



Meole Brace School

Learning - Respect - Success

Applicant Information

Pastoral & Wellbeing Support Officer

37 Hours Per Week

Term Time Only plus 2 PD Days

To start:





Meole Brace School

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June 2025

Dear Sir/Madam

Thank you for taking the time to consider applying for the post of Pastoral & Wellbeing Support Officer. We are seeking a highly motivated and effective member of staff to join our Pastoral & Wellbeing Team.

We are a caring inclusive community school, committed to allowing our students and staff the opportunity to develop and prosper. The school is committed to being a safe environment, free from disruption, discrimination or intimidation, so that we can all learn and teach, and be happy. Specifically our key foundations for a successful education at Meole Brace School are 'Learning, Respect and Success'.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by Tuesday 24th June 2025 at 12 noon.

Yours sincerely,

Miss Seema Purewal
Headteacher



Headteacher Seema Purewal

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

admin@meole.co.uk

www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high quality learning experience for all.

We have a wide ranging whole-school CPD program, as well as individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This brings an excellent additional level of opportunity to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Recent parent views

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

"My son has just completed 5 years at Meole Brace school and received excellent GCSE results . He also has a positive experience at the school and made good connections with the teachers who I feel are dedicated , committed and caring toward the children."

"I have two children who have been at Meole and cannot speak highly enough about the school."

We are very proud of our school, our students and our staff, and we hope that you will want to join our hard working and committed team.





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Advertisement – Pastoral & Wellbeing Support Officer

Grade 7

£14.84— £15.58 per hour

(£23,385—£25,367)

37 hours per week

Term Time only Plus 2 PD Days

Required to start as soon as possible

We are looking to appoint an energetic and enthusiastic individual to join our Pastoral & Wellbeing Team at Meole Brace School.

The successful candidate will need to have good communication skills and be willing to show flexibility when working as part of a team. They will also need to show an understanding of and commitment to supporting the needs of our students.

Visits are welcomed. We are very proud of our school and would like the opportunity to share it with you on a normal working day.

Further information about the school and an application pack visit our website: www.meolebrace.com.
Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: Tuesday 24th June 2025 @ 12 noon

Interview date: Friday 27th June 2025

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices.

Headteacher Seema Purewal

Meole Brace School

Longden Road

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Job Description – Pastoral & Wellbeing Support Officer

Details of Post

- ▶ Pastoral & Wellbeing Support Officer
- ▶ School/ Federation/ Academy/Trust: Meole Brace Secondary
- ▶ Reporting to: Assistant Headteacher Pastoral/Safeguarding
- ▶ Main Workplace: Pastoral & Wellbeing Team
- ▶ Grade and SCP: Grade 7 (SCP 12-17)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices

Overview

The Pastoral Manager will provide outstanding pastoral care and guidance and fostering positive links between home and school, working closely with parent(s)/carer(s). They will monitor the attendance and behaviour of each student in their year group, managing interventions where necessary.

1. Role-Specific Duties

Behaviour

Ensuring the success of the allocated year group by:

- ◆ Promoting a positive student culture within the year group and the wider academy.
- ◆ Applying the School Behaviour Policy and related systems, managing instances of poor behaviour quickly, effectively and consistently, and ensuring that positive behaviour is encouraged and rewarded.
- ◆ Having a high presence during the school day, including monitoring/supervision of the allocated year group during transitions and social times. - Ensuring the inclusion of students who face challenges throughout the day by securing appropriate intervention and nurture.
- ◆ Working in partnership with parent(s)/carer(s) concerning student behaviour, attendance and wellbeing, to ensure that their child thrives and achieves.
- ◆ Supporting teachers and other staff in implementing the school Behaviour Policy





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- ◆ Assisting teachers and other staff to maintain good standards of student dress, behaviour, effort, attendance and punctuality.
- ◆ Working with the Inclusion and Safeguarding Lead to rapidly address bullying and discrimination of any kind, including taking immediate action and maintaining records of discriminatory or abusive behaviour directed at students with protected characteristics.
- ◆ Ensuring that equality of opportunity for all students is promoted and achieved.

