



Mary Webb School &
Science College



Candidate Information Pack

Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG



Dear Applicant

Dear Applicant,

Thank you for your interest in the vacancy for a Pastoral Support Worker.

In this pack you will find the following information:

[Letter from the Headteacher](#)

[Job Description](#)

[Person Specification](#)

[Information on how to apply](#)

Having read the enclosed information, I trust you will feel encouraged to apply. We are seeking a **Pastoral Support Worker** to deliver high-quality, compassionate support that enables all pupils to achieve their full potential. The successful candidate will be a creative, motivated and resilient individual who demonstrates warmth, professionalism and a strong commitment to pupil well-being, acting as a positive role model for our young people. Working closely with the pastoral team, you will play a key role in promoting positive attendance and supporting pupils to engage fully with school life. You will provide targeted behaviour support to reduce barriers to learning, facilitate positive engagement in lessons, and contribute to improved attainment and educational outcomes. Central to the role is the promotion of self-confidence and resilience, alongside thoughtful and effective support for pupils' emotional health and well-being.

We are interested in applications from suitably qualified applicants, who believe they have the qualities outlined in this brochure. An application would bring you a step closer to working in a busy, but really friendly and supportive environment. At Mary Webb School, pastoral care is built on strong relationships, shared values, and a collective commitment to ensuring every pupil feels safe, supported, and able to thrive. Our inclusive and caring ethos places pupil well-being, positive behaviour and high attendance at the heart of school life, recognising these as essential foundations for achievement and personal growth. We are committed to removing barriers to learning by providing timely, compassionate and effective support, working closely with pupils, families and colleagues to promote resilience, self-confidence and engagement. This role is central to our mission of working together to ensure success for all, and offers the opportunity to make a meaningful difference within a calm, purposeful and highly supportive school community.

Mary Webb School and Science College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely,

Peter Lowe-Werrell
Headteacher

Working Together to Ensure Success for All

At Mary Webb School & Science College, our shared values underpin everything we do and shape our commitment to working together to ensure success for all. We are **supportive**, valuing achievement in all its forms and encouraging independence and resilience; **respectful**, showing kindness, fairness and empathy to all; and **honest**, trusting members of our community to act with integrity and personal responsibility. These values guide our decision-making and define our culture. As Ofsted (2023) recognises, *"Pupils feel safe and happy in this inclusive and supportive school. Staff care for pupils' well-being. Pupils want to work in this calm and purposeful environment."*

Our pastoral care is central to our vision of opening minds and widening horizons. We aim to inspire all members of our school community to have high expectations and achieve personal goals, while providing the care, guidance and support needed to ensure individual needs and aspirations are met. This is reinforced through an inclusive and creative curriculum, a strong emphasis on character development, and high expectations for behaviour, underpinned by mutual respect, honesty and responsibility. *"Expectations for behaviour are high. Pupils know right from wrong. Pupils know, understand and follow clear rules"* (Ofsted, 2023).

Ensuring that pupils feel safe, supported and valued is fundamental to securing success for all. As a relatively small school, we pride ourselves on knowing every pupil as an individual. The form tutor remains at the heart of our pastoral provision and is usually the first point of contact for pupils and families, offering daily guidance and support across academic and pastoral matters and working closely with colleagues to ensure continuity of care.

Our pastoral structure has recently been strengthened with the introduction of three Heads of Year: a **Head of Year 7 and Transition**, a **Head of Year for Years 8 and 9**, and a **Head of Year for Years 10 and 11 (on rotation)**. Working alongside form tutors, Heads of Year provide focused leadership and oversight at each stage of a pupil's journey, fostering strong relationships, a sense of belonging and consistently high expectations.

This work is overseen by the **Assistant Headteacher responsible for Behaviour and Attitudes, including attendance**. Supporting positive attendance has become a whole-school priority in recent years, with Heads of Year and tutors working tirelessly to promote engagement, inclusion and positive routines for all pupils. The successful candidate will be expected to build strong relationships with colleagues, pupils and families, playing a key role in securing excellent standards of attendance, behaviour and pastoral care across the school.

