



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL

## **Pupil & Pastoral Manager**

### **CANDIDATE INFORMATION**

**This pack contains the following information:**

Page 2	Message from the Principal
Page 3	Information about the University of Birmingham School
Page 5	Indicative Pay and Benefits
Page 7	Job Description
Page 9	Person Specification

**For more information, please go to [www.uobschool.org.uk](http://www.uobschool.org.uk). To arrange an informal visit, please call 0121 796 5008**

Dear Candidate

Thank you for your interest in working at University of Birmingham School.

We passionately believe that the purpose of education is to develop the character of our pupils and students so they actively pursue a good life. We want them to be confident, curious and ambitious learners; we want them to show compassion, empathy and patience in their relationships with others and we want everyone to find a place in their local and global communities where they can flourish and thrive. The successful candidate will share our passion to make a positive and lasting difference to the lives of our pupils and students.

Our academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, music, trips and visits into our school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

As the first secondary 'University Training School' in the country, we aspire to play a significant role in developing future generations of outstanding classroom practitioners, middle and senior leaders.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. We are committed to ensuring the well-being of our staff, but, at the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.

Yours sincerely



Colin Townsend  
**Principal**

## University of Birmingham School – Information for Candidates

University of Birmingham School opened in September 2015 in a new £23 million building located on the University of Birmingham's Selly Oak campus. In that first year, we welcomed 150 students into Year 7 and nearly 200 students into the Lower Sixth Form. In September 2020 we reached full capacity and currently have over 1,170 pupils / students and nearly 130 staff.

At University of Birmingham School, we are pioneering a comprehensive school and sixth form for a truly diverse and inclusive learning community that creates great citizens. We are proud to welcome 11-19 year olds from all across Birmingham through our doors to be part of our state-of-the-art school, and give them the opportunity to develop great character and achieve academic success in a thriving community - without limits.

Our partnership with the University of Birmingham gives our pupils, students and our staff unrivalled access to their world-class resources, research and people. This partnership makes us the UK's first secondary University Training School and gives us endless opportunities to collaborate, learn and grow as a school.

Our diverse curriculum is supported by a school-wide enrichment programme that ensures all pupils and students have the opportunity to explore their passions and develop as well-rounded citizens with great character.

By balancing character development with academic success, we are creating better citizens, better communities, and a better world.

### About our Education

The curriculum in Years 7 to 11 includes Art, Biology, Chemistry, Computer Science, Design Technology, English, Geography, History, Mathematics, Modern Foreign Languages, Music, Physical Education, Physics, and Religious Studies. In the Sixth Form, we offer Art, Biology, Business Studies, Chemistry, Computer Science, Design Engineering, English Literature, French, Geography, History, Mathematics & Further Mathematics, Music, Physical Education, Physics, Politics, Psychology, Religious Studies, and Sociology.

The Form Tutor, Pupil Pastoral Managers and Year Leaders provide pastoral support and are the main conduit of communication between home and school on a day-to-day basis. Information about progress and attainment in terms of both academic performance and enrichment involvement is provided at least termly, together with an annual Parents' Meeting.

## **How is University of Birmingham School different?**

### **1. Character Education**

A feature of many of the most successful and traditional schools in the country is that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on 'taught, sought and caught' character education.

### **2. Enrichment Programme**

A second distinctive feature of the school is our enrichment programme. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and professional services staff to provide an unparalleled programme of activities and host special activities for all students within the curriculum and as extra curricular clubs and classes before and after school.

### **3. Links with the University of Birmingham**

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, pupils, students, and alumni.

## **Why should you apply to work at University of Birmingham School?**

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our pupils and students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals determined to transform the lives of our children. In return, you will have the opportunity to work in outstanding facilities, with and for aspirational children and their parents/ carers, and receive the best quality professional pedagogical and academic support to continue to develop your knowledge and skills in a unique and high profile environment. You will also have access to the physical and intellectual resources of a world class University.

As the School has now grown to full capacity, the department and pastoral teams have also grown and, dependent on performance, this is reflected in the payment to those who hold leadership or responsibility positions. In addition, there will be growing opportunities to be involved in a whole myriad of professional development opportunities as we seek to exploit our position and utilise our resources to lead on research based teaching and learning.

