



# Sheldon School

BE KIND | BE BRAVE | BE THE BEST YOU



## Pastoral Lead

## Candidate Pack

# Welcome

from the Headteacher



Dear Prospective Candidate,

Thank you for your interest in the post of Pastoral Lead at Sheldon School. This role offers an exciting opportunity to make a meaningful contribution to the school's Pastoral Team.

Sheldon School is a standalone academy serving approximately 1,550 students, making it one of the largest secondary schools in Wiltshire. We are a co-educational 11–18 school with a thriving sixth form and a strong reputation for positive relationships, comprehensive pastoral support, and a broad, enriching curriculum. Our most recent Ofsted inspection (March 2024) judged the school to be Good in all areas.

The school is set within an attractive parkland campus on the edge of the expanding market town of Chippenham, surrounded by beautiful countryside. There are excellent transport links by road and rail to both Bristol and London. Many staff enjoy living locally, while others commute easily from Swindon, Bath, or Bristol. The school is just five minutes from Junction 17 of the M4. The local area offers a wide range of cultural and leisure opportunities, alongside comparatively affordable housing.


Since taking up the role of Headteacher in 2023, I have been immensely proud of the progress we continue to make at Sheldon. We have established strong foundations for sustained, long-term improvement, particularly in teaching and learning, and in developing a culture rooted in collaboration and high expectations. We are fortunate to have a stable and committed staff body, meaning that permanent, full-time opportunities arise infrequently with only one such vacancy in the past three years. Sheldon School is an inclusive, forward-thinking, and supportive community. Our students are engaging, friendly, and full of character, and our staff are dedicated professionals who flourish in an environment that values both autonomy and teamwork.

We very much hope you will consider this important role. If you share our values and our commitment to excellence, we would be delighted to receive your application.

**Mr Peter Lynch**  
Headteacher



# Our Vision

A young girl with her hair in small buns, wearing a dark blue school uniform, is looking through a microscope. She is smiling slightly. Other students are visible in the background, also looking at the microscope. The scene is set in a classroom or laboratory.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra-curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

# Our Values

## BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

## BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

## BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



# About the Role

## Pastoral Lead

Over the past three years, Sheldon has invested heavily in pastoral care to ensure that every student's needs are met both inside and outside the classroom. Our support network includes:

- A full-time Pastoral Lead for each year group
- An Attendance Officer and administrative support
- Access to mental health professionals with a clear mental health referral system.

This robust structure enables you to focus on building relationships, supporting wellbeing, and driving high standards across your year group.

As Pastoral Lead for Year 9 you will support a Teaching Head of Year, a Deputy Head of Year, and tutors, with overall responsibility for approximately 240 students. This is a significant pastoral role at the heart of our pastoral provision. You will be the face of the school in meetings, working with families and local providers to ensure that students are happy and engaged in school life.

### What We're Looking For

- A passionate leader who shares our commitment to high expectations, helping to inspire, support and maintain them across the year group.
- Someone who is passionate about student wellbeing and committed to helping every child succeed.
- Someone who can uphold our standards in uniform, behaviour, and ethos, while fostering a positive and inclusive culture.
- A confident communicator with a proven track record of building positive relationships with students, colleagues, and families.
- A team player with a sense of fun – ready to get involved in events like Strictly Come Sheldon or Sponge the Teacher!
- While experience in pastoral leadership is advantageous, we are open to a range of candidates but some experience of working with children is essential.

### Why Join Us?

- Be part of a school that values relationships, enrichment, and academic excellence.
- Have a chance to make a lasting impact on the lives of young people, leading a year group through their entire journey from Year 7 to Year 11.
- Work in a supportive environment where collaboration and care are at the heart of everything we do.
- Embrace opportunities for professional growth and leadership development, including excellent CPD and pedagogy shaped around Teach Like a Champion.
- Have the flexibility to do things your own way in a standalone Academy.
- Work alongside our amazing and engaging students who are respectful and friendly.

We also offer dedicated parking and a cycle to work scheme.

If you want to make a real difference and be part of the Sheldon family, we'd love to hear from you.

# Job Description

## Pastoral Lead

<b>Postholder:</b>	Pastoral Lead
<b>Responsible to:</b>	Head of Year for Line Management and designated LT Lead for School Wide Student Support.
<b>Salary/Scale of Post:</b>	G12 – G14, £29,064 to £31,022 per annum
<b>Hours of Work:</b>	37 hours per week, Monday to Friday. These hours may include some activities outside of normal school hours.
<b>Responsible for:</b>	Co-ordinating pastoral care for students in assigned year group

### Post Purpose

The post holder will be responsible to the Head of Year. The post holder will provide a wide range of services in support of the Line Manager and will be expected to work closely with and take day-to-day direction from them. They will also work closely with pupils and liaise with parents.

The core purpose of this role is to provide pastoral care and support to all pupils, offering pupils opportunities for learning intellectually, emotionally and socially, as individuals, as members of a group, as members of the whole year group, and as members of the wider community. The post is integral to the school wide approach to safeguarding and SEN provision.

The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated tasks are included in the post description.

