



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM



**Framwellgate School Durham**

## **Sixth Form Pastoral Manager**

### **Candidate Information Pack**

**Salary scale Grade FSD9 (Pt 24-26) £31,099 to £32,909  
(F.T.E.)**

**Pro rata to hours and weeks worked  
(£28,227 to £29,869)**

**(Full time, term time + 2 weeks, permanent)**

**Start Date – September 2023**



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## **FRAMWELLGATE SCHOOL DURHAM SIXTH FORM PASTORAL MANAGER**

**Salary scale Grade FSD9 (Pt 24-26) £31,099 to £32,909 (F.T.E.)  
Pro rata to hours and weeks worked  
(£28,227 to £29,869)  
(Full time, term time + 2 weeks, permanent)**

We wish to appoint an inspirational and highly motivated Sixth Form Pastoral Manager to make a real impact in this rapidly improving school. Over the last five years we have assembled an excellent group of teachers and support staff who have had a significant impact on the quality of outcomes at the school. With an aspirational culture, and a commitment to evidence informed teaching, we want to achieve more. We were judged "Good" in all areas in our last Ofsted inspection (July 2021) and student outcomes are strong. Our 6th form outcomes are amongst the best in the region. We have made significant improvements to our curriculum, teaching, and professional development programme and we are committed to reducing staff workload.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% over the last five years, and we now have more than 1300 students who attend the school. The successful candidate will possess expertise alongside energy and enthusiasm. A willingness to learn, train and develop as a cover manager are all essential. We can offer you an environment where student behaviour is excellent, prior attainment levels are amongst the highest in the North-East, and our students and staff are a pleasure to work with. Framwellgate School Durham has been selected to be part of the latest phase in the Schools Rebuilding Programme and we envisage a fantastic new school building to be ready for September 2025.

This is an outstanding opportunity for a talented individual to join our dynamic and forward-thinking team. We are looking for someone with a caring, empathic but firm manner who can work alongside the Head of Sixth Form to support them in all aspects of pastoral care of our students. This will include:

- Liaising with parents and carers
- Providing support and guidance to our young people
- Responding to and managing student behaviours
- Working to ensure attendance remains high
- Ensuring a smooth transition for students joining the sixth form
- Dealing with day-to-day issues as they arise
- Supervising students (on a rota basis) within our removal room

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership  
at Framwellgate School Durham  
Newton Drive  
Durham  
DH1 5BQ  
Tel: (0191) 3866628  
Email: [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com)**



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## Letter of Welcome from Andy Byers, Headteacher



Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school, with excellent leadership, teaching, and support for our students. The potential is here to make the school truly outstanding. Student behaviour is excellent, and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain. By introducing new systems to manage behaviour, rewards, assessment, marking, and teaching, and with a vibrant curriculum and an ethos which focuses on academic excellence, respect, and kindness, we have made huge strides in transforming the school over the last few years. Our Ofsted inspection in July 2021 recognised this positive change as we were awarded Good across all categories.

The key to our success is our commitment to a professional development programme for teachers which includes fortnightly training on cognitive science and evidence informed approaches to teaching, a significant amount of time planning with department colleagues, and 5 additional days dedicated to training and professional development each year.

I am looking for staff who are passionate about what they do, have excellent knowledge about the area in which they work, and are reflective practitioners, to help us to continue to improve outcomes. I think this is an incredible opportunity and hope you will too; you must be able to work in effective teams and demonstrate resilience, humour, and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day.

In your application, please focus on what makes you an effective sixth form pastoral manager. Let me know what you have learnt and enjoyed. Make me feel like I am reading about you; try not write a generic letter which ticks the boxes but doesn't tell me about your values or what you are like as a pastoral manager or colleague.

I am also very interested to learn about what else you can offer the school. We need our staff, whatever their role, to share their passions (human rights, music, sport, the environment, outdoor education, drama etc.) with our students, so that our enrichment offer is truly special.

