



DRAYTON MANOR HIGH SCHOOL



Parliamentary Review

Ambition

Character

Civic virtue

Table of Contents

WELCOME FROM THE HEAD	2
JOB DESCRIPTION	4
PERSON SPECIFICATION	6
EMPLOYEE BENEFITS	7
THE APPLICATION PROCESS	7

WELCOME FROM THE HEAD

Dear Applicant

Thank you for the interest you have shown in the post of Pastoral Support Worker – Attendance at Drayton Manor High School and welcome to our inspiring and exciting school that provides a truly exceptional education.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our school motto of *'Nec Aspera Terrent - hardships do not deter us,'* is at the heart of our ethos and we live this vision every day in our work with our students and everything that we do. The school is a calm and purposeful place where good manners and good behaviour are considered essential. We have no doubt that this moral education and the way it is combined with academic expertise are key factors in our school's success.

Our teachers have excellent subject knowledge and are adept at not only preparing our students for examinations but for building their confidence so they are well prepared for their future lives, whatever their chosen path. We are very proud of our rich and wide curriculum which supports the growth and development of our student body and staff play an integral role in supporting this.

It is over 95 years since Drayton Manor opened in 1930 and we continue to build on the successes of the past to put the school in the best possible position for the next 95 years. Our school is a positive, welcoming and encouraging environment, which is a reflection of the outstanding contribution our staff members make to all aspects of our busy school life.

Drayton Manor recognise and value continued professional development. Deliberate Practice, Curriculum specific training and Instructional Coaching are at the heart of our pedagogical training model with every teacher having the opportunity to work one-to-one with a coach. Additionally, we have a legacy of developing educational leaders including supporting staff through a range of National Professional Qualifications. The successful candidate will be able to demonstrate an ongoing commitment to professional development in all areas of their practice.

We offer

- The opportunity to work for an organisation which is value-driven and places our students at the centre of everything we do
- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression to Deputy Headship and Headship
- Flexible and remote working opportunities mapped onto each professional's calendar
- Access to a private health care and wellbeing support package
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school

Candidates who have extremely high expectations and who are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

As an inclusive employer we are seeking candidates from a range of backgrounds and invite you to visit our website, which offers further information about the school, or contact HR (hroffice@draytonmanorhighschool.co.uk) if you have any queries or would like to arrange a site visit.

Yours faithfully,



Mrs Lisa Mills

Headteacher



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE Pastoral Support Worker - Attendance
(Attendance, Behaviour and Well-being)

GRADE **Grade 4 (Range 7 – 10) Term Time**

RESPONSIBLE TO Deputy Head (Behaviour)

JOB PURPOSE To provide effective, high-quality pastoral and behaviour support for students, working closely with the Deputy Head (Behaviour) and designated pastoral staff so that all students are in the best possible position to achieve their potential.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

Key Tasks

- To provide high quality pastoral care, support and guidance for students, identifying and removing barriers to learning, promoting health and well-being to secure positive outcomes and progression routes for students
- To implement relevant policies and processes which support the school in its work on embedding our high expectations and our ethos and values
- To provide day-to-day support for Heads of Year in dealing with students' behavioural, emotional and welfare issues
- Provide immediate response to incidents including behaviour and personal issues and investigate and follow-up on such issues in accordance with the school's policies and processes
- To monitor and improve negative behaviour in line with development and intervention plans
- Liaise with staff, external agencies, and parents for students with a wide range of needs.
- Support students with anger management, conflict resolution, restorative justice processes and friendship circles as the need arises
- Report card monitoring as designated by Heads of Year
- Promote and lead on key aspects of the Student Wellbeing initiative

- Support students in developing, maintaining and improving levels of personal resilience through nurture and self-esteem development programmes and initiatives
- Support vulnerable students providing intervention as required
- Ensure students are helped to participate in learning opportunities through effective initial monitoring and intervention in liaison with Tutors and Heads and Deputy Heads of Year.
- Use data and evidence to proactively identify students at risk of exclusion and work with key staff to provide support and intervention for these students
- Support students with Key Stage transition at the different stages of their education experience
- Participate in Parents' Evenings and Information Evenings and support pastoral staff with the organisation of these
- Participate in Mentoring and Intervention Groups as required and support pastoral staff with the organisation of these
- To support with the running of detentions as required
- To be on duty and responsible for an area before and after school, during break and lunchtimes and changeover
- To maintain and respect confidentiality at all times
- To apply and promote the equal opportunities policy, challenging inappropriate language and behaviour as necessary
- To set a personal example that contributes to the positive ethos of the school
- To take responsibility for your own learning and development
- To undertake any other duties that may be reasonably required by the Principal or Line Manager
- To attend all staff briefings, year group briefings and meetings



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE PASTORAL SUPPORT WORKER - ATTENDANCE

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Sound general education • GCSE grade C or equivalent in Mathematics and English • A Level or Level 3 equivalent 	
Experience	<ul style="list-style-type: none"> • Relevant experience in administration/customer relations 	<ul style="list-style-type: none"> • Previous experience in a school environment
Ability/Skills	<ul style="list-style-type: none"> • Excellent interpersonal, teamwork and communications skills • A proactive and professional approach • Ability to show empathy and uphold the high professional standards of the school • IT/computer literate including the use of MS Office applications, Word, Excel, Powerpoint etc. • Able to maintain confidentiality • Ability to work flexibly under pressure • Evidence of good organisational skills 	<ul style="list-style-type: none"> • Knowledge of SIMS System • Willingness to learn new IT skills and undertake training where necessary
Equal Opportunities	<ul style="list-style-type: none"> • Awareness of and commitment to Equal Opportunities and Inclusion • Ability to promote and support the School's Equal Opportunities policy 	
Safeguarding /Health and Safety	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Knowledge of Health and Safety procedures 	
Disposition	<ul style="list-style-type: none"> • Good team member • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • Good interpersonal skills; able to communicate with people at all 	

EMPLOYEE BENEFITS



STAFF PRIVATE HEALTHCARE

All Staff have access to Private Healthcare Membership at no cost



PROFESSIONAL DEVELOPMENT

Ample opportunity for professional development. Education Professionals never stop learning



CYCLE SCHEME

Salary sacrifice Cycle-to-work scheme available to all staff



PAID DUTIES & FREE MEAL

Free lunch provided for each paid duty carried out at £24.50/hour



COMMUTE TO WORK

Within walking distance of Hanwell & Drayton Green Rail Station and accessible by E1, E3 and E11 buses & Elizabeth Line



WORKING HOURS & FLEXIBLE WORKING

Flexible and remote working opportunities are mapped onto each professional's calendar

THE APPLICATION PROCESS

Candidates should complete an application form describing how their skills, knowledge and experience match the job description and person specification for the post of Pastoral Support Worker.

This should be sent via email to hroffice@draytonmanorhighschool.co.uk to arrive by 12 noon, Tuesday 16 June 2026. You can download an application form [HERE](#).

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

The closing date is 12 noon, Tuesday 16 June 2026.

Drayton Manor is committed to safeguarding and promoting the welfare of all children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be required to

undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring Service (DBS).