



**BEDALE**  
HIGH SCHOOL

**Courage Commitment Compassion**

Bedale High School, Fitzalan Road, Bedale, North Yorks, DL8 2EQ

Tel: 01677 422419

[www.bedalehighschool.org.uk](http://www.bedalehighschool.org.uk)

### **Pastoral Manager**

**37 hours per week, term time only**

**Grade H (pts 18-23)**

**£21369 - £23729 ( actual )**

Do you have the Courage, Commitment and Compassion to deliver outstanding support to help the young people within our community? These are the core values we live by at Bedale High School, and this is your opportunity to join a dedicated team of staff who are committed to providing the best possible provision for our students.

#### **About Bedale High School**

Over recent years, our community of students, staff, parents and governors have worked tirelessly to transform Bedale High School into a place which all of us are proud to be part of. Now that we are once again a 'Good' school (Ofsted Jan 2019), we are committed to ensuring that this positive journey continues.

BHS is a secondary school for 11 to 16 year olds. We are situated within a lovely rural community with very supportive parents, but with all the usual challenges that you might expect from a small, rural, state-funded secondary school.

BHS is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children

#### **Who are we looking for?**

The role of Pastoral Manager has played a vital part in our recent improvements and will continue to be crucial in our future development. We are looking for a talented individual to help foster a caring and supportive learning environment for our young people. You will work with all layers of staff within the school and be at the heart of many essential day-to-day operations. Your experience of pastoral care will place our learners' welfare at the heart of the school. You will lead a small team of non-teaching staff who are responsible for these key aspects (among other things):

- Administration and delivery of cover for absent teachers
- Targeted responses and pre-emptive interventions to support improvements in behaviour for learning, emotional welfare and attendance
- Supporting quick and effective responses to behavioural issues through on-call removals and subsequent communication with parents
- Administration and supervision of Inclusion and the pastoral support room
- Administration and supervision of after-school detentions

- Communication with key agencies and partners to support students
- Responding to Child Protection issues
- Administration of Health Care plans and medical procedures

The successful candidate will be a committed team player with excellent organisational and technical skills. You will have the ability to problem solve and provide excellent communication at all levels within our community. You will feel passionate about driving forward high expectations for students through clear systems and a restorative approach to behavioural issues. Please refer closely to the attached job description and person specification. Please also feel free to call and speak to Andy Collinson (current postholder), Alison Knight (Asst Headteacher - Inclusion) or Tom Kelly (Headteacher) for an informal chat about the role before applying, or email Andy Collinson: [collinsona@bedalehighschool.org.uk](mailto:collinsona@bedalehighschool.org.uk)

We hope that the successful candidate will be available to benefit from some handover time with the current potholder before Christmas.

Please return completed applications forms to:

Denise McFarlane  
School Business Manager  
Bedale High School  
Fitzalan Road  
Bedale  
DL8 2EQ

Or by email: [admin@bedalehighschool.org.uk](mailto:admin@bedalehighschool.org.uk)

**Closing Date:** Noon - Thursday 25<sup>th</sup> November 2021

**Interview Date:** Tuesday 30<sup>th</sup> November 2021

Proposed Start Date: 4<sup>th</sup> January 2022 (preferably with some transition/handover time in school before the Christmas holidays).