

# Pastoral Support Manager

## Queen Mary's High School

To start as soon as possible

# APPLICANT INFORMATION



Queen Mary's High School  
Upper Forster Street  
Walsall  
West Midlands  
WS4 2AE

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Associate Headteacher: Mrs N Daniel  
Chair of Governors: Mr T Normanton



May 2023

Dear Applicant,

**Vacancy for the role of Pastoral Support Manager – Queen Mary's High School**

I would like to thank you for taking the time to find out more about this new and exciting role at Queen Mary's High School. The role has been created due to the expansion of our PAN and to support us in being responsive to the needs of our student body.

We are seeking to appoint a professional and forward-thinking individual to join our associate staff. The successful candidate will be a dynamic and highly motivated individual who can further strengthen the pastoral team and the outstanding support that we provide to all students. We are looking for someone with a passion for making a difference to the lives of young people, whilst demonstrating an ability to be sensitive to the needs of individuals.


The successful candidate will be part of an experienced and supportive pastoral team. They will take the lead on ensuring pastoral interventions are implemented and appropriate systems are used to track, monitor and evaluate student progress, behaviour and attendance – especially for our disadvantaged and vulnerable students. Our ideal candidate will be a skilled practitioner who is dedicated to securing positive outcomes for all our students through consistent support, monitoring and interventions.

Queen Mary's High School is a vibrant and diverse community, an extremely rewarding place to work and our students are truly exceptional. We have a dedicated, expert, and conscientious teaching staff, ably supported by superb associate staff.

Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement. We are a school that is immensely proud of our commitment to wider and individualised student support that aims to empower all students to achieve their academic potential and recognise that, in addition to the outstanding classroom teaching, the more personalised support offered to individuals and small groups can have a significant impact on a student's outcomes and aspirations.

At Queen Mary's High School, we are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged, and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff. If you are like us, passionate about having a positive impact on young people's lives, and excited by this opportunity, we warmly welcome your application.

I very much look forward to hearing from you.



Mrs N Daniel  
Associate Headteacher

## THE SCHOOL

Queen Mary's High School is an 11 to 18 selective girls' grammar school with approximately 920 students. This number is set to rise to in excess of 990 by 2025 due to an increase in PAN from 120 to 150 in 2019. There are a small number of male students in the sixth form.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 28% with the aim of this rising to 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly, and energetic school with a distinctive family-oriented ethos, a positive culture, and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell, and Staffordshire.

Our aim is to enable each student to achieve excellence in all aspects of their life. In order to achieve this, we:

- Provide opportunities for each student to achieve the highest possible standards
- Inspire a love of learning for its own sake
- Foster self-esteem and sensitivity to the needs of others
- Develop an appreciation of our cultural heritage
- Equip each student to take a responsible place in society

Academic performance at Queen Mary's High School is excellent, we consistently perform in the highest 20% of schools nationally. In 2022 overall progress 8 at GCSE was 0.7, significantly above national.

## THE MERCIAN TRUST

The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition. It was in Mercia that St Chad established an association of small monasteries which fostered unity through *bonds of kinship*. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.

The Mercian Trust recently merged with the Q3 family of schools, it is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School, and an Alternative Provision Free School.

Together our mantra is 'Life to the full in pursuit of what is good, right and true.'

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national, and international community.

The Mercian Trust and Q3 family of schools are:

- Aldridge School
- Queen Mary's Grammar School
- **Queen Mary's High School**
- Shire Oak Academy
- The Ladder School
- Walsall Studio School
- Q3 Academy Great Barr
- Q3 Academy Langley
- Q3 Academy Tipton

## THE ROLE: PASTORAL SUPPORT MANAGER

### Main Purpose of the Role:

To support the aims and objectives of the school and work with the Pastoral and Leadership Team to ensure that students make outstanding personal and academic progress by identifying and mitigating against barriers to learning.

