





Dear Colleague,

Welcome to Moseley School and Sixth Form and thank you for your interest in joining our vibrant, diverse, and inclusive community. We are delighted that you are considering the role of Student Support Officer on a part time job share basis and exploring the opportunity to contribute to our shared vision of *Succeeding Together*.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff. The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

We welcome visitors to the school. Please contact [recruitment@moseley.bham.sch.uk](mailto:recruitment@moseley.bham.sch.uk) if you have any questions about the role or school and would like to arrange a visit.

**Your application must be received by midday on Tuesday 21<sup>st</sup> April 2026**

**Please note this advert may close when sufficient applications are received**

**Interviews will take place on week commencing Monday 27<sup>th</sup> April 2026**

Best wishes,

**Simon Edwards**  
**Acting Headteacher**



## Post Information

**Post Title:** Sixth Form Pastoral Manager

**Grade:** Grade 4 Spine Point 23 to 31 (£34,434 to £41,771FTE)

**Actual Annual Salary on SP23** £30,998 pa before deductions  
**Actual Annual Salary on SP31** £37,603 pa before deductions

**Contract Type:** Full Time Term Time Only plus 5 days

**Contract hours:** 36.5 hours per week, Monday to Friday 08:15am to 16:15pm (plus 5 days to be worked in the school holidays or after school events in agreement with your line Manager). Flexibility to attend any other meetings/events outside normal working hours when required.

**Contract Term:** Permanent

**Contract Start Date:** ASAP

We are seeking to appoint an exceptional Sixth Form Pastoral Manager to make a significant difference to the life chances of our students. As a dedicated and enthusiastic Sixth Form Support Manager you will have a clear passion for supporting young people to achieve their potential.

### **Our perfect candidate will:**

- Be able to motivate, challenge and inspire students to achieve their best
- Be able to establish and develop outstanding relationships with students and staff
- Help us to maintain excellent results
- Contribute to our core vision and values

### **What we can offer you:**

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

### **Disclaimer**

**By submitting this application form, you declare that all information provided is accurate and truthful. You further confirm that you have not used any artificial intelligence (AI) tools or software to generate, edit, or enhance any part of this application. Any application found to have utilized AI will be subject to disqualification.**



## Job Description

<b>Post Title:</b>	<b>Sixth Form Pastoral Manager</b>
<b>Grade:</b>	<b>Grade 4 Spine Point 23 to 31 (£34,434 to £41,771FTE)</b> <b>Actual Annual Salary on SP23 £30,998 pa before deductions</b> <b>Actual Annual Salary on SP31 £37,603 pa before deductions</b>
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<b>Contract Term:</b>	<b>Permanent</b>
<b>Contract Start Date:</b>	<b>ASAP</b>

### **Core Purpose:**

- Ensure excellent attendance and punctuality within the Sixth Form
- Ensure students fully engage with all aspects and opportunities within the Sixth Form
- Support the monitoring, evaluation and continuous review of the quality and effectiveness of sixth form support

### **Responsibilities:**

- Work with the support of the Head of Sixth Form to ensure excellent attendance within the Sixth Form
- Work with the support of the Head of Sixth Form to ensure excellent punctuality within the Sixth Form
- Ensure effective implementation of the Sixth Form behaviour policy, including liaising with faculty staff where required
- Coordinate year 12 post 16 tutorial enrichment to ensure students have a variety of developmental opportunities
- Liaise with faculties to ensure high quality faculty enrichment opportunities for students
- Oversee the rewards policy within the Sixth Form to ensure a positive climate for learning is created
- Academic support, intervention and challenge
- Support operationally and strategically the work experience offer within Sixth Form to increase the number of students participating within it
- Ensure students undertake support opportunities identified for them following data analysis and offer operational support to these activities
- Support with student recruitment and induction
- Support with Sixth Form house integration, ensuring students are engaging with the numerous opportunities offered.

### **Other Responsibilities:**

- Assist with on call duties as appropriate
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed
- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up to date with current educational developments and legislation affecting your area of responsibility
- Contribute to school development through identified communication and consultation channels
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school



- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy
- To comply with the school's Health and Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post.

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**While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.**

**Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.**

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.**

**An online search will be carried out as part of due diligence on all short-listed candidates. References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.**