Attendance and punctuality

Ensuring the success of the allocated year group by:

- ◆ Ensuring that attendance and punctuality records for the allocated year groups are accurate and up-to-date at all times.
- ◆ Promoting excellent attendance and timekeeping. - Identifying and addressing patterns and trends in attendance and punctuality.
- ◆ Identifying and implementing strategies to improve attendance and punctuality.
- ◆ Attending meetings as required.
- ◆ Monitoring the attendance of key cohorts within the year group and identifying and implementing appropriate interventions.
- ◆ Supporting and implementing rewards and incentives to promote positive attendance.

2. Other Responsibilities

- ◆ Being aware of, and complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ◆ Being aware of and supporting difference, and ensuring equal opportunities for all.
- ◆ Contributing to the overall ethos/work/aims of the school.
- ◆ Appreciating and supporting the roles of other professionals.
- ◆ Attending and participating in relevant meetings as required.
- ◆ Participating in training and other learning activities, and performance development as required.
- ◆ Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- ◆ Accompanying teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.
- ◆ Any other duties that would reasonably be expected of the post holder.





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3. Additional Employment Matters

The post is subject to:

- ♦ the terms and conditions set out in the 'Green Book' Local Government Terms and Conditions documentation.
- ♦ the other terms and conditions set out in the various national collective agreements in force from time to time;
- ♦ the Trust's terms and conditions including any local agreement entered into with the Trusts' forum (including recognised trade unions); - the conditions set out in the Job Description and in the letter of appointment.

Safer Recruitment

Our Trust is committed to safeguarding and promoting the welfare of children and young people within all Trust schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children in accordance with statutory guidance including 'Keeping Children Safe in Education'. To meet this responsibility, this includes a rigorous recruitment and selection process to discourage and screen out unsuitable applicants. Trust Job descriptions and persons specifications refer to safeguarding and child protection and that all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment. A Disclosure and Barring Service Enhanced Certificate (DBS) with Barred List Check will be required for all appointed posts. The Trust will carry out other appropriate pre-employment checks. These include Qualifications and Status e.g. QTS, Prohibition check, EEA check, Section 128 Directive check, Disqualification under the Childcare Act 2006 check and an online check. A Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job. Further identity checks to determine identity and proof of eligibility to work in the UK. Inclusion on the Trust/school's Single Central Record (SCR)

Equal Opportunities

Our Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. TrustEd Partnership takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. TrustEd Partnership is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection

Regulation Our Trust is committed to ensuring that all employees privacy is protected. By signing a contract of employment, you will agree for TrustEd Partnership, and/or agents appointed by the Trust, to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to our Trust. A full list of these organisations is available upon request.





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Person Specification – Pastoral & Wellbeing Support Officer

| | Essential | Desirable |
|--|--|--|
| Qualifications | <ul style="list-style-type: none">▶ Experience working in a pastoral, safeguarding, or family support role within a school or community setting.▶ Knowledge of safeguarding procedures, child protection, and relevant legislation.▶ Strong interpersonal and communication skills, with the ability to engage effectively with students, parents, and professionals.▶ Experience in delivering group work and/or mental health interventions.▶ Ability to handle sensitive situations with empathy, discretion, and professionalism.▶ Proficiency in record-keeping and report writing.▶ Strong organisational and time management skills | <ul style="list-style-type: none">▶ Qualifications in counselling, mental health support, social work, or related fields.▶ Training in trauma-informed practice, restorative approaches, or similar Interventions.▶ Experience in facilitating parenting programs or workshops.▶ Familiarity with CPOMs software and school safeguarding systems. |
| Work or relevant experience | | <ul style="list-style-type: none">▶ Experience with working with children or vulnerable adults▶ Experience of pastoral care within an educational setting▶ Experience of working in an educational setting or other relevant environment |
| Knowledge and understanding | | <ul style="list-style-type: none">▶ An Awareness of school based Education including Child Development |
| Skills and Abilities (relevant to post) | <ul style="list-style-type: none">▶ Good communication skills.▶ Ability to relate well to children and adults.▶ Evidence of working well as part of a team. | <ul style="list-style-type: none">▶ Interest in ICT and the willingness to update skills and undertake further Training. |
| Personal Qualities | <ul style="list-style-type: none">▶ Ability to bring to role, initiative, enthusiasm And commitment.▶ Flexibility and reliability.▶ Ability to maintain confidentiality.▶ Willingness to develop skills with further training | |



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Person Specification – Pastoral & Wellbeing Support Officer

| | Essential | Desirable |
|--------------------|---|-----------|
| Special Conditions | ► Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check | |
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