



**Alderbrook School**  
**& Sixth Form**  
AMBITION | BRAVERY | KINDNESS

# Alderbrook School Recruitment Information Pack





## **Pastoral Manager (Year 9)**

Full Time (37 hours) Term-time plus Insets (39 Weeks)  
Band D (£32,597 - £37,280 pro rata)  
Starting salary £27,944

We are looking to appoint an enthusiastic and motivated person to join an established Pastoral team within this successful, innovative and high-performing 11-18 school.

The person appointed would work as part of a team to identify strategies and provide students with the necessary support to be able to achieve their potential in school by being ready to learn and able to participate in the learning opportunities that the school offers.

We would welcome applications from professionals who may have had previous experience working with young people, in particular the processes and challenges that our students may face.

We are looking for a colleague who:

- is passionate about building positive relationships with all stakeholders within our school community
- is committed to developing independent, confident learners
- is committed to inclusive education
- is committed to all aspects of safeguarding children
- can sustain high quality intervention
- demonstrates energy, creativity and commitment
- is willing to actively contribute to all aspects of school life, including our rich and diverse extra-curricular and enrichment programme

We are proud to offer:

- **interesting, engaging, enthusiastic** students who want to learn
- a **supportive and inclusive** staff and governing body
- a hugely **successful, ambitious** school - determined to build on the standards we currently achieve
- **consistently** high GCSE and A Level results
- a **proven track record** in - and full commitment to - the professional development of colleagues
- a happy working environment where **staff wellbeing** is prioritised
- private **medical health plan** for staff (and their children who are in full-time education up to the age of 24)
- a **well-resourced** school with extensive grounds
- a **long established** record of low staff turnover. What does that tell you?

For further details or to arrange a telephone call with us to have an informal chat please contact Mrs Anna Whittington on the contact details below.

Tel: 0121 704 2146

E-mail: [vacancy@alderbrook.solihull.sch.uk](mailto:vacancy@alderbrook.solihull.sch.uk)

**Closing date: 9.00am Tuesday 30<sup>th</sup> June 2026**

*The School is committed to the safeguarding and welfare of young people. Pre-employment checks will be carried out in line with the Department for Education's Keeping Children Safe in Education Statutory Guidance.*

# Key Information Sheet

## Application process

Applicants must apply by no later than 9am on the closing date of **Tuesday 30<sup>th</sup> June 2026**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

## Selection process

Applications will be ranked against the person specification for the role and shortlisted applicants will be invited to interview. There may be a further shortlisting process on the interview day itself. Any job offer is subject to successful references, medical clearance and an enhanced DBS check.

## Online check

In line with the Department for Education's Keeping Children Safe in Education 2025, an online search will be undertaken for applicants shortlisted for interview. This search will be carried out on publicly available online information and will not include social media searches. If any information is found it will be shared with the interviewee on the day of interview.

## Pay

The salary range for the post is detailed on the job advert.

Alderbrook is committed to the principle of equal employment opportunity and as such we ensure that all applications are treated appropriately and fairly with decisions never made based on gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, national or ethnic origin, religion or belief, disability or age.

## Job Description

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Pastoral Manager
<b>Salary Band</b>	Band D
<b>Hours</b>	37 hours per week Term Time plus Inset days (39 weeks)
<b>Responsible to</b>	Assistant Headteacher

### Main Duties and Responsibilities

#### **As Pastoral Manager in collaboration with the Head of Year**

- To support pastoral meetings and the form tutors.
- To help develop the form tutor programme and work with the Head of Year to establish specific needs of your year group.
- To organise the assembly programme and assemblies.

#### **Shared between Pastoral Managers either on a rota or in line with work flow**

- Responsible for pastoral and behaviour issues across the school.
- To support the organisation of the programme for the induction of new students to the school.
- Processes and administration relating to removal of students from lessons.
- Processes relating to Exclusions, ensuring we are meeting the legal requirements regarding procedures.
- Liaising with Assistant Headteacher (Attendance) regarding referral of students to Education Welfare Officer.
- Dealing with truancy and attendance issues in collaboration with the EWO and Attendance co-ordinator.
- Organisation with the support of the Head of Year over organisation and invitations of reward events.
- Administration linked to incidents of discrimination.
- Attending and organisation of behaviour interventions and meetings with parents.

