



“The endless support I received from the teachers at Stonehenge has really inspired me. I am now training to become a teacher, to change lives in the way they changed mine.”

Former student, Kristie Newham

# THE STONEHENGE SCHOOL

PASTORAL MANAGER

Application pack

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The Stonehenge School  
Holders Road  
Amesbury  
Salisbury  
Wiltshire  
SP4 7PW  
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## WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a growing roll we have recently moved into our £6.5 million new build, allowing our full number on roll to eventually grow to 1120 pupils. Work is currently underway for the second phase in our redevelopment, which will bring a new building to replace older facilities in the school, and improve our sporting facilities. Applications for entry into Year 7 have been over-subscribed in each of the last three years and we are expecting an even larger increase this year.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.

### PERSONALISED PROVISION

The Stonehenge school provides students with the opportunity to study a wide spread of subjects throughout Key Stage 3 and 4, providing full access to the National Curriculum with coverage of the full Ebacc at Key Stage 3, including 3 languages and a full range of arts subjects.



At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to



allow for development towards particular careers, or the pursuit of individual interests.

## PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However, school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, and run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, basketball, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and current trips planned include food trips to Normandy, outdoor pursuits in the Alps, and Geography trips to Iceland. There are regular Geography field trips, annual whole school cultural capital trips and the Languages department arrange annual visits to France or Germany.

The latest Ofsted inspection took place in September 2022 and concluded that... “The Stonehenge School continues to be a good school” and that “pupils like coming to school”. They explored the “clear vision (that we have) for the school’s next steps” and the “broad curriculum that (is) in place for every pupil”.

A recent evaluation by the Local Authority reported that ‘there is a positive and respectful school culture where the staff know and care for the students’ and the ‘leaders have a clear consistent vision which is realised through strong, shared and owned values and practice’, and praised the emphasis that we place on developing our staff.

I look forward to welcoming applications from you,

Carole Dean



## Pastoral Support

Students at Stonehenge are supported by the wider pastoral support team; including their Tutor, Progress Leader, Pastoral Manager, SMT Pastoral links as well as a range of outside agencies.

Pastoral Managers have in the past been allocated to cover the needs of two year groups. However as a rapidly expanding school, and with higher support needs resulting from lockdowns and Covid, we would like to expand the Pastoral Manager team so that each year group has their own dedicated Pastoral Manager.

The work of the Pastoral Managers is varied and at times challenging, but always with a focus on supporting our young people to develop and become successful. Pastoral Managers will be part of the wider year group pastoral support team, but also have close links and work collaboratively with each other.

## The Redworth Focus Centre

The majority of Stonehenge School students are keen and able to learn and display a positive attitude to learning on a day-to-day basis. However, a minority of students can sometimes struggle to meet our behaviour expectations, either because they have not sufficiently learnt how to regulate their behaviour, or due to external influences creating barriers to behaviour for learning. Sometimes the barrier can be linked to attendance.

The Redworth centre provides these students with a learning facility that continues their mainstream education whilst also offering them an opportunity to reflect on their behaviour. The aim of any time out at the Redworth centre is always to return to the main classroom as soon as possible.

A child may be referred to the Redworth centre for:

- A one off serious incident that does not cross the threshold for exclusion
- A short reintegration period following an exclusion.
- Persistent refusal to follow uniform expectations
- Persistently disruptive behaviour that undermines the good order of the school.
- School refusal.

The Redworth Centre is immediately adjacent to the school and in a small group environment, students complete their studies away from the distractions of the main school. The length of their stay in the Redworth is dependent on the reason for the initial referral, and progress towards set targets. Some students also benefit from a blended model with a mixture of Redworth and the main school.



## **Pastoral Manager**

**Start Date: As soon as possible**

**Wiltshire Council pay grade G Point 12 - 14, (£12.93- £13.91 per hour)**

(actual annual salary £20,212 - £21,749)

Monday – Friday 8.30am -4.00pm, 35 hours per week with a 30 minute unpaid lunch.  
39 working weeks per year to include TD Days

**Monday – Friday 8.30am –4.00pm (30 minutes unpaid lunch)**

**Contract: Permanent**

**Closing Date: Monday 17<sup>h</sup> April 2023, 9.00am**

Due to the expansion of our school we are seeking to appoint 2 Pastoral Managers in order to meet the needs of our families and students.

One Pastoral Manager will be assigned its own year group and will provide effective and efficient pastoral and administrative support to the respective Progress Leader. Employing a range of interventions, the Pastoral Managers will promote positive attitudes to learning and behaviour that maximises the achievement and wellbeing of students in the year group.

You should also be willing to cover absent colleagues should the need arise.

The second Pastoral Manager will be assigned to work in the Redworth Focus Centre where they will Support the Redworth Centre Manager in the day to day running of our re-focus facility. You will not be required to cover lessons, but will be offering one to one support to students in accessing the education set for them.

