Drapers' Academy







Pastoral Manager

Application Pack

RESPECTFUL • KIND • PURPOSEFUL

Contents

Principal's Welcome	Page 3
Benefits of Working at Drapers' Academy	Page 4
Faculty Introduction	Page 5
Job Description	Page 6
Drapers' Multi-Academy Trust	Page 8

Principal's Welcome

Dear Applicant,

I am proud and privileged to be Principal of Drapers' Academy and alongside a committed and passionate staff, work hard to provide the best educational opportunities for all of our pupils, students and their families. Drapers' Academy's vision statement makes clear that our mission is both to maximise academic attainment and support our young people to lead fulfilling lives, and we achieve this by ensuring we have the highest expectations of staff, teachers and all of our pupils and students.

Over the past three years the Academy has gone from strength to strength and this was recognised when Ofsted visited us in March 2025. We secured good judgements for all areas and Inspectors noted the following:

- The school is highly ambitious for their pupils
- Pupils follow a broad and well-considered curriculum
- Pupils are safe here and their individual needs are well understood
- The school's high expectations of behaviour are clear and well understood
- Pupils learn what it means to be a pupil of Drapers' and to embody the school's values

We have a hugely experienced and committed staff who are focused on ensuring that all pupils and students succeed and enjoy coming to school. Over the last two years our A level and GCSE results have shown significant increases, and in 2024 our progress at A Level was the second highest in the local authority, and we were in the top 50 schools nationally for improved progress at GCSE.

One of our most important developments over the last three years has been a relentless focus on building a positive culture within the Academy and this is based around our three core values. At Drapers' we are Purposeful, Respectful and Kind. All within our community are expected to adhere to these values to ensure that the Academy is both a great place to learn and a supportive and positive place to work. I believe there are a number of things that make Drapers' Academy special:

- We are one of a decreasing number of schools that are determined to provide a diverse and engaging KS3 curriculum that includes art, music, drama, ICT and Technology including Food Technology.
- All of our pupils have the opportunity to go on an amazing variety of trips and visits. They include trips to France, Germany, theatre trips and a range of educational visits.
- Our links with our two sponsors, the Drapers' Livery Company and Queen Mary University, allow us to provide an incredible range of opportunities that broadens the world of all of our pupils
- This academic year we introduced Yondr pouches for all pupils, so we are now a phone free school.

If you are passionate about education and its power to transform lives, if you are able to both challenge others and respond positively to challenge, I look forward to reading your application.



Good luck and best wishes

G Dineen

Gillian Dineen
Principal

Benefits of Working at Drapers' Academy

We know our staff are key to our success. Whether you are a newly qualified teacher, a returnee to the workplace, support staff or an aspiring school leader, the Drapers' Multi-Academy Trust can support and develop your career. We believe in creating collaborative working environments where our staff can reach their full potential. Our schools are at the heart of our local community and work together to ensure staff feel valued, supported and are able to maintain a healthy work-life balance.

At Drapers' Academy we have a clear vision to deliver high standards of education, and staff are well supported by a committed and supportive Middle and Senior Leadership Team, as well as from our Sponsors, The Drapers' Company and Queen Mary University.

Employees of Drapers' Academy enjoy many benefits:

LIFESTYLE WELLBEING



Events: Opportunities for staff to attend celebratory events hosted by our sponsor The Drapers' Company, including events at Drapers' Hall in central London.

Physical Fitness: As an employee of Drapers' Academy, you will have free access to our on site gym.

Location: Work at our state-of-the-art campus, surrounded by acres of countryside. We offer secure, free, onsite parking, as well as being a short bus journey away from Harold Wood Station (Elizabeth Line).

FINANCIAL WELLBEING



EAP Membership: Free access to the Employee Assistance Programme, provided by the Education Support Network, offering support, information and advice.

Eye-Care: We offer our staff a generous eye-care support scheme, with contributions towards eyesight tests and new spectacles.

