



Windsor High School and Sixth Form

Part of



Excellence for All

Pastoral Manager

Candidate Information Pack



Welcome from the Headteacher

Dear Applicant,

I am Gavina Raindi, Headteacher of Windsor High School and Sixth Form, and I am delighted that you are considering joining our team.

At Windsor, we are deeply committed to providing an exceptional education through our motto, "Excellence for All." This is more than just a phrase; it is our daily commitment to maximising both academic achievement and personal growth. We believe that every young person deserves the opportunity to thrive, and we work tirelessly to create a culture where they can truly flourish.

As the founding school of Windsor Academy Trust, we are proud to lead within a family of fifteen schools. This partnership allows us to benefit from the collective strength and shared expertise of a wider professional community. While we are a large and successful school with a strong record of exceptional progress, we remain united by one central moral purpose: to unlock the academic and personal potential of every student in our care.

By joining our staff, you become a vital part of "The Windsor Way." Whether you are based in the classroom or within our professional services team, you will help us move toward our Strategy 2030 goals by:

- **Championing Character:** Using our ASPIRE framework to help students develop essential virtues like resilience, creativity, and compassion.
- **Driving Academic Excellence:** Delivering a high-quality curriculum that empowers our students to leave us as confident individuals ready to change their world.
- **Fostering Belonging:** Helping to build a safe, respectful, and inclusive community where every student and staff member feels valued and proud to belong.

We are looking for dedicated, collaborative, and innovative individuals who share our passion for making a meaningful difference. In return, you will join a talented team supported by a culture of empowerment and professional growth, where your contribution to our students' success is celebrated.

If you are ready to help our students find their purpose and power, I look forward to receiving your application.

Best regards,

Gavina Raindi
Headteacher

Our School



**Windsor High School
and Sixth Form**

"Excellence for all"

Windsor High School and Sixth Form is an 11 to 18 comprehensive school in Halesowen - and Windsor Academy Trust's founding school. We are committed to delivering the very best education for all of our students. We are a school built on traditional values and our ethos and beliefs are evident in "The Windsor Way", which celebrates the twin tenets of respect and responsibility. We strive for our students to have a love of learning, and gain the knowledge, skills and attributes to be successful in the world of work. Equally, we endeavour for our students to be good human beings, with a sense of purpose and character, enabling them to flourish in life.

Our 2024/25 highlights

- Ofsted Outstanding: The school received an "Outstanding" rating from Ofsted in all areas.
- Apple Distinguished School: We became an Apple Distinguished School, hosting events including a successful "Women in Tech Day."
- Charity Fundraising: The school community raised an impressive £14,000 for charity.
- Voluntary Service: Students and staff completed over 2,000 hours of voluntary service throughout the year.
- School Show: Our spring term school show, "Disco Inferno," was a resounding success over three consecutive days.
- Staff Wellbeing: The Wellbeing Buddy programme was a huge success, with over 70 staff members participating and sharing positive feedback.
- Sporting Success: The school held its first all-school Sports Day since before Covid, with Hanover winning the cup. Our sports teams also celebrated other victories, including the Year 11s winning the Stourbridge Cup.
- Forever 50 Charity: We launched the Forever 50 charity in memory of a colleague, raising over £1,000 to help students with extra-curricular activities through a 500-mile cycling challenge.
- Extra-Curricular Trips: Students enjoyed over 300 educational and enriching trips this year, not including Activities Week.
- Shaping the System: The school was featured on numerous national platforms, including Bett and Teach Like a Champion, showcasing our expertise and leadership in education.

"Too often, people are quick to complain about schools on social media. We wanted to say that Windsor High School has an absolutely amazing team. My son is so happy here, and I always recommend the school to everyone. There's a real sense of mutual respect, and it's clear that staff members know my son well whenever they talk to me about his learning and progress. The communication is excellent, with regular updates on Class Charts, informative parents' evenings, and quick, personal responses whenever needed. We've also found the after-school clubs to be brilliant all year." - **Windsor High School and Sixth Form parent**

"It is thanks to Windsor and the opportunities they have provided me that I am able to represent the school that I am so proud to be a part of as Head Girl." - **Windsor High School and Sixth Form student**



Job Description

Salary	Grade 5 SCP 17 - 22
Reporting to	Deputy Headteacher, Student Services
Responsible for	N/A
Location	Windsor High School and Sixth Form

Primary role is to support the Heads of Years, Liaise and communicate with parents, support with students attendance and resolve pastoral issues.