#### **Whole School**

- To contribute to the Pupil Intervention Records as a part of the School Improvement Plan and its evaluation.
- To support and liaise with form tutors concerning individual students re: their learning, emotional and behavioural development, home circumstances and general progress.
- To collaborate with the Senior Leadership Team, curriculum leaders and Head of Inclusion when appropriate to enable identified pupils to access the curriculum and positively engage with their learning.
- To consult and liaise with the Head of Inclusion and Student Development Faculty over individual pupils with special needs as appropriate.
- To work closely with parents/carers and communicate the concerns of parents to staff and vice versa.
- To ensure that pastoral documentation and organisation tasks such as pupil records are completed accurately, efficiently and regularly updated.
- To attend events such as New Intake Evening and parent consultations as required.

## In General

- Working collaboratively and co-operatively with all other colleagues
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule and commensurate with the level of the post
- To contribute to the overall ethos, work and aims of the school
- To participate in the school's performance review process
- To adhere to the school's policies and procedures

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time

**Signed:** \_\_\_\_\_ **Tom Beveridge – Headteacher**

**Signed:** \_\_\_\_\_ **Pastoral Manager**

**Date:** \_\_\_\_\_

## Person Specification

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Pastoral Manager	
<b>Salary Band</b>	Band D	
<b>Hours</b>	37 hours per week Term Time plus Inset days (39 weeks)	
<b>Responsible to</b>	Assistant Headteacher	
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education &amp; Qualifications</b>	English and Mathematics to GCSE level 4 or equivalent	
<b>Experience &amp; Knowledge</b>	<p>Experience of working in an educational setting</p> <p>Working knowledge and understanding of IT</p> <p>Experience of working constructively as part of a team</p> <p>Understanding of safeguarding procedures</p> <p>Willing to undertake training as necessary</p>	<p>Experience of working in a similar role</p> <p>Experience of motivating and supporting students</p> <p>Proficient use of computerised systems including Internet, email, Microsoft Word and Excel</p> <p>Knowledge of Bromcom or other school information management systems</p>
<b>Skills &amp; Abilities</b>	<p>Ability to relate well to young people and adults</p> <p>Ability to motivate and engage young people</p> <p>Able to assess the needs of young people</p> <p>Able to build constructive relationships with parents and carers</p> <p>Positive, professional, responsible and helpful attitude to work, colleagues and students</p> <p>High professional standards</p> <p>Good planning, prioritising and organisational skills</p> <p>Excellent communication skills both written and oral</p> <p>Resilient and reflective</p> <p>Possess an eye for detail</p> <p>Ability to work under pressure</p>	Counselling skills

<b>Other Requirements</b>	Candidate will be appointed subject to an enhanced DBS check
<b>Compiled/ Reviewed by</b>	Tim Stent – Deputy Headteacher
<b>Date</b>	June 2026

## About our School

Alderbrook is a thriving, successful and welcoming community demonstrating a common purpose – to ensure the very best for all of our students. The name is often abbreviated to ‘ABK’, and this affectionate nickname also demonstrates our school core values of Ambition, Bravery and Kindness. These three words really do exemplify what our school is all about, as all members of our community – students, staff, parents and trustees – embody these values. Our aim is to be ambitious, brave and kind in everything that we do, and we are proud to be a truly comprehensive school providing an education of a high quality for all our students.

We are committed to enabling all our young people to develop into happy, well prepared and confident adults, secure in the knowledge of the role they can play in their own development. We offer an extensive range of opportunities to stimulate and enhance the growth of our students into mature and responsible adults with a sense of purpose. At Alderbrook, we exist so that every student can achieve, belong and thrive – at school and beyond.

In the last Ofsted inspection in April 2023, the inspectors reported that *“Alderbrook school leaders and pupils share the same high aspirations”*, and that *“Pupils’ well-being is at the forefront of leaders’ vision, including pupils’ mental health”*.

We deliver a broad and challenging curriculum to enable students to gain a deep knowledge and understanding of the world around them. We are proud of our inclusive approach, which is informed by the principle that a stimulating and personalised education is an entitlement for every child. This is consistently reflected in our examination results which, year-on-year, are above national averages at GCSE and A Level and place us as one of the highest performing schools in the Borough.

However, Alderbrook is about so much more than academic success. We are passionate about our students becoming well-rounded young people who are prepared for life beyond school. We are incredibly proud of our comprehensive enrichment programme and recognise the importance of sport and creativity.

We couldn’t achieve any of this without our wonderful staff, so their happiness and well-being is essential. We have a well-established Staff Wellbeing Group, led by a senior member of staff, and we offer staff a number of different options and services to support their wellbeing. Furthermore, our Talent Management Framework supports the professional development of staff in all roles in school. Later in this pack you can read what our staff say about what it’s like to work here at Alderbrook.