Pastoral Support at Mary Webb



Advertisement

Pastoral Support Worker

Required for September 2026

The post is permanent, 37 hours per week, term time plus 3 PD days. Grade 7, £14.82 - £16.08 per hour (actual annual salary £24,243 to £26,297). Pay award pending

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint a **Pastoral Support Worker** to deliver high-quality, compassionate support that enables all pupils to achieve their full potential. The successful candidate will be a creative, motivated and resilient individual who demonstrates warmth, professionalism and a strong commitment to pupil well-being, acting as a positive role model for our young people. Working closely with the pastoral team, you will play a key role in promoting positive attendance and supporting pupils to engage fully with school life. You will provide targeted behaviour support to reduce barriers to learning, facilitate positive engagement in lessons, and contribute to improved attainment and educational outcomes. Central to the role is the promotion of self-confidence and resilience, alongside thoughtful and effective support for pupils' emotional health and well-being.

Potential candidates are encouraged to contact the school to speak to Mark Jervis, Assistant Headteacher.

Further details and an application form are available on the school website. The school does not accept CVs.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An online search will be undertaken as part of due diligence checks during the shortlisting process.

The Trust values diversity and inclusion and welcomes applications from candidates with diverse backgrounds.

Closing date: **9.00am Monday 15th June 2026**

Interviews to be held: **Week commencing 15th June 2026**

Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our pupils are prepared for the challenges of life in the 21st century.

As a relatively small, community secondary school of over 700 pupils, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every pupil can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every pupil receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides pupils with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum.

GCSE results in 2024 saw us achieve a very pleasing Progress 8 score of +0.08. 65% of our pupils achieved GCSEs in both English and mathematics at grade 4 and above and the school's Attainment 8 score was 47.84, which was in line with the Shropshire average for secondary schools. Over 10% of GCSEs awarded to our pupils were at grades 8 or 9. Most importantly, all our pupils were able to go on to the destinations they planned to in September 2024.

To view our latest Ofsted report from May 2023 please visit our website.

Inspection of Mary Webb School and Science College

Pontesbury, Shrewsbury, Shropshire SY5 0TG

Inspection dates: 7 and 8 June 2023

Overall effectiveness	Good
The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Previous inspection grade	Not previously inspected under section 5 of the Education Act 2005

- Pupils feel safe and happy in this inclusive and supportive school.
- Pupils behave well and have positive attitudes to learning.
- Governors and leaders ensure that staff well-being matters.
- Staff morale is high.
- The arrangements for safeguarding are effective.

Job Description

Job Description: Pastoral Support Worker

Line Manager: Assistant Headteacher – Behaviour and Attitudes (including Attendance)

Working Relationships: Heads of Year, Form Tutors, Attendance Officer, Education Welfare Officer (EWO), Careers Officer, SEND and Safeguarding Teams

Role Purpose

The Pastoral Support Worker plays a vital role in supporting the well-being, engagement and attendance of pupils at Mary Webb School. Working closely with the Assistant Headteacher for Behaviour and Attitudes, Heads of Year and form tutors, the post-holder will focus on building strong, trusting relationships with pupils and families to promote excellent attendance, positive behaviour and emotional well-being. This role is central to reducing barriers to learning and ensuring that all pupils, particularly the most vulnerable, are able to thrive both academically and personally.

Key Responsibilities

Pastoral Support and Pupil Well-being

- Build positive, supportive and professional relationships with pupils, acting as a consistent and trusted adult within the school community.
- Provide emotional and pastoral support to pupils experiencing anxiety, low confidence or barriers to attendance, including meeting and greeting pupils at the start of the school day.
- Promote resilience, self-confidence and positive attitudes to learning through individual and small-group support.
- Identify pupils requiring additional pastoral intervention and work proactively to provide early support.

Attendance and Engagement

- Work directly with pupils and families to understand and overcome barriers to regular attendance, using a relationship-based and solution-focused approach.
- Contribute to attendance meetings, home-school communication and multi-agency working where appropriate.

Behaviour and Inclusion

- Support pupils in managing behaviour positively, helping them to engage successfully in lessons and school life.
- Work with pastoral leaders to reduce barriers to learning and improve behaviour for learning across the school.
- Contribute to a calm, safe and purposeful school environment aligned with high expectations and clear boundaries.

Job Description (Cont.)

Pupil Passports and Provision Mapping

- Support the development, implementation and review of pupil passports and provision maps for identified pupils.
- Work closely with teaching staff to ensure they are informed about strategies, needs and effective approaches to support younger and vulnerable learners.
- Monitor the impact of pastoral strategies and contribute to reviews of pupil progress and well-being.