### Specific Duties

The Pastoral Lead will be required to undertake the following duties and responsibilities:

- Provide pastoral care for all students in assigned year group and others if required
- Support the health (both Physical and Mental), wellbeing and medical including First Aid triage support for all students across the school
- Provide support to encourage non-attending students to come into school, if necessary, on a planned return programme
- Managing day to day incidents within the Year group, ensuring all safeguarding and other procedures are followed
- Provide on call support for all Students, staff, parents and agencies depending on priority
- Provide regular attendance support by:
  - Managing the absence desk on a rota
  - Track, monitor and implement attendance procedures for students
  - Updating all systems and relevant people of any concerns
- Acting as a learning mentor when required
- Make routine phone calls to parents
- Provide support for students removed from lessons by managing the reflection room on a rota basis with senior staff



## Specific Duties (continued)

- Act as a role model for the school values and beliefs, ensuring the school behaviour policy is implemented and followed
- Build and maintain close liaison and joined up working with other Pastoral Leads, Heads of Years, as well as other teams such as Inclusion, Tutors, SEN, Behaviour Support and Admin teams
- Support Heads of Year in managing issues with their students
- Work with outside agencies as required
- Attend and actively participate in Year head meetings
- Organise rewards assemblies and events each term for assigned year group
- Support the organising of Parents Evenings and attend these for assigned year group
- Support duties and detentions, e.g., lunch detentions and duties
- Attend weekly/fortnightly Pastoral Lead meetings chaired by a member of the SLT
- Follow agreed operating practices and procedures, working collaboratively with colleagues to ensure consistency of approach and practice across year groups
- Adhere to all school policies

## Safeguarding

- Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day duties around the school site
- To ensure own safeguarding training is up to date
- To ensure that all safeguarding processes and procedures are followed

## Other Duties

- Any other relevant and related tasks within the pay grade at the discretion of the Head of Year, SLT Lead or Headteacher.

## Key Contacts

Within the school, you will be working closely with:

- Heads of Year
- Deputy Heads of Year
- Pastoral Leads
- Tutors
- First Aid Officers
- School Counsellor
- Members of the Leadership Team
- Other key members of the Support Team such as Attendance Administrator, Behaviour Support and Reception

You will also be working closely with pupils and their parents/carers

There will also be contact with external agencies such as:

- Police
- Education Welfare Officer
- Social Care Teams
- CAMHS

Please note this is not an exhaustive list and can change over time.



## Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

## Training

Training will be offered on a regular basis and cover safeguarding issues, mental health, health and safety, first aid, behaviour management and other topics pertinent to the role of Pastoral Lead.

## Other

The job description is not a finalised definition of the post. It will be reviewed at key points based upon skills, experience and the interests of the post-holder. It may be amended from time to time after consultation with the post-holder and without changing the level of responsibility of the post.

Please note this is not an exhaustive list and can change over time.

*The information above is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used above, in the assumption that all usual associated routines are included in the post description.*

# Person Specification

Pastoral Lead

	Essential	Desirable
Technical Competency (Qualifications and Training)	<ul style="list-style-type: none"><li>• English and Mathematics to grade C/4 GCSE or equivalent</li><li>• Good ICT skills</li></ul>	<ul style="list-style-type: none"><li>• Some knowledge and understanding of SEND issues</li><li>• Able to offer support across a good range of subjects</li></ul>
Experience	<ul style="list-style-type: none"><li>• Knowledge of current educational issues and barriers to learning that some young people experience</li><li>• Experience of working with children</li><li>• Able to work successfully in a team</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the range and type of interventions available and the ability to apply these appropriately in the context of the school's resources and the individual child</li><li>• Experience of inter-agency work</li></ul>
Skills and Attributes	<ul style="list-style-type: none"><li>• Ability to communicate effectively both orally and in writing with students, colleagues, parents and visitors at an appropriate level.</li><li>• Ability and evidence of the skills required to engage with colleagues in a variety of activities.</li><li>• Able to manage the behaviour of individual and small groups of pupils, often with challenging behaviour.</li><li>• Ability to demonstrate a proactive approach and show initiative</li><li>• Able to form and maintain professional relationships and boundaries with young people and adults</li><li>• Ability to manage own time effectively</li><li>• Ability to relate sensitively to students with complex problems and to contribute to a team approach to ensure that students' needs are considered.</li></ul>	

# Person Specification

## Pastoral Lead (continued)

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"><li>• An interest in education</li><li>• Helpful and positive nature with a can-do approach</li><li>• Well organised with an ability to remain calm under pressure</li><li>• Patient and adaptable, professional, meticulous and conscientious</li><li>• Ability to be flexible and have an adaptable attitude to work and role when circumstances demand</li><li>• Energy, enthusiasm and resilience</li><li>• Understands the importance of confidentiality with high levels of integrity</li><li>• Non judgemental</li><li>• Good sense of humour</li></ul>	
Safeguarding	<ul style="list-style-type: none"><li>• Ability to demonstrate an understanding of safeguarding responsibilities</li></ul>	
Other	<ul style="list-style-type: none"><li>• Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity</li></ul>	

# How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

**Please note:** CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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