## What our staff say about working at Alderbrook ...

*"Alderbrook is an amazing place to work because of the staff that work here! It feels like my second home where everyone supports each other. I love that Alderbrook puts its heart and soul into every single student; their growth & resilience, encouraging individuality and success. Staff welfare and camaraderie is also a core value of all staff and that's why I don't want to work anywhere else."* Sally, Support Staff

*"Alderbrook continues to be a place with a genuine heart and soul! The sense of camaraderie and support is incredible. As a professional, one can grow and develop here, with plenty of opportunities to try new things and take on new challenges. Most importantly, it's amazing to see how much our students appreciate the hard work that goes into teaching them, it's a real privilege to see them thrive and know that I have played a part in that."* Raluca, Teaching Staff

*"I thoroughly enjoy working at Alderbrook, because it is truly like a family. Every staff member is thoughtful and supportive throughout the whole school. The staff events are a great chance to get to know everyone and there are multiple throughout the year! I truly can't imagine myself working elsewhere because once you join, you are truly part of the Alderbrook family."* Amber, Teaching Staff

*"Alderbrook is an amazing place and I feel it is an incredible privilege to work here. What makes this school so special are the people- the staff and the students."* Stu, Support Staff

*"I am proud to have spent my entire teaching career at this school. Despite so many changes over time, we have always remained quintessentially Alderbrook because teachers have always been supported to teach in whatever way is stylistically suited to them. We are uniquely defined by an inordinate amount of personal investment and loyalty on the part of staff and a ceaseless commitment to building the strongest possible relationships with the young people we teach and care about dearly. Alderbrook remains a wonderful place to spend my working days."* Richard, Teaching Staff

*"I love working at Alderbrook because everyone is genuinely friendly and I can teach my subject properly as students want to learn. Alderbrook gives me a great sense of job satisfaction as I have been given professional development opportunities that I have never had anywhere else"* Vanessa, Teaching Staff

*"I'm proud to work at Alderbrook and be part of the Alderbrook school community. At Alderbrook, staff wellbeing is a priority and is at the heart of everything. All staff have access to regular training, comprehensive professional support and hybrid/flexible working initiatives which support and promote work life balance. I feel valued and empowered to thrive and succeed professionally whilst being supported by colleagues that care, making Alderbrook a great place to work."* Claire, Support Staff

*"I've been at Alderbrook for over twenty years because this is a school that truly invests in its people. At every stage of my career, I've been supported, challenged and encouraged to grow. Our leaders spot potential and help you realise it. Our ECT community is exceptional, and the opportunities to refine your craft are endless. It's the kind of place you join...and want to stay for the next twenty years!"* Sita, Teaching Staff

*"I like working at ABK because you are immediately welcomed into the school community and are part of a team that works extremely hard for all its pupils and its staff. You help, support and laugh with each other."* Margaret, Support Staff

*"Alderbrook restored my love for teaching. Staff and students are so proud to be part of the Alderbrook community, we have such a strong identity, and it really feels like being part of a big family. At Alderbrook you are really looked after and cared for."* Megan, Teaching Staff

## Our Commitment

# 1

Relationships are positive and transformational

# 2

A culture of wellbeing and development for all

# 3

A broad and ambitious curriculum for all students

# 4

Students, and particularly our most vulnerable, are at the heart of all we do

# 5

We work in collaboration with many schools serving one community

# 6

We work to eliminate discrimination and ensure equality of opportunity

Our shared vision is underpinned by a commitment to our values of ambition, bravery and kindness.

Ambition	Bravery	Kindness
<ul style="list-style-type: none"> <li>We hold ourselves, colleagues, and students to the highest expectations.</li> <li>We deliver lessons that enable every student to succeed, never giving up on anyone.</li> <li>We show ambition through professionalism, high standards, and commitment to growth.</li> <li>We learn continuously, support one another, and engage fully in school life.</li> <li>We act with reliability, positivity, and a shared belief that together we achieve more.</li> </ul>	<ul style="list-style-type: none"> <li>We take responsibility to become better, every day.</li> <li>We act with honesty, integrity, and courage, even when it's hard.</li> <li>We embrace challenges, step beyond comfort zones, and inspire others to do the same.</li> <li>We show resilience by learning from mistakes and encouraging others to take risks.</li> <li>We welcome feedback, seek help when needed, and work together to overcome obstacles.</li> </ul>	<ul style="list-style-type: none"> <li>We treat everyone with respect, empathy, and warmth.</li> <li>We celebrate every success and recognise the value in every student and colleague.</li> <li>We act kindly each day, knowing our behaviour sets the example for students.</li> <li>We embrace diversity, show tolerance, and respect all cultures, backgrounds, and perspectives.</li> <li>We support one another by sharing, checking in, and going above and beyond to meet needs.</li> </ul>

