



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)

Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD

Telephone: 020 8864 7688

www.whitmore.harrow.sch.uk

Email: office@whitmore.harrow.sch.uk

Academic Year 2026/2027

Dear Colleague

PASTORAL SUPPORT MANAGER (NON-TEACHING) - 1 Year Fixed Term

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school where our students make excellent progress. OFSTED graded the school in March 2025 as Outstanding in all areas and commented "Pupils achieve particularly well at this school due to the ambitious curriculum provided. Pupils are highly engaged and focused in lessons. A clear sense of care resonates through this truly inclusive school."

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

We reserve the right to interview early for this post should a suitable candidate apply

I look forward to hearing from you.

Yours sincerely

James Rebbitt
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)

Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD

Telephone: 020 8864 7688

www.whitmore.harrow.sch.uk

Email: office@whitmore.harrow.sch.uk

PASTORAL SUPPORT MANAGER (NON-TEACHING)

1 Year Fixed Term

37.5 hours per week with an unpaid half hour lunch break, term-time only

Monday - Friday: 8.00am – 4.00pm

Scale G5 - £28,567 per annum, for the hours shown

JOB DESCRIPTION

Job Purpose

The person appointed will work closely with Year Teams and Senior Staff to uphold the school's high expectations for behaviour, attendance, and personal conduct. This role involves proactive and reactive pastoral support, including running targeted interventions, managing restorative justice processes, investigating incidents, and engaging with parents to ensure every student thrives in a safe and respectful environment.

Reporting to

Deputy Headteacher (Pastoral)

Key Responsibilities:

Behaviour and Conduct

- Support Year Teams in consistently implementing the school's behaviour policy.
- Investigate behaviour incidents thoroughly and document outcomes.
- Lead restorative justice (RJ) meetings and processes to repair relationships and promote positive behaviour.
- Monitor behaviour trends and provide reports to Senior Staff.

Pastoral Interventions

- Design and deliver targeted interventions for students with behavioural, social, or emotional needs.
- Work with students individually or in small groups to address barriers to learning and engagement.
- Collaborate with external agencies where appropriate.

Parental Engagement

- Meet with parents/carers to discuss behaviour concerns and agree on strategies for improvement.
- Maintain strong communication and build positive relationships with families.

Attendance and Engagement

- Monitor attendance and punctuality, working with Year Teams to address concerns.
- Encourage student participation in school life and promote a culture of respect and responsibility.

Leadership and Collaboration

- Act as a key point of contact for pastoral matters within the year groups.
- Support Senior Staff in developing and delivering strategies to improve behaviour and wellbeing.
- Contribute to staff training and development on pastoral care and behaviour management.

PERSON SPECIFICATION

The person appointed will:

- Have the ability to build positive relationships with students, staff, and families.
- Have experience in a pastoral or student support role and educational setting.
- Have knowledge of safeguarding and child protection procedures.
- Be committed to the very highest standards of student wellbeing and achievement.



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)

Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD

Telephone: 020 8864 7688

www.whitmore.harrow.sch.uk

Email: office@whitmore.harrow.sch.uk

- Have good literacy and numeracy skills with a good general education and an interest in learning.
- Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people.
- Have a good level of administrative skills including MS Office, Word and Excel.
- Possess strong organisational and record keeping skills with the ability to problem solve, manage competing priorities, meet deadlines with the ability to work under pressure.
- Be self-motivated, enthusiastic, hardworking, and flexible in their approach.
- Be a positive team player and believe in the importance of teamwork and a collaborative approach.
- Have empathy, resilience with the ability to effectively lead in conflict resolution.
- Have excellent punctuality and attendance.
- Maintain complete confidentiality and discretion at all times.
- Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities.
- Be committed to the principles and practice of safeguarding all young people.

Academic Year 2026/2027