



## **CHARLES DARWIN SCHOOL APPOINTMENTS**

**Year 8/9 Pastoral Manager  
36 hours a week/term time only  
September 2025**

### **THE SCHOOL**

Charles Darwin School is a highly successful co-educational comprehensive school for students aged 11-18 which has been serving the local community since 1973.

Charles Darwin is a “good” school (Ofsted 2023) with an ethos that encourages academic rigour, high expectations and a well-disciplined approach to learning. The school is very popular and has 1318 students including the Sixth Form.

Set in the heart of the green belt and on the edge of Biggin Hill, yet within easy travelling distance to London, the school is surrounded by open spaces. The school has extensive sports and community facilities which include floodlit tennis courts, a sports hall, a multi-purpose hall, a fitness suite and a floodlit 3G pitch. The school also runs the Darwin Leisure Centre which is located on the school site.

At the heart of the school are its distinctive ethos and a shared vision which are supported by the staff, students, parents and governors. This ethos and vision have helped to create a very strong caring and cohesive community based on the enduring values of high achievement, friendship, respect and compassion for others. This philosophy is supported and evidenced by the excellent relationships which exist between the staff and students.

Charles Darwin staff are friendly, hardworking and conscientious. The school enjoys a low staff turnover and is able to attract and retain well qualified and committed staff. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the school. We offer a full and comprehensive induction and ongoing support programme for all new staff.

The school is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others.

Staff wellbeing is a key focus for the school with an Assistant Headteacher having specific responsibility in this area. Staff enjoy a number of benefits including free on-site parking, free tea/coffee at break, child-care vouchers, a

cycle to work scheme, free flu vaccinations and the opportunity to join outstanding residential trips such as trips to Iceland, and the annual ski-trip.

*"Staff are proud to work at the school"*

*"Leaders have considered the workload of staff and have taken effective steps to improve staff well-being"*  
(Ofsted 2023)

## **THE TRUST**

The successful candidate will join us at an important and exciting time following our merger with Inicio Educational Trust on 1<sup>st</sup> April 2024. Inicio Educational Trust is made up of four secondary schools: Charles Darwin School, Bullers Wood School for Girls, Bullers Wood School for Boys and Chislehurst School for Girls and seven primary schools, including Biggin Hill Primary School which is located a short distance from Charles Darwin. The merger has created a formidable educational institute of learning that will benefit all concerned without compromising the established identities of each school. This will give additional opportunities for enhanced professional and career development for colleagues working within the new Trust

## **THE POST**

In June 2023 Ofsted described Charles Darwin School as *"...an inclusive school. The school's values of "aspire, endeavour and achieve" are at the core of the school's work. Leaders are ambitious for all pupils to succeed and reach their potential."*

*"The school is calm and orderly. Pupils are polite and behave well."*

Due to an internal promotion, we are looking to appoint a Year 8/9 Pastoral Manager to join our committed and hardworking Pastoral Team from September 2025. The Pastoral Manager will work closely with the Year 8 and 9 Achievement Co-ordinators as well as with the staff in Student Services and the school's Senior Team in achieving pastoral objectives. The successful candidate should be willing to be trained to act as a Deputy Designated Safeguarding Lead.

The Pastoral Team is line managed by a Deputy Headteacher and consists of 5 Achievement Co-ordinators who support students in their year groups, a Year 7 Transition Manager, who is a member of the teaching staff, a Lead Pastoral Manager who works with students in Years 10 and 11, and the Student Services personnel.

We are looking for an enthusiastic and empathetic individual who can display a conscientious and thoughtful approach to our students. The successful candidate with liaise with the school's attendance lead on attendance issues,

working with the Educational Welfare Officer and students' families when appropriate. They will work closely with Achievement Co-ordinators in supporting student behaviour and providing caring support to students in difficulties. The Year8/9 Pastoral Manager will also act as a point of contact for parents for behavioural, emotional or welfare issues and it is imperative that the successful candidate has excellent interpersonal skills and a calm and confident manner.