Both positions would ideally suit a person with further education qualifications or other external experience in an alternative support setting. A military background, training recruits would also be seen as an advantage.

A comprehensive training programme will be provided to support and develop the successful candidate. Informal visits to the school are welcome.

Please indicate in your application whether you would like to be considered for the role attached to the year group, or for the Focus Centre. Alternatively, if you are happy to be considered for either please make this clear in your application.

Application form and further details are available on the school website and should be returned to:



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Holders Road Amesbury Salisbury Wiltshire SP4 7PW t: 01980 623407 e: [admin@stonehenge.wilts.sch.uk](mailto:admin@stonehenge.wilts.sch.uk)

Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW.

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Website: [www.stonehenge.wilts.sch.uk](http://www.stonehenge.wilts.sch.uk)

Closing date for applicants: Monday 17th April, 9.00 am

Interviews to be held: TBC



## Job Description

### **The Role:**

To be responsible for the welfare and behaviour issues within a group (maybe year group or wider group), under the guidance of the Head of Year or other senior manager. Ensure pupils have opportunities for learning intellectually, emotionally and socially, as individuals, members of a mixed ability tutor group, members of the whole year group, and as members of the wider community.

### **Main Duties:**

- Manage pastoral and behavioural issues as they arise and implement school policy.
- Liaise with colleagues, parents and outside agencies in order to ensure students receive appropriate specialist support.
- Monitor attendance and punctuality using agreed strategies where necessary. Provide appropriate attendance intervention in the form of SAM meetings.
- Assist with the reporting process. Administer the group in all matters related to pupil progress.
- Assist in the organisation and smooth running of events such as the group's parent and pupil consultation evening and forum meetings for parents.
- Assist in the organisation and smooth running of assemblies, special assemblies, such as the Christmas assembly and the annual formal assembly celebrating the group's successes - academic and SMSC.
- Contribute to the development of school policies on pastoral care and behaviour management.
- Liaise with the wider Pastoral Team to identify students requiring further support.
- Work 1 to 1 with our most vulnerable students, including FSM6 students.
- Develop appropriate group intervention programmes to address barriers to learning such as: lack of resilience, study skills, anger management etc.
- Liaise with staff and parents to deal with low level behavioural issues.
- To assist in the enrolment and induction of new students into The Stonehenge School.
- Complete appropriate admin tasks such as record keeping of interventions or referral forms.
- Attend relevant CPD.



- Cover lessons and/or tutor periods for absent teaching staff.

## **Other Duties**

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

## **Supervision and Management:**

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

## **Creativity and Innovation (i.e. Problem Solving):**

The Pastoral Manager will deal with problems arising from the day to day behaviour/welfare issues in the group following school policies and practice but will refer high level issues to senior staff.

The Pastoral Manager will be required to show initiative in dealing with behaviour/welfare matters as they arise, drawing upon previous experience of dealing with similar situations

## **Key Contacts and Relationships:**

The Pastoral Manager will liaise with parents, Learning Support, the School Counsellor and other agencies as appropriate in terms of providing necessary pupil support, especially for those high maintenance pupils deemed at risk of not completing their full course of education.

The Pastoral Manager will necessarily be liaising with various teaching staff and other agencies as appropriate in terms of providing pupil support.

## **Decision Making**

Pastoral managers, as they gain experience and confidence, are empowered to make more decisions without reference to the manager, so that most day to day pastoral matters will be in their hands.





As Pastoral Managers put into practice many of the School's policies, they will be consulted on how those policies are working.

## **Resources**

The jobholder is required to use resources

## **Working Environment**

There will be changing demands and a need to prioritise according to pupil needs and response deadlines

The jobholder is working directly with pupils and parents

## **Knowledge and Skills**

Experience in working with children and understanding of the issues involved in pastoral support.

The ability to resolve conflict and deal sensitively with difficult situations

A good standard of communication and ICT skills

**This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced CRB check.**



## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths (or equivalent) at grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>5 GCSE (or equivalent) including English &amp; Maths</li> <li>St John's Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training</li> <li>Mini Bus license</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Ability to manage own workload, prioritise tasks and deal with a wide range of demands from different groups of people</li> <li>Experience of promoting positive character development and aspirations.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a School environment</li> <li>Experience of working with young people and families and other external agencies</li> <li>Experience of managing and engaging groups of young people to learn</li> <li>Experience in developing intervention programmes</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of behaviour strategies</li> <li>Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Elsa trained</li> <li>Qualifications in a mentoring /training capacity.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Good communication &amp; negotiation skills</li> <li>Ability to remain calm under pressure and influence behaviour of students positively.</li> <li>Have a non-judgemental disposition.</li> </ul>	<ul style="list-style-type: none"> <li>Good level of IT literacy using a variety of applications in an educational environment</li> </ul>