**Accountable to:** Associate Headteacher

**Reporting to:** Assistant Headteacher (School Community and Inclusion)

## PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE	EVIDENCE Application (A) Interview (I) Reference (R)
Educated to Level 3 (Advanced Level or equivalent)	x		A/R
Educated to degree level		x	A/R
Experience of working with young people		x	A/R
Level 3 Higher-Level Teaching Assistant qualification		x	A/R

VALUES AND ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
A commitment to the values, vision, and wider ethos of Queen Mary's High School	x		A/I
A commitment to safeguarding and promoting the welfare of students	x		I/R
A commitment to the school's role in the wider community	x		I
Positive and enthusiastic in approach	x		A/I
Be child-centred in approach	x		A/I
A desire to work in a school environment to support the improved life chances of young people	x		A/I
A willingness to contribute to enrichment and co-curricular activities		x	I
A clear sense of responsibility for their own professional learning and development and a willingness to develop expertise and undertake training programmes to support this		x	A/I

SKILLS	ESSENTIAL	DESIRABLE	EVIDENCE
Able to motivate and encourage young people to engage actively in their learning and all aspects of school life	x		A/I
Demonstrate effective communication with parents, colleagues, and students across the age range to support positive outcomes in a manner appropriate to each	x		A/I
Have an understanding of how students learn, process, and retain information		x	I
Demonstrate and employ a range of techniques to support the needs of individual students (or the willingness to learn these quickly)		x	A/I
Demonstrate excellent self-management skills including the ability to plan time effectively and work to deadlines	x		I
Understand and use effective strategies to work with students to instil positive learning habits and routines	x		A/I
Demonstrate an awareness of the barriers that students might face which affect their attitude to learning and progress	x		A/I
A commitment to build and develop positive relationships with students and colleagues through participation in wider school activities	x		I
The ability to analyse and use hard and soft data to identify groups of students to put measures into place to raise achievement		x	A/I
Promote a positive attitude to school life and all that this offers for personal growth and development	x		I

## JOB DESCRIPTION

This is a new role so an exciting opportunity for the successful candidate to shape the day-to-day operations to make it highly impactful. They will work closely with the Assistant Headteacher and Pastoral Team to implement the systems that are in place. They will need to effectively co-ordinate and lead different support that is being offered to students, to liaise with staff, students and their families in terms of promoting and further developing a positive learning culture and holding students to account when behaviour is not in line with the high QMHS expectations.

### Key responsibilities

#### Student Progress:

- To promote exceptional academic achievement for all students within a culture where all students are enabled and motivated to achieve their personal best
- To support students with academic and personal resilience
- Support students in their learning and encourage positive attitudes and behaviour in and around school
- Assist in the transition arrangements from one year group to another
- Support the organisation of Parents' Consultation and information evenings
- Assist with the coordination, monitoring and evaluation of strategies to raise student attainment
- Work with the Head of Year to use hard and soft data and wider soft intelligence to identify groups of students to put measures into place to raise achievement
- Support a case load of students and ensure measures are in place to raise achievement.
- To act as a social mobility champion. Working more closely with families from disadvantaged or vulnerable backgrounds to ensure they can access the high-quality education and understand the importance of adhering to our high expectations

#### Student Attendance, punctuality and behaviour:

- To promote the positive learning culture and support students in recognising the connections between their behaviour, attendance and attitude to learning on their personal an academic growth and development
- To use our behaviour management system effectively to track and monitor behaviour and apply rewards, sanctions, interventions and support as appropriate
- To mentor students whose behaviour or attitude to school is not in line with expectations and monitor the impact of the support put in place
- Investigate and analyse reported behaviour incidents
- Work with support from the head of year and form tutors to manage behaviour incidents
- Work proactively with the staff body to ensure that our behaviour framework is consistently implemented to prevent issues occurring
- To implement, monitor and review behaviour support plans
- To foster positive relationships with parents / carers
- To liaise with parents / carers when supporting a student with their attitude to learning and school expectations
- To support re-integration meetings following any fixed term exclusions
- To support re-integration meetings following any period of absence over 5 days
- Monitor and run punctuality procedures that ensure form tutors effectively tackle lateness to school
- Monitor punctuality and attendance, liaising with tutors, Heads of Year, the Attendance Team and subject staff as required and take appropriate measures to improve attendance, including holding attendance/punctuality reviews and rewarding good attendance
- Overseeing the registration of students who are late to school with challenge and follow up with parents
- To lead on the supervision of students during social time and ensure students are monitored and supervised appropriately before school, during break and through lunchtime.
- To lead by example to ensure there is calm and purposeful movement around the school site between lessons

