



The
Burgate

School & Sixth Form

Recruitment Pack

Pastoral Manager

Registered in England and Wales Register Company Number: 07596997

Key Information

Looking for a role where no two days are the same?
Join us at the heart of our busy and welcoming school community.

Role: Pastoral Manager

Required for: 1 September 2026

Monday to Friday, 37 hours per week

08:00—16:00 Monday to Thursday, 08:00-15:30 on Friday

Term Time only— contracted for 44.07 weeks per year

We are seeking to appoint a dedicated, compassionate and proactive Pastoral Manager to lead The Hub, a supportive multi-use provision within our school, which plays a key role in fostering students wellbeing and engagement.

Salary

Scale SO1, Point 23

£29,365 actual per annum (£34,649 FTE per annum)

Holiday entitlement is built into the salary for term time only workers.

Total paid weeks for this role will be 44.07 weeks per annum.

Salary is paid all year round across 12 months in equal instalments.

Deadline for applications: 09:00 Monday 18 May 2026

You are strongly encouraged to contact us in advance to learn more about The Burgate and the specifics of this post. If you would like to have an informal chat or arrange a visit, please contact our Deputy Headteacher, Heidi Shering.

Executive Headteacher: David Pover

Associate Headteacher: Ben Clemson

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire,
SP6 1EZ

Tel: 01425 652039, Email: burgate@burgate.hants.sch.uk

Website: www.theburgate.com



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Pastoral Manager at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment. This is encapsulated in our school vision of *'We want every student to enjoy their learning and feel valued for who they are'*.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that objective. Please take your time to explore our school's website, our recent Ofsted inspection and this recruitment pack, which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover
Executive Headteacher



About the Role

At The Burgate School and Sixth Form, our vision is for every child to feel valued for who they are. We are proud of our inclusive and respectful learning environment, where every student is valued as an individual.

The Hub is a supportive provision within our school which plays a key role in fostering student wellbeing and engagement across the school. The Hub embodies our ethos, offering a safe, structured, and supportive space for students who may require additional support to access their learning and thrive both academically and personally. In The Hub, there are two main areas of support offered which will be led, facilitated and reviewed by the Pastoral Manager. These are Academic support, which focuses on curriculum catch-up and subject confidence and The Bridge support, which focuses on emotional regulation, return-to-learning plans, and reintegration after prolonged absence. These two provisions are fundamentally put in place to support good attendance and engagement in school.

The Hub is a multi-use provision which also supports with targeted SEND provision and the whole school literacy strategy.

We are seeking to appoint a dedicated, compassionate and proactive Pastoral Manager to lead The Hub. This role is ideal for someone who shares our commitment to supporting the whole child, nurturing both academic progress and emotional wellbeing. The successful candidate will start in school, building relationships with students who struggle to engage with school and learning and lead on the daily running of The Hub. They will be expected to develop strong, trusting relationships with students whilst maintaining high expectations in behaviour and learning. The role of the Pastoral Manager extends beyond the child in school and, where appropriate, they will be expected to meet with parents and families to support them to identify and overcome barriers to engagement.

This is an exciting new opportunity at The Burgate School which, for the right candidate, has potential to grow and develop a team.

We're looking for someone who will:

- Be committed to supporting all students to achieve their potential.
- Lead with integrity and empathy, always putting students' wellbeing at the heart of their practice.
- Have excellent interpersonal and communication skills to build partnerships with students, staff, and families.
- Be reflective, resilient and solution-focused in managing challenging situations.
- Hold strong literacy and numeracy skills (equivalent to GCSE Grade C/4 or above in English and Maths).
- Share our vision for all our students to enjoy their learning and feel valued for who they are.

In return, we offer:

- A supportive school community with friendly, enthusiastic and caring colleagues
- A commitment to professional development to support your individual career
- Access to the Local Government Pension Scheme
- Electric vehicle charging points
- A cycle to work scheme
- A school with fantastic grounds on the edge of the New Forest

Hours of Work and Support Staff Pay Explained

The role of Pastoral Manager is a term time only role.

What is Term Time Only

Term time only working means your contracted hours take place during the weeks when the school is open to students. Unlike many jobs that run all year round, some roles in schools pause during the holiday periods, so you're not required to work during the long school breaks (such as Christmas, Easter and summer).

Your salary is spread evenly across 12 months for consistency, but it is calculated based on the number of weeks you actually work each year, plus any paid holiday entitlement included in the contract.

The school's academic year is 39 weeks (three terms of approximately 13 weeks each).

The role of Pastoral Manager will be contracted for 44.07 weeks per year. A 'year' being 1 September to 31 August.

