



# Drapers' Academy



## Pastoral Manager Application Pack

RESPECTFUL

• KIND

• PURPOSEFUL



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## 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 two 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. There are many things that make working at Drapers' Academy both rewarding and positive, amongst them:

- Free access to our onsite gym
- Membership of the EAP
- Free, secure car parking
- Eye Care scheme
- Cycle To Work scheme
- Local Goverment Penion Scheme

If you are committed to playing a part in transforming the lives of young people, if you are passionate about what you do, and if you can both challenge others and respond positively to challenge, I look forward to reading your application.

Good luck and best wishes



**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 the pupils and their families to guide them through their education journey. The pastoral team is comprised of 6 pastoral managers, an attendance officer and 2 behaviour support assistants and they work together with the teaching staff to offer holistic pastoral care. The team is directly line managed by the Assistant Vice-Principal / Director of Safeguarding.

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 dedicated focus on pupil learning and outcomes while the pastoral manager focuses on the attendance, safeguarding and day to day support for the pupil. The year teams are supported by a member of the senior leadership team who oversees the year group. A major part of the role is to work with families to remove any barriers to learning so they can access all areas of 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 in school. The pastoral team is a highly experienced one who 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

<b>Reports To :</b>	Assistant Vice-Principal / Director of Safeguarding
<b>Location :</b>	Drapers' Academy, Harold Hill RM3 9XR
<b>Hours :</b>	Full Time, 52 Weeks
<b>Contract Type :</b>	Permanent
<b>Salary :</b>	Grade 7 Spine Point 18-20, Full time 52 weeks. Actual Salary £35,518 - £36,583.
<b>Staff Line Managed :</b>	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.
- Active responsibility of 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.
- Through workshops and visiting speakers, look at and improve the attitude and expectations of pupils in liaison with relevant staff.
- 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, to make classroom observations of 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.
- To act as a first aider.
- 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.

#### The Drapers' Company

[www.thedrapers.co.uk](http://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](http://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



# **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.