

Robertsbridge Community College, Part of Aquinas

www.robertsbridge.org.uk

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Application Pack

Pastoral Leaders (2 vacancies)

Required: ASAP



Robertsbridge
Community College

Pastoral Leaders (2 vacancies)

Robertsbridge Community College is seeking to appoint two enthusiastic, energetic and adaptable Pastoral Leaders to join our highly-motivated team at an exciting time in the school's growth. The Pastoral Leader will be responsible for the overall pastoral wellbeing of students, undertaking all roles of behaviour, safeguarding, attendance, rewards and pupil premium working with the other Pastoral Leaders to develop strong and positive links with parents and carers.

Our ideal candidate will have:

- Sensitivity and caring skills.
- Good communication skills.
- ICT skills.
- Creative and problems solving skills.
- A friendly and outgoing personality.
- The ability to prioritise and manage own workload.
- Experience of working with young people of relevant age.
- An ability to work positively with families and to engage their support in improving behaviour.
- Knowledge of safeguarding legislation and procedures.
- Knowledge of behavioural management techniques.

In return, we offer:

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the students' life chances.
- A college in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit to our school prior to application.

Robertsbridge Community College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.



Robertsbridge
Community College

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description. All sections of the form should be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

- Closing date for applications: **Monday 28 April 2025**

We reserve the right to interview and appoint at any stage during the recruitment process.

SHORTLISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

INTERVIEWS

Candidates will be invited for interview.

- Interviews and task activities will be held shortly after the closing date.

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to hstedman@robertsbridge.org.uk. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

Robertsbridge Community College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



Robertsbridge
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OVERVIEW

DETAILS

Job Title:	Pastoral Leader
Grade:	R8 Range £29,151.00-£31,073.00 p.a.
Hours:	37 hours per week
Weeks:	40 weeks per year (term time only plus one week during school holiday periods per annum) Duties are included and it is an expectation that lunch will be taken earlier or later to allow daily duties which are included in the role.
Accountable to:	Director of Key Stage (pastoral)

THE COLLEGE

Robertsbridge Community College is a happy, welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex.

Since March 2025, **Robertsbridge Community College** has been part of the **Aquinas CE Education Trust** - an educational trust of eleven schools in the south-east; we believe our students will benefit enormously from our shared ambition to excel. We are proud to be working together with Aquinas to build on our reputation for supporting students in realising their potential and going on to lead fruitful and productive lives.

Our Vision and Values

Our vision is for Robertsbridge to be a school where happy young people thrive and grow into successful adults. A school where our young people are nurtured and challenged across the Robertsbridge experience to be the best they can be, unlocking potential within a caring environment where great teaching is the norm.

Our school is a safe, happy, exciting place where the student is at the heart of everything we do. Our students are cared for, nurtured and challenged, enabling them to thrive and flourish, making great progress as learners and people

Our People

Staff at Robertsbridge are passionate and committed to providing the best possible experience for our students. We are reflective, outward facing professionals committed to exploring how we can make the Robertsbridge experience even better. Every member of staff is on their own learning journey, and we are committed to growing and nurturing everyone in the school community within a learning culture.

Our Journey

The school has experienced a period of change and improvement as we work tirelessly to further develop our work in response to our last OFSTED report. Our 2024 GCSE results were the best results we have achieved for five years and are clear evidence that Robertsbridge is going from strength-to-strength on its improvement journey.



Robertsbridge
Community College

JOB DESCRIPTION

PURPOSE OF THE ROLE

To be responsible for the overall pastoral wellbeing of students. Undertake all roles of behaviour, safeguarding, attendance, rewards and pupil premium working with the other Pastoral Leaders. To develop strong and positive links with parents and carers.

KEY TASKS

- To be responsible for the development of all students' pastoral well-being.
- Undertake lunchtime duties daily.
- Staff the Solo Study Room and callout system on a rota basis.
- To liaise with external agencies to plan suitable interventions.
- To contribute to provision mapping for students (e.g. SEND, alternative provision etc).
- To contribute to creating a strong school ethos, setting high expectations for all aspects of student performance.
- To contribute to whole school student voice activities.
- To oversee and support a suitably planned form tutor curriculum.
- To liaise regularly and effectively with the year teams to ensure student well-being and progress.
- To assist with the induction and transition processes for students from KS2/3 & KS4/5.
- To participate fully in performance management as defined in the College's policy.
- To assist in conducting self-evaluation of main areas of accountability and communicate effectively with line manager and peers to establish and to achieve key priorities for school improvement.
- To comply with any reasonable request from the line manager to undertake responsibility of a similar level that is not specified in this job profile.
- To monitor and work to improve student attendance; employing appropriate intervention strategies with those who are attendance concerns.
- To provide a presence in corridors during the day.
- To contribute to the risk reduction plans and other key safeguarding documentation.
- To support students to reinforce RCC's expected standards of behaviour to maximise progress, recognise and promote student achievement.
- To liaise with staff, parents/carers and outside agencies to promote student welfare and progress.
- To assist with reports and other information on individual students.
- To plan, lead and deliver assemblies.
- To foster the ethos of the school and identify any training needs.
- To engage in Year group self-review and quality assurance processes e.g. form time period observations, supporting them with strategies and outcome planning.
- To contribute to the RCC strategic priorities.
- To record and update My Concern, taking action where necessary, in line with school policy.
- To be available for key times and events outside term e.g. parents' evenings / results day etc.