We aim to play a full part in the learning community of Birmingham and beyond by developing exciting and ground breaking relationships with businesses and collaborations with other primary and secondary schools.

Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach. From time to time events occur that affect our personal and working lives. Under such circumstances, we will endeavour to provide the flexibility in approach and seek to provide access to whatever resources are required to support you when you need them.

We will expect you to do your best; to be an outstanding role model; to be committed to self-improvement; and, like the students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from doing what is the most important role in a modern society.

We look forward to receiving your application. We intend that our graduates will go on to make a difference to the lives of others – the real value of education. Join Team UoBS today.

## **Indicative Pay and Benefits**

### **Commitment to Staff**

We recognise that our staff are the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we provide enhanced pay and benefits by:

- Paying staff a single salary for doing an excellent job;
- Broadly reflecting but simplifying the Standard Teachers Pay and Conditions Document (STPCD) whilst offering competitive pay and benefits to match our enhanced expectations;
- Maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- Making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- Promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- Putting care for staff, their wellbeing and professional development at the heart of the School;
- Establishing a culture of robust performance development and appraisal to underpin this policy;
- Developing and maintaining a harmonious working environment.

### Pension

All professional service staff will be eligible to contribute to the Local Government Scheme.

### Benefits

It is intended that staff at the University of Birmingham School have access to the following benefits offered by the University, including salary sacrifice schemes. Other employee wellbeing support will be developed over the coming months.

<b>Professional development</b>	Access to University Library services and resources (SLT and subject leaders) Links to relevant University academic departments Discounted access to Masters programmes in the College of Social Sciences Access to University-led professional development courses
<b>Health &amp; wellbeing</b>	University staff rates at the new £55m Sports Centre (opening 2017)

### Salary Scales 2025/26

#### Professional Services

<b>4</b>	401	£32,362	Term Time + 2 wks £30,041
	402	£33,547	£31,141
	403	£34,436	£31,966
	404	£35,324	£32,790
	405	£36,213	£33,615
	406	£37,398	£34,715

## **Pupil & Pastoral Manager - Job Description**

The purpose of the Job Description and Person Specification is to provide information about the role, the qualifications skills and experience a successful candidate should have.

Salary	£32,362 to £37,398 FTE
Reporting to	Assistant Principal (Character, Conduct & Welfare)
Hours	37.5 hours per week.  There is an expectation your working hours will be flexible around the needs of the pupils and School, during the School opening hours of 8am to 5.30pm.

**We are seeking to recruit a talented and appropriately qualified Pupil & Pastoral Manager to undertake the following specific and general duties and responsibilities.**

### **Core Purpose**

Working closely with the Assistant Principal, form tutors and Inclusion Team in the 11-16 School, the post holder will be responsible for:

- Maintaining an overview of behaviour, safeguarding and pupil welfare and developing appropriate interventions and support;
- Acting as the first point of contact in investigating and resolving any pastoral issues, in line with the School's focus on Character Education.

### **Specific Responsibilities**

The list of tasks below is illustrative of the general nature and level of responsibility of this post. This is likely to change over time in response to the School's needs and the experience and skills of the team as a whole.

### **Behaviour, progress and pupil welfare**

In conjunction with the Deputy Principal, Assistant Principal, Form Tutors and wider staff team:

- use School quantitative data, alongside insight from teaching and professional services staff, to identify any pupils who may need short or longer term pastoral support;
- listen to pupils who are experiencing challenges in their personal life, identifying appropriate strategies and interventions;
- build strong working relationships with relevant external agencies;
- maintain accurate records and prepare written reports and evaluations, as required;
- supporting outreach and transition activities for pupils entering the School.

### **Pastoral Support**

- Act as the first point of contact in investigating and resolving any issues involving pupils, ensuring all outcomes are recording in line with the School's procedures;
- Liaise with families, as appropriate, to create strong, supportive networks;
- Liaise with relevant professionals and individuals, e.g. educational psychologists, the police and social services
- Ensure all pastoral support and behaviour management is delivered and developed within the framework and principles of Character Education.