We have changed so much over the last five years but developing staff in a supportive environment is at the heart of what we do. Finally, one of you reading this will become a sixth form pastoral manager in a fantastic school next September. You'll love it. Good luck with your application.

Yours faithfully,

Andy Byers

Headteacher

June 2023



Excellence, compassion & respect for all

## FRAMWELLGATE SCHOOL DURHAM

### **About the school**

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are over 1300 students on roll including 180 in the Sixth Form. Our roll has grown by 35% in recent years and is projected to increase further still as the sixth form grows. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

### **Aims and ethos**

Framwellgate School Durham is an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was an ethos statement (below) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. A new school uniform was introduced in September 2018 and students wear this with pride.

### **Excellence, Compassion and Respect for All**

Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

### **The curriculum**

We are committed to providing a knowledge rich curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one. Our curriculum is carefully planned and sequenced and taught by subject specialists.

We recognise that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic.

At Key Stages 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A Level and BTEC/OCR courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

### **Pastoral Care and Support**

Pastoral care is a strength of the school. This has been recognised by Ofsted in all its recent reports. All students are placed in tutor groups, and almost all teachers have a pastoral responsibility, remaining with their tutor group as they move from Year 7 to 11. The tutor is the first port of call for all students. We place a real emphasis on good student behaviour and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and around school, is excellent. We have effective and robust systems in place to manage behaviour and serious incidents are very rare.



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## Teaching and Learning

Having introduced new systems to manage various aspects of school life, and a new knowledge rich curriculum, we have spent the last three years developing and improving our classroom practice. We place a very high priority on developing our staff professionally. Middle leadership training has been a strong focus and there is an extensive programme of CPD opportunities which seeks to support all staff, identify their development needs and move forward in their practice. We now have regular collaborative planning time for all departments, to allow them to work together to plan exciting and engaging lessons and our weekly CPD programme for teachers is rightly regarded as a significant strength of the school

We aim to ensure that our teaching stretches and challenges students, and we are increasingly research-led. We don't ask teachers to follow a prescribed learning cycle, but we have invested a significant amount of time on training and CPD and have embraced Rosenshine's principles in planning the key ingredients of a good lesson.

The development of teaching is supported through a supportive appraisal process (no data-driven progress targets and objectives linked to improving professional practice), and lesson drop-ins and learning walks. This year we are developing a whole school approach to instructional coaching to support our teachers further. The support for ECTs is exceptional (this is now a 2-year programme) and we have other training strands for RQTs and those aspiring to middle and senior leadership.

## Ofsted

Ofsted does not determine our practice, nor does it dominate our thinking, but we were delighted that our inspection in July 2021 resulted in us being designated a "Good" school in all categories. The inspectors noted that:

- The headteacher has sustained efforts to improve the school. As a result, the school now provides a good quality of education
- Parents are overwhelmingly supportive of the changes made. They praise the improvements in behaviour and the academic rigour that is now firmly in place
- Leaders show strong moral leadership. They do not shy away from difficult issues. They have opened up debate about sexual harassment between pupils. They do not tolerate derogatory or racist language.
- The arrangements for safeguarding are effective.
- This is a caring school. Leaders have appointed more pastoral staff and a family liaison manager so that they can respond more effectively. Leaders have fostered a strong safeguarding culture.
- Teachers receive a rich diet of training and professional development. This has helped to retain new teachers to the profession. The training received has improved teachers' practice.

## The Website and Social Media

Our website ([www.framdurham.com](http://www.framdurham.com)) gives an insight into the school and I would encourage all prospective applicants to look at it, especially the curriculum information about what we teach in each subject. Many departments have an active twitter account and you may be interested in the Headteacher account (@framheadteacher) and school account (@fram\_official).



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## **Job Description: Sixth Form Pastoral Manager**

### Main Purpose of the Role

To manage aspects of pupil development and well-being.