This can be broken down as follows:

39 weeks – term time including five INSET days.
+
5.07 week's paid holiday (including bank holiday entitlement)
= 44.07 weeks paid
Remaining weeks are unpaid

Annual Leave

For term time only staff, annual leave is built into your pay calculation rather than taken as separate days off. This means your paid holiday entitlement is included within the school holiday periods, and leave cannot be taken during term time when students are in school.

The school's holiday year also runs between 1 September and 31 August. For the Pastoral Manager role, you will be entitled to 5.07 weeks' paid holiday which includes bank holiday entitlement. You will be paid your normal basic remuneration during such holidays.

If you join us part way through the leave year

If an individual starts their employment part way through the leave year, they will only be entitled to the part of their total annual leave entitlement accrued for that year.

Holiday entitlement will therefore be calculated on a pro-rata basis rounded up to the nearest whole or half day.

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk .

Application Form

Your application is an important part of the selection process so it's really important that you try to capture all of the relevant information we ask for on the form. All applications must be submitted through My New Term — the link to our careers page is here:

[The Burgate School and Sixth Form Careers Page Link.](#)

For safer recruitment reasons, only applications submitted via My New Term will be considered. CVs will not be accepted.

Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants, however, if you have not heard from us within three weeks of the closing date, you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, you may be asked to undertake one or two tasks depending on the role you are applying for. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented.

If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.

References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form, we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>.

Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

We will also carry out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

General Information for Applicants

At The Burgate, we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2025 were pleasing with 71% of students achieving a pass grade in both English and Maths. This is significantly above the national average, and a real source of pride for the school. Our A Level outcomes were also outstanding this summer, with a greater proportion of students achieving top grades in line with the national picture. Overall, 76.6% of grades awarded were A*-C, which is the highest set of results since the end of the pandemic.

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for The Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The Burgate School continued to be rated 'good with outstanding features' by Ofsted in November 2024.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

Job Description

Pastoral Manager

Impact Statement: To build trusting and honest relationships with students and families to reduce levels of persistent absence and identify and overcome barriers to attendance and engagement in learning.

Line Manager: Deputy Headteacher

CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of The Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

KEY RESPONSIBILITIES:

- Provide daily leadership of The Hub, overseeing learning, emotional support and personalised interventions
- Monitor, analyse and report on attendance and punctuality data, identifying patterns and concerns across main school and sixth form
- Work directly with students and families to address attendance issues, promoting engagement and positive outcomes
- Collaborate with pastoral teams, SENCO, leadership and external agencies to support vulnerable students
- Maintain accurate records of interventions, communications, legal actions and outcomes
- Liaise with the Local Authority and inclusion services, supporting attendance policies, legal processes and court/agency evidence
- Take appropriate action within a legal framework (e.g. FPNs, ALP referrals) in consultation with the Deputy Headteacher
- Contribute to safeguarding and child protection practices, serving as a trusted adult and championing personalised learning

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Executive and Associate Headteachers.

Role: Person Specification for Pastoral Manager

Safeguarding	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students	X	
Ability to follow all school policies, including safeguarding, health & safety & GDPR	X	
Qualifications & Training	Essential	Desirable
GCSEs in English and Maths at Grade C/4 or above	X	
A commitment to professional development and willingness to undertake training	X	
First Aid Qualification or willingness to complete	X	
Experience	Essential	Desirable
Working with children or young people	X	
Building positive, trusting relationships with students and parents	X	
Providing pastoral, emotional or behavioural support	X	
Maintaining accurate records and reporting concerns		X
Liaising with external agencies and professionals		X
Knowledge & Skills		
Strong interpersonal and communication skills, with the ability to engage students, staff and families	X	
Ability to lead and manage a multi-use provision independently	X	
Ability to balance empathy with high expectations for behaviour, attendance and learning	X	
Strong organisational skills and attention to detail	X	
Confidence using data to identify patterns, concerns and next steps	X	
Ability to work within legal and policy frameworks	X	
Strong literacy and numeracy skills	X	
Confident in the use of Microsoft Office (Word, Excel, Outlook)	X	
Personal Qualities	Essential	Desirable
Compassionate, calm and student-centred approach	X	
Integrity and professionalism at all times	X	
Resilient, reflective and solution-focused	X	
Proactive and adaptable in responding to challenges	X	
Able to remain positive and consistent when working with complex needs	X	
Committed to inclusion, equality and valuing every child as an individual	X	
Friendly manner and good sense of humour	X	
Honest and trustworthy	X	
Strong record of punctuality and attendance	X	
Alignment with The Burgate's ethos and values	X	
Willingness to contribute positively to the wider school community	X	