Cycle to Work: We are proud to provide our staff with access to the Bike2Work Scheme, offering up to 42% savings on bikes and equipment.

Pension: Membership to either the Local Government Pension Scheme for support staff or the Teachers' Pension Scheme for teaching staff.

MENTAL WELLBEING



Wellbeing Committee: We have a staff-led team, with a budget dedicated to providing staff wellbeing initiatives throughout the year. The committee also organise regular social events away from work.

Small Class Sizes: Our class sizes average 25 pupils.

Work/Life Balance: No retrospective book marking.

Our Pastoral Team

The Pastoral team underpins the core values within the Academy of kindness, purpose and respect. The team supports pupils and their families to guide them through their education journey. The Pastoral team is comprised of 4 year group pastoral managers who are led by an experienced fifth Pastoral Lead. In addition, the team comprises of 2 attendance officers and 3 behaviour support assistants, they work together to offer holistic pastoral care. The team is line managed by the Assistant Vice-Principal for Culture.

Each Pastoral Manager works closely with a Year Achievement Leader (a teacher in the school), to monitor their year group. The Achievement Leader has a focus to remove barriers to pupils so they can maximise their potential while the Pastoral Manager focuses on the attendance, safeguarding and day to day support for the pupil. A significant part of the role is to work with families to enable all pupils to access their education and achieve the best outcomes possible.

The Pastoral Managers work with a number of outside agencies such as social services, HEFT, counsellors and the school nurse, to support our pupils and their families. In addition to these roles the Pastoral staff support the implementation of the behaviour system. The team is a highly experienced one, and staff work collaboratively and support each other to gain the very best for the pupils at the Academy.

Drapers' Academy Key Information

Pupil Numbers

1207

Year 7 - 11: **1019**
Sixth Form: **188**

Pupil Premium

44%

SEND

12%

EHCP: **3%**
SEND Support: **9%**

First Languages

English: **75%**
Lithuanian: **4%**
Romanian: **4%** Polish: **2%**
Other Languages: **15%**

Ofsted 2025

Drapers' Academy was assessed as Good in all areas of inspection by Ofsted, in March 2025. Below are a selection of observations Ofsted made of our school. The full report can be found on our website.

- *"Pupils are safe here and their individual needs are well understood. They are fully included and happily welcomed to the school community."*
- *"The school is highly ambitious for their pupils."*
- *"Teachers are experts in their subjects and present information clearly."*
- *"Pupils learn what it means to be a pupil of Drapers' and to embody the school's values of kindness, respect and purpose."*
- *"The school provides relentless support for attendance."*
- *"Staff enjoy working at the school. They feel well supported and appreciate the steps taken to reduce their workload. Staff at all levels value their opportunities for professional development."*

Job Description

Job Title : Pastoral Manager

Reports To : Lead Pastoral Manager
Location : Drapers' Academy, Harold Hill RM3 9XR
Hours : Full Time, 52 Weeks
Contract Type : Temporary - Two Terms
Salary : Grade 7 Spine Point 18-20 full-time annualised hours £36,691 - £37,791
Staff Line Managed : None

Purpose of the Role

The Pastoral Manager is an integral role within the school community. He/She plays a vital role in creating a positive and productive atmosphere where pupils can develop and learn. If issues such as attendance, challenging behaviour or social skills arise in the Pastoral Managers year group, it is their responsibility to provide support and assistance.

The Pastoral Manager also works in collaboration with all staff and has the responsibility for the moral, intellectual and social development of pupils by providing pastoral care and mentoring.

The Pastoral Manager needs to have excellent interpersonal skills and be able to adapt to changeable situations as they arise. They need to be able to speak to parents and carers on a level that makes them feel comfortable, ensuring they have a full understanding of any matters regarding their child.