- To be responsible for supervising students on the rare occasions that we have students in internal isolation and to liaise with teaching staff to ensure appropriate work is provided and appropriate provision is in place
- Supporting Heads of Year with the management and supervision of any detentions or punctuality make up sessions
- Ensure that students follow the high expectations in adhering to our uniform policy
- Provide regular informative feedback to Heads of Year and teaching colleagues on the progress of students that are receiving support and review the impact of the work undertaken
- Ensure that record keeping in school systems is completed accurately with relevant information being stored securely

### **Knowledge and Understanding**

- Keeping Children Safe in Education (KCSiE)
- Working knowledge of educational policies / codes of practice
- Understanding of the principles of student development and how children and young adults develop as learners
- How to effectively engage students
- Effective approaches and strategies to support disadvantaged, vulnerable and underachieving young people
- Effective use of ICT
- An understanding a range of welfare issues that may be affecting students and their families.
- Well-developed interpersonal skills to be able to relate well to a wide range of people

### **General**

- Attend briefings/meetings in accordance with the requirements of the Pastoral Team
- Work with, and support, colleagues in the student support team and provide absence cover if required
- To liaise with colleagues across the Mercian Trust with similar areas of responsibility
- Adhere to the policies of the School and The Mercian Trust, as published and amended from time to time, and in particular, policies relating to the safeguarding of children.
- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students, and visitors.
- Work within The Mercian Trust's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- Perform any other such duties as the Heads of Year, Assistant Head (School Community), or the Associate Head Teacher or her nominee may from time to time determine

### **In addition, the post holder is to:**

- Act as First Aider, after receiving appropriate training and ensure training is kept up to date

### **Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. It does not constitute a fixed list of tasks. It reflects the core priorities of the role which are subject to change depending upon the changing needs of the school and of the students.



## SAFEGUARDING AND SAFER RECRUITMENT

- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment. You are required to:
  - Uphold the school's policy in respect of child protection and safeguarding matters
  - Have commitment to the school's equality policy
  - Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

## HEALTH AND SAFETY

The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

## OUR OFFER

- A superb staff team committed to doing their absolute best for all in our school community
- Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together)
- A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust
- We offer a range of benefits to support our staff wellbeing including access to the school fitness suite and a cycle to work scheme
- There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team

## KEY INFORMATION – HOW TO APPLY

Post	Pastoral Support Manager
Responsible to	Assistant Headteacher (School Community and Inclusion)
Contract and Salary	This is a full-time, permanent position working 37 hours per week Monday - Friday for 39 weeks a year (term time only, inclusive of inset days). Grade 5 scale point range 9-17, £23,194 - £26,845pa (Pro-rata £19,950 - £23,090pa)
Closing Date	9 <sup>th</sup> June 2023, 9am (We reserve the right to close applications early)
Start Date	As soon as possible
How to apply	<p>Complete the Mercian Trust Associate Staff Application Form and submit a supporting statement / document no longer than 1000 words outlining how your experience and expertise match the requirements of the role. It is appropriate to use subheadings to structure.</p> <p>Send completed applications to Miss Tomkinson, the Head Teacher's PA, via <a href="mailto:m.tomkinson@gmhs.merciantrust.org.uk">m.tomkinson@gmhs.merciantrust.org.uk</a></p>