### Main Duties and Responsibilities

- To support students in our sixth form with all aspects of their personal development and pastoral care (including attendance, punctuality, study skills, guidance and mental health) in conjunction with the relevant Head of Sixth Form, Assistant Headteacher (Student Development), Deputy Headteacher, Director of Safeguarding, SENDCO, Standards and Culture Lead and Inclusion Director
- To respond to incidents of poor behaviour involving students in your own year group (and, in the absence of other PMs, in other year groups) ensuring evidence is gathered, parents/carers are contacted, the incident has been logged, and appropriate staff are kept informed
- To develop positive relationships with parents and carers to strengthen the home/school partnership
- To manage attendance systems and procedures in the Sixth Form and intervene in line with agreed systems and processes when attendance drops.
- To work with key students to improve parental and student engagement and student attendance
- Along with other PMs, manage the B4 facility (removal room) for all students removed from lessons (Stage 3) by ensuring that appropriate work is set for the students, keeping appropriate records, and liaising with Heads of Year, the AHT (Student Development), and the Director of Safeguarding
- To work proactively with students giving cause for concern, including setting appropriate personal development targets, monitoring their non-academic progress, and celebrating their achievements
- To support individuals and small groups in activities outside of the classroom as appropriate (e.g., anger management, social skills and motivational programmes, extended school activities etc)
- To consult and liaise with internal support e.g. SEMH Lead, school counsellor etc and external agencies as appropriate (e.g. CAMHS, the police, social workers etc)
- To attend appropriate meetings (both internally and externally) to support the students in your care
- To ensure effective records are kept and, as appropriate, colleagues are kept informed.
- To work in accordance with safeguarding regulations and relevant school policies/procedures
- Provide supervision in B4, lunch/break duty as required
- Undertake relevant CPD as required or directed
- Provide first aid as and when required
- To undertake any other responsibilities as determined by the Headteacher, commensurate with the grade

### General responsibilities of all staff

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, and adhere to all relevant safeguarding policies and procedures
- To carry out your duties with full regard to the school's Equality, Diversity and Community Cohesion Policy



Excellence, compassion & respect for all

# FRAMWELLGATE SCHOOL DURHAM

- To comply with Health and Safety policies, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others

## Person Specification: Sixth Form Pastoral Manager

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Five GCSEs at C plus (or equivalent) including English and maths</li></ul>	<ul style="list-style-type: none"><li>• Level 3 qualifications</li><li>• First aid qualification</li><li>• Safeguarding Qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with secondary aged students in a school</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with secondary aged students in school in a similar role</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Good oral and written communication skills</li><li>• Ability to use ICT effectively</li><li>• Ability to work effectively as part of a team</li><li>• Calm and positive approach</li><li>• Ability to relate well with children and adults and form effective working relationships</li><li>• Sensitive to the needs of children and parents/carers</li><li>• Active listening skills</li><li>• Ability to use own initiative when required</li><li>• Able to manage time effectively</li><li>• Creative thinker</li><li>• Excellent organisational skills</li></ul>	<ul style="list-style-type: none"><li>• Skilled in managing students displaying challenging behaviours</li><li>• Skilled at carrying out difficult conversations and working with hard to reach parents/carers</li><li>• Skilled at developing positive and productive working relationships with parents/carers</li></ul>

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list check will be required for this post, together with completion of a pre-employment health questionnaire.



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## **The Application Process**

Please complete the Application Form available from [www.jobsinschoolsnortheast.com](http://www.jobsinschoolsnortheast.com) or [www.framdurham.com](http://www.framdurham.com)

### **Guidance on completing the application form:**

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) by **Thursday 29 June 2023 – 9.00a.m.** All applications will be acknowledged by email. Please DO NOT upload your form to a website. Please note that we do not accept CVs.

Shortlisting will take place shortly afterwards, and shortlisted candidates will be contacted soon after. Please note that we will only contact shortlisted candidates and that we do not give feedback at the application stage. Interviews are scheduled to take place during the following week.