Full details of the post are in the job description below.

The successful candidate will work 36 hours per week, 40 weeks a year. The standard working day is 08.00 – 16.00. The successful candidate will be expected to attend meetings off site and occasionally after hours.

The salary offered is Scale 5 of the NJC Outer London Pay Scale (actual salary £27,699 rising to £29,355 per annum – pay award pending).

The successful candidate will be eligible to join the Local Government Pension Scheme.

## **THE PERSON**

The person appointed to this post will:

- Have high standards and take a pride in their work and that of their peers
- Be honest, reliable and willing to work hard
- Be able to keep calm under pressure or during unexpected circumstances
- Have the ability to manage their own time effectively and demonstrate initiative including establishing priorities
- Present a good public image
- Have excellent organisational and inter-personal skills
- Have effective oral and written communication skills with the ability to communicate with children, parents and members of staff clearly and accurately
- Have good general administrative skills (previous experience of working in a school environment would be advantageous)
- Have the ability to relate to young people effectively
- Be reliable and punctual
- Be able to keep calm under pressure or during unexpected circumstances
- Be honest and trustworthy
- Have common sense and initiative
- Have the ability to organise, prioritise and manage workload with efficiency and confidence
- Have the ability to treat information in the strictest of confidence
- Have effective use of Microsoft Office. Experience of SIMS (or equivalent school management system) would be advantageous

- Have the ability to work well as part of a team or alone as necessary, understanding school roles and responsibilities and their own position within these
- Have the ability to identify own training and development needs and co-operate with means to address these
- Be willing to work flexibly when the situation demands
- Have a sense of humour
- Have a commitment to equal opportunities and to safeguarding and promoting the welfare of children and young people

### **How to Apply**

1. Read carefully all the information about this post included in this candidate pack.
2. If you have any questions, please do not hesitate to telephone or email Julie Hodgkinson, Personnel & Administration Manager, on 01959 578806 or [jho@cdarwin.com](mailto:jho@cdarwin.com). Please also contact her if you wish to visit the school before applying.
3. Complete the application form from our website as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained.*
4. In your Letter of Application, please respond to the following:

**With reference to the person specification, and providing clear evidence of the impact on your actions, please outline how your personal qualities and experience are relevant to the post and will demonstrate your suitability to be an effective Year 8/9 Pastoral Manager at Charles Darwin School."**

Send your completed application form via email to Julie Hodgkinson – [jho@cdarwin.com](mailto:jho@cdarwin.com)

**Application Deadline: 12 noon on Tuesday 20<sup>th</sup> May 2025**

### **Appointment Process**

1. Suitable applications will be shortlisted and invited for interview the week commencing Monday 2<sup>nd</sup> June 2025.
2. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

3. If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.
4. Candidates invited to interview will:
  - Usually have an opportunity to meet key staff.
  - Have an interview and/or presentation with members of the Senior Leadership Team.

### **Pre-employment Checks**

Charles Darwin School is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The school's Safeguarding and Child Protection Policy is available on our website: [www.cdarwin.com](http://www.cdarwin.com).

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. References will be taken up prior to interview. Please provide an email address for your referees and ensure that they are expecting a request. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### **Policy on Equal Opportunities**

Charles Darwin School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group and welcomes the fact that our school includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

All of our teaching staff are employed under national conditions. The School Teachers' Pay and Conditions Document is binding on the school and

regulates the employment of School Teachers. The document can be accessed at: <http://www.teachernet.gov.uk>.