Specific duties: Undertaking the following responsibilities:

Support to Heads of Years

- Investigate incidents in the absence/unavailability and at the direction of Head of Year/Upper School Director/Lower School Director/Line Manager and report back findings to Head of House/Upper School Director/Lower School Director/Line Manager.
- To support vulnerable students in the absence/unavailability and at the direction of Head of Year/Upper School Director/Lower School Director/Line Manager and report back findings to Head of Year/Upper School Director/Lower School Director/Line Manager.
- Attend regular formal feedback meetings with Line Manager.
- Ensure that there is daily communication with Heads of Years regarding outstanding issues or resolved issues.

Liaison and Communication

- Liaise with parents/carers at the direction of Leadership team/Line Manager.
- Liaise with staff at the direction of Leadership team/Line Manager.
- Liaise with outside agencies at the direction of Leadership team/Line Manager.

Monitoring/Absences

- Daily monitoring of parent contact reporting absence, coding on registers and informing FT and Pastoral Leaders of concerns
- Monitor register completion for am Tutor time and follow up non completion
- Transfer paper registers onto registration systems
- Make priority absence contact and record outcome
- Send First Day absence parental texts/calls
- Record parental responses and action non responses
- Monitor student attendance and action appropriately
- Daily monitoring of first day absence calls reporting concerns to Head of House/Line Manager and making appropriate follow up

House Activities

- Liaise with Head of Year/Line Manager regarding organisation of House activities.
- Update weekly the House notice boards.

Internal Truancy

- Monitor internal truancy, reporting concerns to Head of Year/Line Manager and Faculty/Curriculum areas and making appropriate follow up
- Support students to ensure everyone has equal access to school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background and report as necessary
- Perform duties throughout the day to keep students safe, happy and well
- To support the pastoral leaders (structure) to investigate, log and resolve or pass on for resolution student issues
- To support vulnerable students
- To liaise with staff, parents and students as necessary on attendance and pastoral matters
- Mentor students as required
- Support the behaviour curriculum to help remove barriers to learning
- Support with student uniform standards and providing uniform where necessary
- Keep student files and logs up to date
- Hold, record and return confiscated phones

PfE

- To run de escalation conversations and administer and clarify work for RR students
- To check attendance in RR and address non attendees
- To drop into RR to check climate and inform RR Lead of any actions needed

Administration

- Management of record keeping/filing, use of Arbor and compilation of student behaviour logs.
- Record outcomes of any meetings that you host.
- Administration of red slips, daily report cards, uniform issues, leadership ladder certificates and other related matters.

Organisational

- Manage detentions at the direction of the Line Manager/Head of Year.
- Assist with entry into assembly.
- Assist with break and lunchtime duties.

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with lists check.

Person Specification

ATTRIBUTES		
Qualifications	▪ Good general education ▪ Level 3 qualifications or higher ▪ Other relevant qualifications	E D D
Work related experience / Specialist knowledge	▪ Child protection Basic Training ▪ Experience of liaison with parents and/or external agencies ▪ Relates well to students ▪ Awareness of the individual needs of students (eg SEN/Gifted and Talented/Pupil Premium) ▪ Knowledge of school behaviour policy	E E E E E
Aptitudes, skills and abilities	▪ Excellent organisational skills/time management skills ▪ Proven ability to establish good working relationships with staff/students/wider community ▪ Well-developed IT and presentation skills ▪ Patience ▪ Ability to remain calm and professional at all times ▪ Ability to handle confidential issues sensitively ▪ Sense of humour ▪ Self-motivated ▪ Having personal impact and presence. ▪ Ability to innovate, work independently and as part of a team ▪ Emotional intelligence ▪ Identify obstacles to student progress and help remove them ▪ Show a commitment to school improvement ▪ Able to demonstrate involvement in current initiatives ▪ Experience of working in a similar setting	E E E E E E E E E E E D D D
Other	▪ Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred lists check.	E E E

E = Essential D = Desirable

Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



Dawn Haywood
Chief Executive Officer



15
SCHOOLS



10000
CHILDREN



1200
STAFF



Working for Windsor Academy Trust

**We believe it is important to be a great place to work.
In addition to a competitive salary we offer:**



Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.



Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.



Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit The UK's Most Popular Cycle to Work Benefit - Cyclescheme.

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting Tax-Free childcare at gov.uk. Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.

Safer Recruitment In Education:

Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies





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