Main Duties and Responsibilities

- To work as a cohesive team alongside the Year Achievement Leader.
- Responsibility for Child Protection cases including attending core group meetings, case conferences and initial filling in of referral forms and reports.
- To liaise with external agencies, write and submit reports and attend appropriate meetings when required
- To appraise current practice and offer advice and guidance to parents and carers by signposting help available from outside agencies. (Mind, CAMHS, My Place)
- To ensure that agreed school policies and the Code of Conduct are adhered to.
- To facilitate the team(s) of tutors and the delegation of responsibilities and tasks.
- To ensure there is a sharing of information regarding the progress of individual pupils with parents, tutors and teaching staff (Tutor Team meetings).
- To co-ordinate the provision of year group assemblies which respect the views of those of all faiths.
- To keep up to date with the latest research and literature of the pastoral care of children.
- To liaise with other Pastoral Managers on the transfer from one year group to another.
- To implement the school's behaviour and attendance procedures, liaising as appropriate with staff, SENCO, parents, the Education Welfare Service, social services and other outside agencies.
- Monitoring the Behaviour Management System on a daily basis, addressing incidents and acting on them immediately.

- With the prior approval of the SLT, collate information, including classroom observations, for pupils who may require a report in connection with their special educational needs or behaviour or who may require a Pastoral Support Programme (PSP) because of the possibility of permanent exclusion.

Additional Duties

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Lead admissions meetings for new pupils in the year group.
- To provide cover to lessons/internal exclusion as and when required.
- To participate in relevant staff development programs within the school and local authority and when appropriate, contribute to in-service training of less experienced colleagues.
- To make a positive contribution to the overall development of the school in co-operation with other staff and outside agencies.
- To undertake any duties at the direction of the Principal which are consistent with the responsibilities of the post.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.

This job description is subject to annual review.



Drapers' Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance, an online check, and other relevant employment checks.

Drapers' Multi-Academy Trust

Vision

Drapers' Multi-Academy Trust strives for educational excellence, community engagement, and holistic development across its schools, ensuring that every child has the opportunity to succeed and flourish.

Mission

Empowering excellence, embracing diversity

Our mission at Drapers' Multi-Academy Trust is to provide a transformative educational experience that empowers pupils to reach their full potential. Through collaboration, innovation, and a commitment to inclusivity, we strive to create a nurturing environment where every individual is valued and supported. By leveraging the rich heritage of the Drapers' Company and the academic expertise of Queen Mary University London, our schools cultivate dynamic learning environments that inspire every pupil to achieve their goals. Our overall ambition is to nurture resilient, compassionate, and globally-minded citizens who will thrive in an ever-changing world.

Values

We are an inclusive and ambitious Trust, benefitting from the support of our Sponsors. Through a culture of respect and collaboration, we aim to enhance the educational outcomes and life chances of our pupils and increase the number of learners benefitting from the Trust's resources and expertise.

Sponsors

Our sponsors are highly experienced and passionate about education.

Drapers' Multi-Academy Trust

The Drapers' Company

www.thedrapers.co.uk

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.

Queen Mary University of London

www.qmul.co.uk

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.

Drapers' Academy

Total Capacity
1,250 Children

Building Floor Size
10,000 sq metres
(2½ acres)

Year 7 - 11
1050 Pupils

Sixth Form
200 Students

Grounds
23 Acres

Sports Pitches
3 Grass Pitches
All weather Astroturf
Netball and Hard Courts

Indoor Climbing Wall

Exercise Suite and Gymnasium

Theatre and Dance Studio

Year 7 Dedicated Area

Exclusive Sixth Form Area



Drapers' Academy
Settle Road, Harold Hill RM3 9XR

Principal
Ms Gillian Dineen

Chair of Governors
Mr Simon Gaskell

THE DRAPERS' COMPANY — 1364 — Queen Mary University of London — Drapers' Multi-Academy Trust

www.drapersacademy.com

01708 371 331 • Drapers' Academy, Settle Road, Harold Hill RM3 9XR



Transport
The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop at the top of Settle Road. These are the 174 and the 496.

To apply for this position, please do so through our website: **www.drapers-schools.com/44/current-vacancies**