## **CHARLES DARWIN SCHOOL**

**Job Title:** Year 8/9 Pastoral Manager

**Post Holder:**

**Responsible To:** Achievement Co-ordinators

**Responsible For:** Supporting the Achievement Co-ordinators in their role  
Acting as Deputy Designated Safeguarding Lead  
(allowance payable)

**Grade:** NJC Outer London - Scale 5

**Hours:** 36 hours per week, 40 weeks per year (pupil days + 7 additional days)  
The postholder will be expected to work from 08.00 - 16.00

### **Duties and Responsibilities**

#### **1. Main Responsibilities:**

- To be responsible with other colleagues for the Year 8/9 and to ensure that the area is well organised and that a business and professional environment prevails
- To ensure work is presented to a high standard and that personal contacts are conducted in an efficient and courteous manner
- To work with the Achievement Co-ordinators, Senior Pastoral Manager, Student Services personnel and SLT in achieving pastoral objectives
- To be trained as a Deputy Designated Safeguarding Lead
- To ensure confidentiality is observed at all times with regard to the work of the school
- In all aspects of the post to have regard to the school's policies on Equality and Child Protection

#### **2. Attendance and Punctuality**

- Liaison with Attendance Lead on attendance issues where directed by the Achievement Co-ordinators
- To be aware of students who are persistent absentees in the relevant key stage or on alternative educational provisions and to liaise accordingly with family and school when directed
- To provide support for the Student Services Office Manager with completion of gate duty if requested

### **3. Behaviour**

- Support the relevant Achievement Coordinators in intervention over bullying, misbehaviour, investigation of incidents and other pastoral issues
- Provide caring and professional support to students in difficulties, showing due regard to the limits of competence defined by the role of Pastoral Manager
- Support the 'On Report PSP' system
- Mentoring individuals in liaison with Achievement Co-ordinators
- Work with specific students with behavioural difficulties as directed by the relevant Achievement Coordinator
- Attend re-integration meetings with Achievement Coordinators, students and family where requested
- Be aware of Looked After Children in relevant year groups, liaising closely with the Deputy Headteacher in the behavioural, emotional and academic support of these vulnerable individuals as directed
- To attend relevant PEP meetings
- To lead on social care and other external agency involvement where requested within relevant two year groups, ensuring information is shared in a timely manner and the school is represented at strategy, CIN and CP meetings
- To Support Student Services with general uniform infringements
- To support the School counselling team with referrals and team meetings where appropriate
- To support relevant assemblies by ensuring an orderly entrance and exit by the main door

### **4. Communication with Parents and External Agencies**

- Act as a point of contact for parents for behavioural, emotional or welfare issues
- Contact parents when necessary
- Arrange meetings with parents in order to acquaint them with school policy, or to discuss the welfare or general problems arising with their child
- To attend meetings with parents and outside agencies as required e.g. TAC, CIN, CP and PEP meetings
- To liaise between outside agencies and families, referring students where appropriate and signposting families to external support
- To ensure all relevant referral paperwork is completed for the two year groups that the postholder has responsibility for

### **5. Other**



- Register students at whole school detention for the relevant year group
- Assist the Achievement Co-ordinators and their team in ensuring that the standards of uniform and behaviour of all students is closely monitored and action taken to seek improvements.
- Contribute to the development of policies, guidelines and documentation.
- Administer rewards and give encouragement to students
- Attend Pastoral briefings, meetings and conferences
- Attend tutor briefings on a weekly basis and Year Meetings as directed by Achievement Co-ordinators
- Participate fully in the Performance Management process.
- To ensure relevant personal training is completed, including to Designated Safeguarding Lead Standard in Safeguarding to become a Deputy DSL in the school
- To play a full and active role in relevant year group assemblies and celebration of success assemblies, including in the smooth and orderly entrance to any assembly and challenging lateness to assembly
- To support relevant year group events when appropriate, championing individuals when appropriate
- Ensure all Pupil Premium intervention is logged appropriately in KS3

## **6. General**

- Such other duties commensurate with the level of the post as may be required from time to time

### **Accountability and Discretion**

To take and be accountable for all decisions made within the parameters of the job description.

### **Notes:**

1. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.
2. This job description will form the basis of the post holder's appraisal.
3. All staff at Charles Darwin School are expected to work in line with the School's Aims and Policies and endeavour to maximise pupil potential.

Signed ..... Date  
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*Updated February 2025*

