour			
		Essential	Desirable
22.	A commitment to supporting participants, and the principles of equality, diversity and inclusion	✓	
23.	An enthusiastic and committed individual who will 'go the extra mile' to deliver results	✓	
24.	Excellent organisation and time management skills	✓	
25.	Excellent communication and motivational skills	✓	
26.	An ability to inspire others	✓	
27.	A Drivers Licence and access to own vehicle.	✓	
28.	Works collaboratively with other and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust.		
29.	Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support and 'buy in' for ideas.		
30.	Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust.		
31.	Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust.		
32.	Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust.		
33.	Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust.		

Important information about your application

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you.

If you would like to know more about the data we collect and how we use the data please email selina.hayes@bfcct.co.uk.

Please note: Deadline of 5pm, Monday 9th August. We encourage early applicants as we reserve the right to close the application process at any time.

Employment Benefits

- Membership to Perkbox
- 28 day's annual leave (inclusive of 8 days bank holidays) increasing by five days after five years of employment
- Community Trust uniform
- Use of work laptop
- Fuel allowance for work related expenses
- Support with work related CPD opportunities.