



SHENFIELD HIGH SCHOOL

Pastoral Manager

Information for candidates

L E A R N I N G F O R L I F E

SHENFIELD HIGH SCHOOL

Pastoral Manager

Required ASAP

37 hours per week, term time plus inset days and three weeks holiday working

Scale 7 – Point 19 to 24 £27,852 to £31,099 – Pro Rata £26,306 to £29,423

We are seeking a skilled and compassionate pastoral practitioner to support a specific year group within a school that holds a caring ethos and strong existing pastoral structure. The successful candidate will be someone who is likely to have experience of working with young people in a pastoral or student support capacity; it is also probable that they will hold an experience and skillset in working closely with families and support agencies..

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line.

If you would like an informal discussion about this position, please contact the HR Manager Mrs Whordley k.whordley@shenfield.essex.sch.uk. Pre-application visits are encouraged.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

Please enclose a letter (maximum of 2 sides of A4) with your application form that describes how your experience and skills fit the job and person specifications.

- Closing date for applications: 2nd October 2023 (midday). We will close this early if we have enough suitable applicants.

For an application form please visit our website or contact our HR Manager Mrs Whordley k.whordley@shenfield.essex.sch.uk



SHENFIELD
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JOB DESCRIPTION

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Title of Post:	Pastoral Manager
Responsible to:	Senior Pastoral Lead
Purpose:	<p>To work with parents, students, teachers and support staff in enabling students to be the best they can be</p> <p>To ensure all students have access to high quality guidance in making the most of opportunities available to them in learning for life.</p>
Liaison with:	Parents, Students, Teaching staff, Support staff, External agencies
Hours of Work:	37 Hours per week 8.00 am until 4.00pm (8.00 am to 3.30pm on Fridays)
Salary Scale:	Scale 7 – Point 19 to 24

Main duties and responsibilities:

- Responsible to the Assistant Headteacher for Behaviour and Standards to help establish and communicate a clear vision and ethos which secures high expectations for all students and also reflects the school's values and ethos
- Promote systems and practices that nurture all students so that they are known and known well.
- Contribute to unstructured and social time supervision.
- Attend and contribute to the weekly whole staff briefing, Team Meetings, Interventions Meeting, Year Team Meetings and Year group assemblies.
- Investigate and deal with incidents including those of a bullying, racial or prejudicial nature, in accordance with school policy.
- Work collaboratively with Designated Safeguarding Leads to uphold expectations regarding Safeguarding, eSafety and positive relationships
- Model respectful behaviour, and practise restorative methods when working with students/staff/parents.
- Work closely with the Interventions and Behaviour and Standards team to ensure the appropriate interventions are put in place to support student progress and wellbeing

- Liaise with the Attendance Officer on pertinent attendance and punctuality issues
- Liaise with Gateway staff to support the most vulnerable students accessing wellbeing intervention.
- Support the implementation of any charitable or fundraising plans
- Work with the Behaviour and Standards Team to implement the rewards programme across the school
- Work within the Behaviour and Standards Team to uphold behaviour expectations, co-ordinating behaviour interventions for students within their cohort.
- Communicate effectively with parents/guardians to ensure they feel supported and listened to
- Contribute to whole school communication regarding students' safety, wellbeing and welfare, including regular contributions to tutor and staff notices.
- Develop effective relationships with parents and external agencies to support student success, behaviour and well-being.
- Contribute to monitoring and quality assuring the Top Form programme.
- Work alongside a Year team to maintain accurate records of student progress, behaviour and achievement that will assist students, teachers, parents and external agencies in their work.
- Contribute to a positive learning environment by supporting teaching staff and 'Time Out' practices, such as maintaining the 'Hot Spot' timetable.
- Ensure that National and Legal guidance on promoting student safety, wellbeing and welfare is adhered to at all times.



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ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We have over 1500 students on roll including more than 300 students in our sixth form; this year we have received over one thousand applications for 240 places in year 7 in September 2023.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.



Extra Curricular

"The secret of success is to be ready when opportunity comes..."

The whole school community has devoted significant time in the past two years revisiting the school values and the House System.



Our school values form the basis of our behaviour and rewards policies and underpin our school culture whilst our House System forms the scaffold for our student leadership structure.



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KS5 Senior Leadership team	<div>Deputy Head Girl</div> <div>Head Boy</div> <div>Head Girl</div> <div>Deputy Head Boy</div>												
	<div>Head of House</div>			<div>Head of House</div>			<div>Head of House</div>			<div>Head of House</div>			Sixth
KS4 House Leaders	<div>Prefects</div>			<div>Prefects</div>			<div>Prefects</div>			<div>Prefects</div>			Y11
	<div>HL</div>	<div>DHL</div>	<div>Sport Arts</div>	<div>HL</div>	<div>DHL</div>	<div>Sport Arts</div>	<div>HL</div>	<div>DHL</div>	<div>Sport Arts</div>	<div>HL</div>	<div>DHL</div>	<div>Sport Arts</div>	Y10
	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	Y9
	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	Y8
	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	<div>HC</div>	<div>DHC</div>	<div>Sport Arts</div>	Y7
KS3 House captains													



Student Leadership is no more evident than in our very own Combined Cadet Force (CCF). Our contingent is affiliated with the Royal Anglian Regiment and is the largest school contingent in the country outside of fee paying schools.



Our greatest asset is our staff, 'Team Shenners'. The majority of our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

The new Deputy Headteacher for Behaviour and inclusion will work most closely with our large pastoral and safeguarding teams together with our SEND team who are very ably led by the school's SENCo. The school's investment in student wellbeing speaks to our inclusive ethos.

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school.