



# QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



## Information Pack

Pastoral Officer

Required from September 2026

Permanent, 37 Hours, Term Time Only

NJC SCP 9 - 17

Queen Mary's Grammar School  
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Walsall,  
WS1 2PG

01922 720696

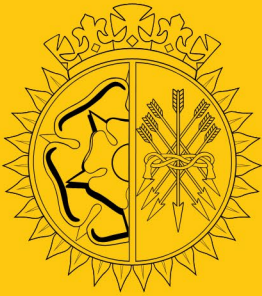


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# Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

# About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

There are currently almost 1400 pupils on roll, including over 500 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2025, 68% of GCSE grades were 7-9 and 70% of A Level grades were A\*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past few years, we completed projects to add additional capacity through the building of extra science rooms, a humanities block and a sixth form study annexe.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

# Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

## Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

Please contact Mrs N Turner (SLT Administrator) if you would like to discuss the role further via email; [n.turner@qmgs.merciantrust.org.uk](mailto:n.turner@qmgs.merciantrust.org.uk)

# The Role

<b>Job Title:</b>	<b>Pastoral Officer</b>
<b>Grade / Salary:</b>	NJC SCP 9-17 FTE: £28,598 - £31,022 Actual Salary: £23,442 - £26,801
<b>Hours:</b>	37 hours per week, Term Time Only
<b>Purpose of Job:</b>	<p>We are seeking a Pastoral Officer to join our established pastoral team. This is a varied and rewarding role where you will work directly with students, staff and families to support behaviour, address challenges and help remove barriers to learning.</p> <p>You will play an important role in the day-to-day life of the school, supporting students from Year 7 -13 to make positive choices and contributing to a consistent and supportive environment for all. You will work as part of a wider team alongside the Assistant Headteacher in charge of strategic leadership for behaviour, the Year Teams and the Senior Behaviour Manager. The role is intended to include intervention with discipline matters, administrative support and parental liaison.</p>

## Key responsibilities:

### General duties and responsibilities

- **Drive a culture of exemplary behaviour and high expectations:** Proactively uphold and embed the school's behaviour policy and CREDIT values, ensuring swift, consistent responses to incidents while championing a calm, purposeful environment that underpins outstanding academic achievement.
- **Model excellence and build high-impact relationships:** Establish strong, professional relationships with pupils, acting as a visible role model and mentor to raise standards of behaviour, resilience, organisation, and personal responsibility.
- **Lead and deliver restorative behavioural practice:** Apply a restorative approach to behaviour management, leading and supporting investigations, conflict resolution, and mentoring interventions, while working closely with staff, students, and parents to secure positive outcomes.
- **Operate and strengthen behaviour systems:** Play a central role in behaviour operations, including being the first point of contact, investigating incidents, managing referrals, supervising the R Room provision, removing students where required, and ensuring all processes, communication, and administration are completed to a high standard.
- **Champion whole-school culture and engagement:** Actively contribute to the school's praise and rewards culture, support assemblies and events, participate in meetings, and consistently promote expectations that drive positive behaviour across all year groups.

### Administration, Monitoring and Reporting

- **Lead robust behaviour data and reporting systems:** Maintain accurate, comprehensive records across platforms (including CPOMS), track and analyse behaviour trends, and produce high-quality reports, logs, statements, and communications to inform decision-making and support pastoral teams.
- **Deliver efficient and responsive behaviour administration:** Manage operational processes including detentions, parent queries, suspension procedures, and uniform/equipment provision, ensuring all actions are completed accurately and in line with school policy.

- **Support safeguarding, monitoring and student accountability:** Respond to authorised CCTV reviews, oversee student report processes where required, and ensure timely sharing of relevant information with pastoral teams to promote student progress and safety.
- **Provide team support:** Provide proactive administrative support to the pastoral team, including ordering resources. Produce emails, letters and reports relating to pastoral matters.

#### Partnerships, Engagement and Student Support

- **Build effective partnerships with staff to support student outcomes:** Collaborate closely with teaching and pastoral teams to coordinate support, arranging for learning materials for students in isolation or alternative provision to ensure continuity in their education.
- **Contribute to targeted mentoring and intervention programmes:** Work alongside colleagues to design and deliver mentoring support, reinforcing positive behaviour, engagement, and reintegration into the school community.
- **Engage parents, carers, and external partners to support pupils:** Liaise professionally with families and external agencies, coordinating communication, arranging meetings, and supporting interventions that promote student wellbeing and progress.
- **Facilitate access to wider and off-site provision:** Support the organisation, administration and delivery of off-site provision through established networks.

