

# KS4 PASTORAL MANAGER

## Candidate Pack



# HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded over 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,440 students including over 400 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2023 A level examinations; 60% of all A level grades were A\*-A with 82% of grades being awarded A\*-B. In GCSE examinations, students achieved an average Attainment 8 score of 71.2 and a Progress 8 score of 0.63 with 24% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths. Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 24 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective state school of the year many times over. Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you'd like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you

**Hannah Nemko**  
Headteacher





# KEY STAGE 4 PASTORAL MANAGER

**Full time (term time only) Permanent Post  
Required from 2 September 2025**

Closing date: 9am, Tuesday 3 June 2025

Interview date: Monday 9 June 2025

37 hours per week, term time only, Monday to Friday

Salary scale: H6/14, pro-rata actual annual salary £23,934 (based on £28,624 for the full-time equivalent post)

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

The Governors of this highly successful, partially selective, mixed school invite applications for the post of Key Stage 4 Pastoral Manager. The Pastoral Manager will primarily support Key Stage 4 students with their pastoral needs whilst also providing some student focused administrative support for the pastoral team and its leadership team. They will support students with their emotional health and aim to see improvement in student's attendance, progress and engagement in school as a result. The Pastoral Manager will liaise with other agencies that support students, both within and outside of school and will look to build strong relationships with students, and their families. They will also be part of the wider safeguarding team.

The job description is varied and we appreciate that some candidates may have greater experience in some areas than others. We would be delighted to provide training within school, and where necessary, through external provision, to candidates we feel would be a good addition to our team but who may feel less confident in some areas than others.



DAME ALICE  
OWEN'S  
SCHOOL



# WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. Therefore, it is a place where you can focus your energies on developing effective teaching and learning strategies and grow as a practitioner. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum, as is cover, courtesy of a team of dedicated cover supervisors. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Teaching at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and teachers' careers. If you would like to work in a school where your passion for education can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



# JOB DESCRIPTION

**Post Title:** Pastoral Manager

**Responsible to:** Pastoral Director

## **Purpose of the role:**

- To provide support for the students and parents in a specific Key Stage; and
- Support mental health and well-being across the school;
- To support the investigation and resolution of behaviour concerns and provide support for the emotional needs of students;
- To deliver and support restorative practice;
- The Pastoral Manager works as part of a team to ensure the happiness, achievement and progression of the students in their Key Stage.

## **Main duties and responsibilities**

To assist colleagues undertaking this very important role within the school, the following outlines the key accountabilities:

### **Social, Emotional and Behavioural support**

- Understand the needs of students in their Key Stage and provide appropriate support as and when needed.
- Have a clear understanding of our [pupil premium strategy](#) and provide holistic support for our most vulnerable students.
- Provide support for students' emotional well-being with such things as, but not limited to, poor motivation; addressing disengagement, self-injury, eating disorders, complex family circumstances and trauma, mental health, stress, bereavement, online relationships, risk and safeguarding, complex friendship issues, isolation/disconnection from peers, anxiety, self-perception/sibling issues and sexuality/gender identity through informal counselling/coaching and guidance. When appropriate, in liaison with the Pastoral Director, utilise external expertise.
- Encourage positive behaviour and learning; supporting students in acquiring the levels of self-discipline that will enable them to work within the school expectations and make good academic progress.
- To help monitor students placed on Report. Liaise with parents, staff and others regarding the progress of these students.
- Liaise with subject teachers, Heads of Departments and Form Tutors about student behaviour and progress; including informing and advising the staff and appropriate members of the Pastoral team of the action to be taken; support staff to ensure that problems are dealt with appropriately.
- Maintain a presence around the school and support staff duty teams to maintain order and safety around the site before school and at break times.
- Monitor school uniform including the loaning and collection of borrowed uniform.
- Monitor the attendance of individuals, groups and each year as a whole. Where necessary, follow-up with a discussion with student and/or parent and where appropriate subject staff and/or Form Tutor and liaise with the school's Attendance Officer and other external personnel.



# JOB DESCRIPTION (CONTINUED)

- Support students where there is a long-term medical absence. This may include visiting their home and supporting the family.
- Support students who may have an alternative provision
- In liaison with the Key Stage Pastoral Director, arrange the induction of new students.
- Encourage students to contribute to both the school and wider community through participation in music, sporting and charity fundraising activities.
- Support, and encourage others to support, Key Stage events.
- Play an active role in supporting student leadership (anti-bullying captains, mental health ambassadors and social action captains)
- Promote and coordinate, under the direction of the Pastoral Director, whole year/Key Stage activities which are likely to develop a sense of community.
- Communicate with parents in order to acquaint them with school policy through letters, meetings etc. or to discuss academic progress/welfare or any problem arising from an individual student and keep records of these meetings.
- Support the safeguarding team as and when needed.

## Administrative

- Support the implementation of the school's policies and record incidents of bullying and discrimination.
- Ensure the completion and prompt return of reports and references on students requested by parents, employers or other agencies/organisations including confidential court/social/medical reports and to liaise with outside agencies when required.
- Ensure records are up-to-date in SIMs, communication logs and in student files.
- Collate paperwork which may be necessary to support referral to external agencies or next steps with behaviours.
- Coordinate pastoral meetings in liaison with Pastoral Directors and the Deputy Headteacher
- Represent the Year at meetings in order to raise relevant issues, contribute to school policy making, and report back to Form Tutors and Pastoral leads.

## Other

- Undertake any other task, commensurate with your role, as required by the Headteacher.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

# PERSON SPECIFICATION

Qualifications and Training	Desirable /Essential
Good level of literacy and numeracy	E
5 GCSEs including grade C in English and Maths	E
General requirements	
Excellent communication skills	E
Commitment to equal opportunities in service delivery and employment	E
Flexible approach to supporting young people and families	E
Ability to maintain a professional manner in challenging situations	E
Confidence to challenge difficult behaviour	E
Confidence to challenge other professionals	E
Enjoys working (or the prospect of working) within education	E
A positive attitude to personal development and training	E
Competence	
Good organisational skills and time keeping	E
Good interpersonal skills including mediation and conflict resolution	E
Demonstrable awareness relating to the welfare and protection of children	E
Experience of working in an educational and/or social care setting with young people	D
Effective communication with young people, carers and other professionals	E
Ability to display an understanding of social/welfare issues as they affect young people, families and schools	E
Ability to work on own initiative within team protocols/procedures	E
Ability to deal with difficult situations	E
Ability to prepare and write reports and produce factual and statistical information as required	E
Knowledge of the education system	D
Experience in working within statutory/voluntary agencies dealing with young people and families	D
IT literacy, knowledge of Excel/Google Sheets and SIMs (or other MIT)	D
Personal	
Flexibility	E
Ability to use own initiative	E
Resourceful, patient and resilient	E
A friendly manner and good sense of humour	E

# HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Vicki Blackburn, Deputy Head - Head of Pastoral, via [blackburnv@damealiceowens.herts.sch.uk](mailto:blackburnv@damealiceowens.herts.sch.uk)

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk)