DESIGNATED SAFEGUARDING OFFICER

As part of your duties at Robertsbridge Community College, you have a specific role around the safeguarding and welfare of our young people. Please see the addendum below that outlines the specific duties and responsibilities in addition to your current role;

MANAGING REFERRALS

- Refer cases of suspected abuse to the local authority children's social care.
- Support staff who make referrals to local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern.
- Refer cases where a crime may have been committed to the police.
- Keep detailed, accurate and secure written records of concerns and referrals using MyConcern.
- Act as DSL in the absence of DSL / DDSL.

WORKING WITH STAFF AND OTHER AGENCIES

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff).
- Inform the headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff.
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Attend and contribute to child protection case conferences effectively when required to do so.
- Attend family support meetings, Looked after Child Meetings and any other agency support meeting for our students.

TRAINING

- Undergo training to develop and maintain the knowledge and skills required to carry out the role.
- Maintain up to date training records
- Undergo Prevent training and be able to:
 - Support the school or college in meeting the requirements of the Prevent duty.
 - Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
 - Provide advice and support to staff on protecting and identifying children at risk of FGM.
 - Report known cases of FGM to the police and help others to do so.



The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

RAISE AWARENESS

- Ensure the school's child protection policies are known, understood and used appropriately.
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.

OTHER AREAS OF RESPONSIBILITIES

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file and via MyConcern if the receiving school uses this system.
- Read safeguarding files for any new starters and upload a summary to MyConcern.
- Provide safeguarding reports to the Headteacher or DSL on demand.
- Model best practice and uphold the principles of confidentiality and data protection at all times

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

PASTORAL LEADER

Knowledge, Skills and Abilities			
	Essential Criteria	Desirable Criteria	Method of Assessment/Source of Information
Excellent communication skills, written and verbal	Yes		<ul style="list-style-type: none"> • Application • Reference • Interview
Ability to work effectively with and command the confidence of teaching and associate staff	Yes		<ul style="list-style-type: none"> • Application • Reference • Interview
Patience	Yes		<ul style="list-style-type: none"> • Application • Reference
Resilience	Yes		<ul style="list-style-type: none"> • Application • Reference
A willingness to develop a range of approaches to assist in engaging with students and to encourage them to engage with the learning process.		Yes	<ul style="list-style-type: none"> • Application • Reference • Interview
An ability to communicate with education and care professional from the wider children's services team.		Yes	<ul style="list-style-type: none"> • Application • Reference • Interview
An ability to develop positive relationships with targeted groups of vulnerable students and their families		Yes	<ul style="list-style-type: none"> • Application • Reference • Interview
An ability to engage with challenging students without confrontation	Yes		<ul style="list-style-type: none"> • Application • Reference • Interview
An ability to work positively with families and to engage their support in improving behaviour	Yes		<ul style="list-style-type: none"> • Application • Reference • Interview



A commitment to inclusion, equal opportunities and fairness	Yes		<ul style="list-style-type: none"> • Application • Reference • Interview
An ability to work on initiative	Yes		<ul style="list-style-type: none"> • Application • Reference • Interview
An understanding of child protection, confidentiality and health and safety procedures	Yes		<ul style="list-style-type: none"> • Application • Reference • Interview
Other requirements			
A commitment to safeguarding procedures	Yes		<ul style="list-style-type: none"> • Application
A willingness to undertake additional training, keep up to date with educational developments and changes in good practice	Yes		<ul style="list-style-type: none"> • Application • Interview
A commitment to the specialist nature of the school: performing arts	Yes		<ul style="list-style-type: none"> • Application • Interview
A good attendance and punctuality record	Yes		<ul style="list-style-type: none"> • Application • Reference
List 99/CRB/DBS clearance	Yes		<ul style="list-style-type: none"> • Application