#### Other Areas of Responsibility

##### Professional Growth and Whole-School Contribution

- **Commit to continuous professional development and staff capability:** Actively develop role-specific skills and expertise, contribute to behaviour training where needed, and engage fully in briefings, meetings, and professional learning to strengthen whole-school practice.
- **Support and promote the school's ethos and inclusive culture:** Contribute to the wider aims of the school, uphold equal opportunities, and champion diversity, ensuring all pupils have equitable access to learning, support, and enrichment opportunities.
- **Contribute to the wider life of the school:** Support educational visits, trips, and extracurricular events, reinforcing positive relationships.
- **Liaise with the Senior Leadership Team:** undertake any reasonable requests to assist the wider SLT and Headmaster

##### Safeguarding, Attendance and Student Welfare

- **Uphold safeguarding and promote student welfare:** Work in line with statutory guidance and school policies, proactively identify and report concerns, collaborate closely with the DSL, and contribute to referrals (e.g. SEMH/SEND) to ensure students' safety and wellbeing are prioritised.
- **Attendance, punctuality and student accountability:** Actively promote high standards, support monitoring and interventions, take registers where required, and work alongside the Attendance Officer and external partners to address concerns and improve outcomes.

## PERSON SPECIFICATION

### Skills, Experience and Personal Attributes

- **Relevant qualifications and experience:** Educated to at least GCSE grade C/4 in English and Mathematics, with additional relevant qualifications desirable. Demonstrable experience working with young people and families across educational settings required.
- **Data literacy and systems capability:** Proven ability to analyse data, identify trends, and produce insight-driven reports to inform action. Confident using IT systems including Excel and school platforms such as SIMS and CPOMS (or willingness to learn).
- **Relationship-building and communication:** Strong interpersonal skills with the ability to build effective relationships with students, staff, parents, and external stakeholders. Highly effective written and verbal communication, with the judgement to adapt approach to different audiences and situations.
- **Resilience, professionalism and organisational excellence:** Highly organised with strong time management and the ability to prioritise under pressure. Remains calm, flexible, and solution-focused, including in challenging or crisis situations, while always maintaining professionalism and confidentiality.
- **Teamwork:** Able to make informed decisions, contribute to improvements, and work collaboratively and constructively as part of a wider team to achieve shared outcomes.
- **Commitment to values, safeguarding and inclusion:** Strong understanding of professional standards when working with children, with a clear commitment to safeguarding, equality, diversity and inclusion, and to upholding the ethos and values of the school.

*Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures, including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*

# The Mercian Trust

**Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust.**

As one Trust we share a common purpose. We call it our social mobility and social justice mission to change our communities through the very best equitable education. When we get this right, it enables our children and young people to fulfil their potential, thrive in the world of work, and make a positive contribution to the local, national and international community.

Put simply, our common purpose is to increase opportunities and improve outcomes for our students. We are particularly committed to students who are under-served and under-resourced. We prioritise those who have special educational needs and disabilities, or who are more likely to face discrimination for whatever reason.

It is this common purpose that fuels everything we do. We deliver impactful, sustainable and ethical continuous school improvement in our schools to ensure the children and young people in the communities we serve learn in the very best and most inclusive schools.

We are deeply rooted in the communities we serve (which are the education investment areas of the West Midlands). We adopt a pioneering spirit and look to lead the sector with innovative solutions to the problems our students and families face.

We are proud of our achievements so far:

- Our selective schools are the most successful in the country at increasing the number of local disadvantaged students passing the entrance test and joining our grammar schools.
- Our St Matthew's campus in Walsall Town centre has brought new investment and innovation to the town and is home to our Alternative Provision Free School for students at risk of exclusion from Mainstream education. the campus is home to our Studio School where students can take a more technical or vocational route to university and employment - and also the home of our Digital Skills Hub connecting schools with employers and our students with industry professionals.
- Our social mobility and social justice mission goes beyond traditional education and training. We are proud to have hosted the region's first Youth Suicide Awareness and Prevention Conference at Villa Park, building on our pioneering work in youth mental health.
- Our innovative multi-disciplinary team of clinicians and allied health professionals support our vulnerable students, reducing clinical assessment waiting times from nearly 12 months to just 2 weeks.
- Our social mobility and social justice mission is both what we do, and who we are. We exist to enable all our students to fulfil their potential, thrive in the world of work and make a positive contribution to their local, national and international community.

# Location

Queen Mary's Grammar School  
Sutton Road  
Walsall  
West Midlands  
WS1 2PG

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Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Mrs N Turner at [n.turner@gmgs.merciantrust.org.uk](mailto:n.turner@gmgs.merciantrust.org.uk) to arrange a visit.