### **General Duties**

In addition to the Job Description there will be the following general duties. They may be modified as the school grows and develops by the Assistant Vice-Principal, after consultation with you, to reflect or anticipate changes in your role commensurate with the salary and job title.

### **General Responsibilities:**

To play a role, under the overall direction of the Principal, in:

- Managing staff and resources.
- Supporting the School's responsibility to provide opportunities for personal and professional growth of all staff.
- Creating a School environment with an outstanding care and guidance of, and for, each other.
- Supporting outstanding teaching and learning, achievement and behavior across the School.
- Carrying operational responsibility for the day-to-day management of the School.
- Undertaking any other professional duties reasonably delegated by the Principal, Senior Vice Principal or Director of Operations.

### **Main Functions:**

- To be an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning.
- Provide a flexible service that adapts to the changing needs of the School Community and responds to day to day situations as they arise.
- To ensure that a proactive customer service approach is adopted in all tasks undertaken.
- To be an excellent communicator with the whole School community.
- Ensuring that the School community has the right information at the right time to enable an excellent service.
- To contribute to the ethos of the School by participating and leading on enrichment activities.
- To be an active and supportive part of the wider professional services team.
- Take on relevant responsibilities that are both essential or add value to the School community. For example becoming a First Aider and / or Fire Warden.
- Be aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear.
- Provide lunchtime and break time supervision as required.
- Consistently produce a high standard of written work.
- To be a professional role model with a clear understanding of tolerance and the importance of diversity.

**School Improvement:**

- Demonstrate the School's vision and values in everyday work and practice.
- Continually look to improve practice and keep up to date with latest developments related to your role.
- Be knowledgeable in your role and provide advice and guidance to the School community.

**Developing Self and Working with Others:**

- Develop positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.
- Regularly review own practice, set personal objectives and take responsibility for own development.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Consistently enhance knowledge in relation to your role utilising self-directed learning.

**Leading and Managing the School:**

- Support the Assistant Vice-Principal in the safer recruitment, deployment and development of staff to make most effective use of their skills, expertise and experience.
- Work with the Principal, Senior Leadership Team and Governors to establish and maintain priorities for expenditure and monitor the effective use of resources to achieve value for money.

**Securing Accountability:**

- Support the Principal in developing a school ethos which enables everyone to work collaboratively, to share knowledge and understanding, celebrate success and accept responsibility for outcomes.

**Community Development:**

- Develop effective links, collaboration and the sharing of best practice with local schools and the wider community.
- Promote/preserve outstanding community cohesion across the School and beyond.
- Attend out of school hours events, as directed by the Assistant Vice-Principal.

**Other Requirements:**

- To be aware of all Safeguarding/Child Protection issues.
- To assist with registration as required.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- To carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

## Pupil & Pastoral Manager - Person Specification

### Qualifications

- 5A\*-C grades at GCSE including at least C grade in English and Mathematics;
- Relevant qualification or comparable professional experience to post e.g. Social Work, Counselling etc.

### Personal Qualities and Relationships

- To have personal impact and presence;
- To be able to establish and develop good relationships with all involved in the School;
- To have extensive experience of developing relevant interventions to support young people and families;
- To have knowledge of relevant referral systems (CAF, MASH, Think Family etc.) with external agencies;
- To have experience of working with families and external agencies to support young people;
- To be caring, compassionate and empathetic towards young people;
- To have experience of creating attractive, engaging resources to support learning;
- To have a positive and motivated approach to work;
- To be flexible and approachable;
- To be resilient and calm under pressure.

### Interpersonal and Communication Skills

- Have the ability to communicate effectively in writing and orally;
- To be fully competent in the use of ICT and data analysis;
- To have the ability to deal sensitively with people and resolve conflicts;
- To be able to think clearly and incisively under pressure;
- To have experience of implementing and developing policies and procedures.

### Other

- An understanding and willingness to be involved in school enrichment activities.

### Complaints

If, following a future review amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by \_\_\_\_\_  
(Signature of the Principal)

Copy received by \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Employee)