Working with Families and External Agencies

- Establish positive, supportive relationships with parents and carers, ensuring clear and effective communication.
- Work collaboratively with external agencies, including the Education Welfare Officer and other professionals, to support pupil attendance, well-being and safeguarding.
- Support vulnerable pupils by working closely with the Careers Officer to raise aspirations and encourage positive post-16 pathways.

Safeguarding, Record Keeping and Professional Conduct

- Safeguard and promote the welfare of children and young people at all times, in line with school policies and statutory guidance.
 - Maintain accurate, timely and confidential records of pastoral interventions, attendance concerns and pupil support.
 - Uphold the school's values of support, respect and honesty, acting as a positive role model for pupils at all times.
 - Participate in relevant training, meetings and professional development opportunities.
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General Duties

- Support the wider work of the pastoral team as required.
- Contribute positively to the life of the school and uphold its vision, ethos and expectations.
- Undertake other duties appropriate to the role, as reasonably directed by the line-manager.

Personal Specification

Essential Criteria

Qualifications and Training

- GCSEs (or equivalent) in English and Mathematics at Grade 4/C or above.
- Willingness to undertake relevant training related to pastoral support, safeguarding and attendance.

Experience

- Experience of working with children or young people, ideally within a school or educational setting.
- Experience of providing pastoral, emotional or behaviour support to support engagement and well-being.
- Experience of working with families and/or external agencies to support young people.
- Experience of supporting attendance, behaviour or inclusion, or working with pupils facing barriers to learning.

Skills and Knowledge

- Strong relationship-building skills, with the ability to establish trust with pupils, families and colleagues.
 - A good understanding of the importance of attendance, behaviour and well-being in supporting pupil achievement.
 - Ability to identify barriers to learning and contribute to effective, targeted support strategies.
 - Confidence in working with pupils who experience anxiety, low confidence or vulnerability.
 - Clear and effective communication skills, both written and verbal.
 - Ability to work collaboratively as part of a pastoral and wider school team.
 - Good organisational skills, with the ability to maintain accurate records and follow procedures.
- Understands and is committed to safeguarding and promoting the welfare of children and young people.

Personal Qualities

- Calm, patient and resilient, with the ability to remain positive in challenging situations.
 - Warm, approachable and supportive, while maintaining clear boundaries and high expectations.
 - Motivated, proactive and solution-focused.
 - Acts as a positive role model, demonstrating integrity, empathy and professionalism.
 - Committed to the values and ethos of Mary Webb School & Science College.
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Personal Specification (Cont.)

Desirable Criteria

Qualifications and Training

- Relevant qualification in youth work, education, counselling, mental health or pastoral support.
- Safeguarding or attendance-related training.

Experience

- Experience working in a secondary school setting.
- Experience of supporting attendance improvement strategies or working alongside Attendance Officers or Education Welfare Officers.
- Experience of contributing to pupil passports, provision maps or support plans.
- Experience working with vulnerable or disadvantaged pupils.
- Experience of supporting pupils' aspirations, transitions or post-16 pathways, including working alongside a Careers Officer or similar role.

Skills and Knowledge

- Knowledge of child development, mental health or emotional well-being in young people.
- Confidence in supporting small-group or one-to-one interventions.
- Experience of multi-agency working.

How to Apply

Applications must be made on the official application form which can be found by [clicking here](#) or visiting www.marywebbschool.com/vacancies

The deadline for applications is 9.00am on Monday 15th June 2026, and we will be interviewing week commencing 8th June 2026. Please do not hesitate to get in touch with us if you have any questions or if you would appreciate an informal chat; we would be delighted to hear from you.

When completing the application form, please pay particular attention to:

The guidance notes on the front cover.

Section 8, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications - a summary is not sufficient. Details of the institutions you studied at are required.

Section 11, Further Details: Please limit this section to no more than 500 words.

Section 16, References: The requirement for two employment references, one of which **must** be your current or most recent employer. Please include email addresses if possible.

We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.

All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Correctly completed application forms will be prioritised in the shortlisting process.



You can send your application via:

Email to:
sarah.lamplugh@marywebbschool.com

Post to:
Mrs S Lamplugh
PA to Headteacher
Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG