



FRAMWELLGATE
SCHOOL DURHAM

PASTORAL MANAGER

CANDIDATE INFORMATION PACK

Salary – Grade FSD9 (Pt 24-26) £33,199 to £34,950 (FTE is £36,581 to £38,510)

Permanent

Full time (term time + 2 weeks)

Start Date – ASAP

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We wish to appoint a pastoral manager (non-teaching) to join our dedicated pastoral team. The successful applicant will become the pastoral manager for Year 9, working alongside the teaching Head of Year to support, challenge, nurture and guide our young people. Whilst the Head of Year remains static, the pastoral manager moves up with the year group, providing opportunity for the relationships with families and students to develop and grow. This is an exciting opportunity to become part of a strong team of pastoral staff who are fully committed to ensuring that our young people have every opportunity to achieve excellence, joy and to feel known & valued.

We offer an environment where our staff are respected and trusted as professionals. We allow staff autonomy in the decisions they make for the students, supported by a culture of staff development and training. Collective Endeavour is how we ensure the greatest experience for our students. We strongly believe that autonomy and collaboration allow our staff to achieve true professional joy.

We are a truly inclusive school and for us social justice and providing all of our students with the knowledge and skills to allow them to have a voice and achieve their goals is really important; the most for those that need the most. This is echoed throughout our school with a real commitment to the wellbeing and success of our staff and students. If you think this aligns with your values, then we would love to hear from you. For a role such as this, you are likely to wish to visit the school to meet our students and the team prior to application, so visits will be welcomed. Please contact Executive Assistant, Fiona Thompson at vacancies@framdurham.com to arrange.

Michael Wright
Headteacher

CONTACT

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at vacancies@framdurham.com

KEY DATES

The closing date for applications is: Monday 14th September 2026 at 9.00am

Shortlisting will take place on: Monday 14th September

Interviews are scheduled to take place: week beginning 21st September 2026

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





ABOUT FRAMWELLGATE SCHOOL DURHAM

Thank you for considering joining us at Framwellgate School Durham.

The school website is an excellent starting point if you wish to know what life is like here and we would urge you to look at this to help you decide if our school is right for you. We're also really keen that people visit the school before applying for any post here so they can have a good sense of our values and ethos and how they can contribute to that.

The school ethos is based on the idea of excellence, inclusivity and all our students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.



VALUES AND ETHOS

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

WHAT WE BELIEVE

We're driven by our values above all else.

We define these as:

Excellence - Everyone in our community will know and experience success

The most for those that need the most - We will meet the needs of all our learners

Known and valued - Everyone here will be celebrated for who they are and what they do

Collective endeavour - We will achieve success together

Joy - Everyone will know and create joy

These five values determine all that we do, and every part of the school flows from them. They set the direction and act as a compass to ensure we continue to grow and develop as a school in the way that we feel best supports all our students.



OUR CURRICULUM

We are rightly proud of our curriculum in terms of both its scope and its ambition.

As a true community and comprehensive school, we want all the children we serve to experience success and also be supported to achieve their maximum potential regardless of what that is – it's not the grades students get while here that defines them but the destinations they unlock and we're proud of our ability to help every student reach the right destination for them. To enable this we recruit subject specialists, passionate about their chosen area, to share their love for their subject with others. All our staff should still be excited about learning new things themselves and this habit will build the culture of **excellence** we strive for.

PASTORAL CARE AND SUPPORT



Pastoral care, and the strong relationships between staff and students, is a key strength of the school and is shown in the compassion and respect that all members of our community routinely show to each other. This is a **fully inclusive** school and we're proud of this fact. By ensuring **the most for those that need the most** we create equity for all our students. All students are placed in tutor groups and remain with their tutor group and their tutor as they move from Year 7 to 11. The tutor is the first port of call for all students and will build up a rapport unique to each child over their time here so that every student feels **known and valued**. Each year group also benefits from the support of a non-teaching pastoral manager, as well as access to other specialists such as our Emotional Wellbeing Worker. This allows students to receive the support they need so they can focus on their education.

Our personal development offer is rich and detailed and aims to ensure that every child leaves not only ready to be a success in life but knows what active choices they can make. The school has a rich extra-curricular and super-curricular offer to help build character in students and we encourage all our staff to help grow this further by running clubs or societies that are close to their personal passions. From the French book club to girls' football, 6th Form reading buddies to Vex Robotics, Climbing to the Broadening Horizons Award, there's something for all students to enrich themselves with.

LEADERSHIP, STAFF WELLBEING & DEVELOPMENT

The leadership of the school is committed to trusting in the professionalism of all its staff. We offer a high level of autonomy so that curriculum areas and individual teachers are trusted to determine what they believe is the best, most enriching and challenging curriculum for our students as well as constantly reflecting on the best pedagogical approach to deliver on that ambition. We promote the fact that this should all be a **collective endeavour** and that it's teams working together that achieve the best results. In return the leadership of the school will look to ensure that we all maintain a calm and orderly environment, that teachers can teach and that the training in school is designed to maximise professional development and help in the maintenance of our high standards.

At a leadership level we are all committed to the values of ethical leadership and to applying this to every aspect of school life. Every member of the school community should feel able to speak to anyone else on a professional level and that their concern or question will be listened to, acknowledged and acted upon. Due to this approach, morale amongst the staff is high as we encourage them to seek **joy** and value working here. The school will benefit from a new build due to open in 2027, but the heart of any school is not its bricks and mortar but the people who work there, something we recognise and celebrate.

LIVING IN THE NORTH EAST

Living in the North East is an attractive proposition. Many of our staff live within our catchment area and house prices in the region mean that it is ideal both for those seeking to establish themselves on the property ladder, or for families in need of more space.

As well as the historic city of Durham with its rich cultural heritage and thriving social scene, the surrounding area offers much in the way of natural beauty for people to enjoy, whether walking in the Wear Valley, going north to the Borders, south to the North York Moors, surfing in the North Sea or spending time in the other local cities of Newcastle or Sunderland.

Well served by transport links, the school is close to both Durham train station, a key stop on the East Coast Mainline, and the A1 (M), allowing easy access to Newcastle, York and London.

Durham is an amazing place to both live and work and we're confident you'll feel the same.



THE PASTORAL TEAM

Our pastoral team is a close-knit, dedicated group of people who are passionate about supporting the young people we work with. The pastoral team is integral to the school and has therefore grown in terms of resourcing over the years.

Each year group has a Head of Year (teaching) who remains static and a pastoral manager who remains with the year group as they progress through the school.

Our Director of Safeguarding is responsible for overseeing the team of pastoral managers and works closely with them on a daily basis to ensure the safeguarding and wellbeing of all students.

We also have a specialist attendance team, including a family liaison manager who works closely with the pastoral team.

There is also an emotional wellbeing worker who supports some of our most vulnerable students.

The pastoral team is overseen by one of the Assistant Headteachers.



JOB DESCRIPTION: PASTORAL MANAGER

The pastoral manager has a key role in ensuring that all students within a year group are given the care, guidance and support that they need so they feel safe, happy and able to achieve their best. The pastoral manager is a non-teaching role to ensure flexibility in terms of time but also sits apart from the academic structures of the school and instead works to support students in accessing the curriculum.

Core responsibilities:

- To oversee the pastoral care of a year group, forming strong relationships with all students and their families to ensure active engagement with the school
- To work alongside, and in partnership with, the head of year for the year group in providing pastoral care for students
- To take a lead role in the safeguarding of all students in a year group
- To have a lead role in supporting students and their good behaviour in and outside of lessons
- To take a lead role with supporting attendance across a year group, actively supporting those students and their families where attendance is a concern
- To act as a core focal point for outside agency support and involvement, as required.
- To ensure that every student has equitable opportunity in terms of their FSD student entitlement within a year group, across their time at the school.

- To provide first aid as and when required
- 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
- To ensure that students from your year group attend whole school (lunchtime and afterschool leadership detentions)

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
- 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: PASTORAL MANAGER

CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Five GCSEs at C plus (or equivalent) including English and maths • Evidence of commitment to continuing professional development.	• Level 3 qualifications • Qualification related to safeguarding, pastoral care, youth work, counselling, mental health or family support. • Safeguarding training (DSL, Mental Health First Aid or equivalent).
EXPERIENCE	• Experience of working with children or young people in an educational, youth work, social care or similar setting. • Experience of supporting students with behavioural, attendance, wellbeing or safeguarding needs. • Experience of building positive relationships with parents, carers and families. • Experience of maintaining accurate records and handling confidential information appropriately. • Experience of working as part of a multidisciplinary team.	• Experience of working in a secondary school setting in a similar role. • Experience of managing a caseload of vulnerable or at-risk students. • Experience of coordinating support plans and interventions. • Experience of liaising with external agencies, including Children's Services, Early Help, CAMHS, attendance services or alternative provision. • Experience of leading restorative or behaviour support approaches.
SKILLS	• Excellent interpersonal and communication skills, both written and verbal. • Ability to build trust and positive relationships with young people, families and colleagues. • Ability to support and challenge students to improve behaviour, attendance and engagement with learning. • Strong organisational and administrative skills, with the ability to prioritise competing demands.	• Experience of using school systems such as SIMS, Arbor, CPOMS or similar. • Knowledge of attendance procedures and statutory guidance.

	• Ability to analyse information, identify barriers to learning and implement appropriate support strategies. • Competent use of IT systems, including Microsoft Office and school management information systems. • Ability to maintain professional boundaries and confidentiality. • Ability to work effectively under pressure and manage challenging situations calmly.	• Understanding of restorative practice approaches.
PERSONAL ATTRIBUTES	• A genuine commitment to safeguarding and promoting the welfare of children and young people. • Passionate about inclusion, equality of opportunity and supporting all students to succeed. • Empathetic, approachable and resilient. • Calm, professional and solution-focused when dealing with challenging situations. • High levels of integrity, professionalism and discretion. • Committed to working collaboratively as part of a pastoral team. • Positive role model who demonstrates high expectations for behaviour, attendance and conduct. • Flexible, proactive and able to adapt to changing circumstances. • Commitment to the school's values of excellence, inclusion, collective endeavour and ensuring students feel known and valued.	• Ability to contribute to wider school life and enrichment opportunities. • Commitment to developing expertise in pastoral leadership and student wellbeing. • Skilled in managing students displaying challenging behaviours • Skilled at carrying out difficult conversations and working with hard to reach parents/carers • Skilled at developing positive and productive working relationships with parents/carers

THE APPLICATION PROCESS

If you have any queries prior to submitting an application please contact Fiona Thompson, Executive Assistant at vacancies@framdurham.com.

Please complete the application form available from our website.

GUIDANCE ON COMPLETING THE APPLICATION FORM:

Candidates are requested to complete the application form in full. Section B 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.

If you are interested in a part-time position/job share, please indicate this on your application form and in your letter.

Your completed application form should be emailed 'in confidence' to vacancies@framdurham.com by 9.00am on Monday 14th September.

All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised and please note that we do not accept CVs.

KEY DATES

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DH1 5BQ
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Tel: 0191 386 6628
www.framdurham.com
