



SHENFIELD HIGH SCHOOL

PASTORAL MANAGER

JULY 2026

Information for candidates

L E A R N I N G F O R L I F E

PASTORAL MANAGER

JULY 2026

The role

We are seeking a skilled, dedicated and compassionate pastoral practitioner to follow a year 7 cohort through a school that holds a caring ethos and strong existing pastoral structure.

The successful candidate will have proven experience working with young people in a pastoral or student support role. They will also have a strong skillset in building positive relationships with families and external support agencies. This role requires someone who is empathetic, proactive, and committed to promoting the wellbeing, development, and success of every student in their care through a holistic approach, while maintaining a clear balance between compassion and firm, consistent boundaries.

The pastoral team at Shenfield High School is central to our vision of *learning for life*, ensuring every student feels safe, supported, and able to thrive. Working within a strong year group structure, the team takes a holistic approach to student development, recognising the link between wellbeing, behaviour, attendance, and academic success.

Pastoral staff work closely with colleagues, families, and external agencies to provide consistent and targeted support, with safeguarding at the heart of all we do. Balancing a caring, empathetic approach with clear expectations and firm boundaries, the team promotes high aspirations, mutual respect, and a culture where every student is supported and challenged to succeed.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- GP Access for yourself and dependents
- Continuous CPD programme including NPQs and National College qualifications
- Employee Assistance programme
- Gym and swimming pool access

We can also offer you:

- A chance to work alongside an enthusiastic and dedicated pastoral department
- Supportive onboarding
- An all-inclusive and diverse organisation
- A chance to be part of the school's drive to increase and support student engagement
- Discounted childcare during half-terms
- Free daily breakfast
- Gym and swimming pool access
- On-site parking

PASTORAL MANAGER

JULY 2026

Job details

Start date:	July 2026
Salary:	Scale 7, point 19 – 24. Plus fringe allowance £729. <ul style="list-style-type: none">• <i>Full-time equivalent: £32, 061- £35, 412 plus fringe allowance.</i>• <i>Pro-rata'd salary: £30, 249 - £33, 479 including fringe allowance.</i>
Working Hours / Weeks:	42 weeks. <i>Term Time plus inset, plus holiday working</i> 37 hours per week 08:00 – 16:00 Monday – Thursday 08:00 – 15:30 Fridays
Contract type:	Permanent – Full Time
CLOSING DATE:	3 rd May 2026
Interviews:	Thursday 7 th May 2026 <i>and</i> Friday 8 th May 2026

Please apply using the application form and a cover letter that outlines how your experience and skills fulfil the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - www.shenfield.essex.sch.uk.

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

PASTORAL MANAGER

JULY 2026

JOB DESCRIPTION

Reporting to: Senior Pastoral Lead

Liaison with: Parents, Students, Teaching staff, Support staff, External agencies

Overall Purpose of Post

- To work with parents, students, teachers and support staff in enabling students to be the best they can be.
- To ensure all students have access to high quality guidance in making the most of opportunities available to them in learning for life.

Main purpose

- Responsible to the Assistant Headteacher for Behaviour and Standards to help establish and communicate a clear vision and ethos which secures high expectations for all students and also reflects the school's values and ethos;
- Promote systems and practices that nurture all students so that they are known and known well;
- Contribute to unstructured and social time supervision;
- Attend and contribute to the weekly whole staff briefing, Team Meetings, Interventions Meeting, Year Team Meetings and Year group assemblies;
- Investigate and deal with incidents including those of a bullying, racial or prejudicial nature, in accordance with school policy;
- Work collaboratively with Designated Safeguarding Leads to uphold expectations regarding Safeguarding, eSafety and positive relationships;
- Model respectful behaviour, and practise restorative methods when working with students/staff/parents;
- Work closely with the Interventions and Behaviour and Standards team to ensure the appropriate interventions are put in place to support student progress and wellbeing;
- Liaise with the Attendance Officer on pertinent attendance and punctuality issues;
- Liaise with wider support staff to support the most vulnerable students accessing wellbeing intervention;
- Support the implementation of any charitable or fundraising plans;
- Work with the Behaviour and Standards Team to implement the rewards programme across the school;
- Work within the Behaviour and Standards Team to uphold behaviour expectations, co-ordinating behaviour interventions for students within their cohort;
- Communicate effectively with parents/guardians to ensure they feel supported and listened to;
- Contribute to whole school communication regarding students' safety, wellbeing and welfare, including regular contributions to tutor and staff notices;
- Develop effective relationships with parents and external agencies to support student success, behaviour and well-being;
- Contribute to monitoring and quality assuring the Top Form programme;
- Work alongside a Year team to maintain accurate records of student progress, behaviour and achievement that will assist students, teachers, parents and external agencies in their work;
- Contribute to the creation of Student Concern Profiles to ensure students with SEMH/behaviour needs are supported and monitored by the Year Team;
- Contribute to a positive learning environment by supporting teaching staff and 'Time Out' practices, such as maintaining the 'Hot Spot' timetable;
- Ensure that National and Legal guidance on promoting student safety, wellbeing and welfare is adhered to at all times.

PASTORAL MANAGER

JULY 2026

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Attendance Office will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• English and Maths at GCSE grade 4 or equivalent• Ability to use a range of IT applications; Microsoft Office – Word, Excel, Outlook, Publisher and Power Point <p><i>Desirable</i></p> <ul style="list-style-type: none">• <i>Ability to use / experience in using school information management system(s) such as SIMS</i>
Experience	<ul style="list-style-type: none">• Working in a school/college with pastoral experience• Working with confidential and/or sensitive materials• Managing time and workload to meet deadlines• Supporting students in crisis• Working with families• Working with external agencies e.g social care, family solutions, school nurse team, EYPDAS etc• Working with data sets• Complying with statutory regulations
Skills and knowledge	<ul style="list-style-type: none">• High standard of communication (verbal and written)• Polite and effective interpersonal skills• Competent with common IT systems• Data analysis• Time management and planning• Ability to work flexibly and quickly under pressure• Ability to work across multiple projects and deadlines• Ability to follow policies and procedures set by the school and external agencies• Knowledge of safeguarding procedures and managing disclosures <p><i>Desirable</i></p> <ul style="list-style-type: none">• <i>Confident in the use of ICT as an educational engagement tool and in the tracking and reporting of student progress.</i>• <i>Evidence of professional development relevant to the post</i>
Personal qualities	<ul style="list-style-type: none">• Organised• Ability to keep calm under pressure• Ability to work well in a team, and independently• Commitment to promoting the ethos, values and standards of the School for the benefit of all stakeholders• Commitment to safeguarding procedures• Positive values and attitudes and adopt high standards of behaviour in a professional role• A commitment to equal opportunities and inclusion



SHENFIELD HIGH SCHOOL

ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.

The whole school community has devoted significant time in the most recent years revisiting the school values and the House System.



SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing.

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school.



SHENFIELD HIGH SCHOOL

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour or would like some further information about the role, please contact the Headteacher's PA, Mrs Watson c.watson@shenfield.essex.sch.uk.

- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk e.kirk@shenfield.essex.sch.uk.
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance.

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello
Headteacher

