

RECRUITMENT PACK

ASSISTANT HEADTEACHER (PASTORAL)

CLOSING DATE
MONDAY 6TH OCTOBER
9AM



THE BRIDGE SHORT STAY SCHOOL
APPLETON DRIVE, ELLESMERE PORT, CHESHIRE, CH65 7EP
ENQUIRIES@THEBRIDGE.CHESHIRE.SCH.UK 0151 245 3877

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Letter from Headteacher



Dear Candidate

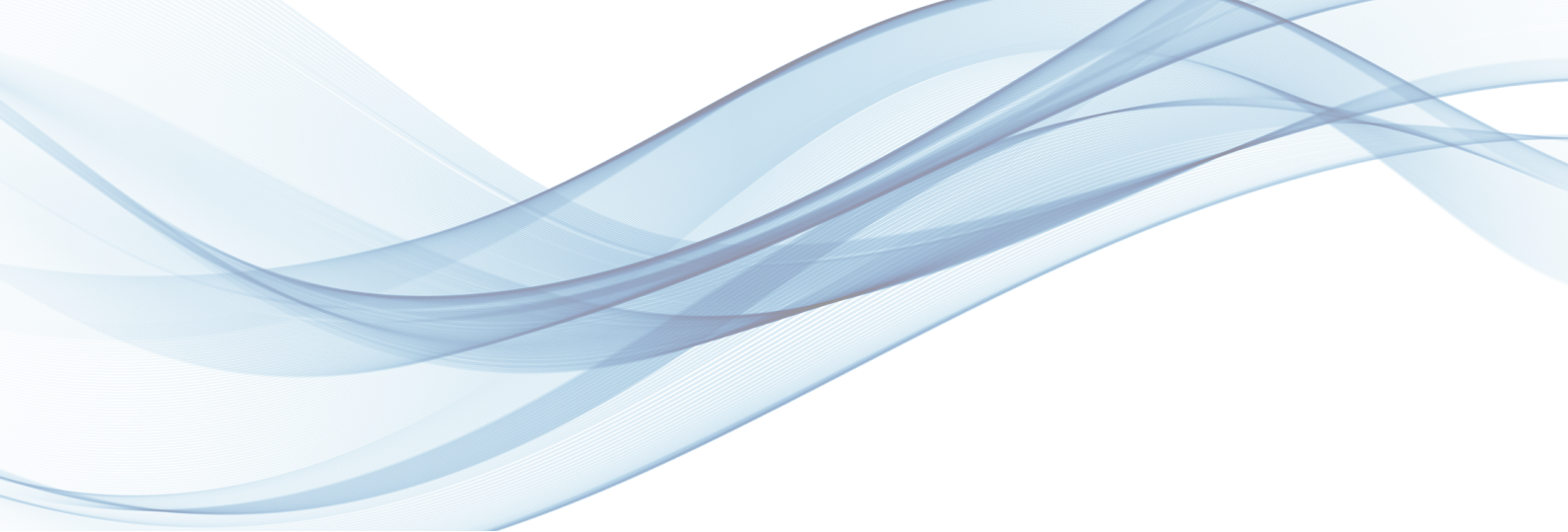
Thank you for your interest in the Pastoral Assistant Headteacher role at The Bridge Short Stay School.

This role offers the successful candidate an exciting opportunity to help continue to develop and improve provision at our school. The post-holder will be a key strategic leader within the school, whilst continuing to work directly with young people and families to impact on individuals. I believe that our staff are the greatest asset the school has and seek to support every individual to achieve their potential and ambitions.

The Bridge exists to work with students who have been permanently excluded from other schools, we seek to recognise the potential in all our young people, despite the difficulties they may have had elsewhere. As a school we change lives; GCSE results and post 16 destination data outperform the national average for alternative provision settings and continue to improve year on year.

Having this impact isn't easy work however and the successful candidate will need to share our vision and belief in there being a brighter future for all of our students. They will be energetic, hardworking and possess the skills and resilience to successfully work with young people who can exhibit very challenging behaviours. They will be able to successfully lead and influence others, whilst maintaining the ability to 'walk the talk' acting as a role model. This isn't a desk job and you will be expected to get stuck in; completing home visits, responding to immediate concerns and doing whatever it takes to get students into school feeling safe and secure.

Our students typically face a number of barriers to being successful. They are more likely than most young people to have a history of poor school attendance, to have suffered childhood trauma or to be experiencing mental health difficulties. A significant number of our students need additional intervention from outside agencies, whether that be Social Care, Early Help, Drug and alcohol or missing from home teams. This role is integral to the way in which we work to address those barriers and support students to thrive in all aspects of their life, planning our whole school approach while also working directly with students and families.



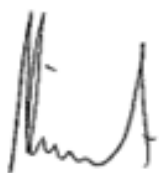
OFSTED recognised The Bridge as a 'Good' school in May 2018, a judgement that was maintained in our most recent inspection of May 2024. We remain ambitious however to continue to improve and this appointment represents a key step on that journey.

This appointment comes at an exciting time in our journey. There is ongoing work in collaboration with the local Council who are committed to a significant investment in facilities that would see us move into more suitable accommodation with the potential for significant growth. Alongside this, the school is in the process of conversion to academy status as a founding member of The People's Learning Trust, giving us the opportunity to work closely with a number of local schools who share our commitment to inclusion.

If you are able to contribute to continuing to raise standards in pastoral care for students, we would welcome your application; in return you would be joining a committed staff team and gaining the opportunity to develop whole school leadership responsibilities to support your ongoing career progression.

Visits to the school and informal conversations about the role ahead of applications are encouraged. To arrange these please contact school on:
0151 2453877 or enquiries@thebridge.cheshire.sch.uk

Kind Regards



Mr A Stewart
Headteacher

School Information

Based in Ellesmere Port, The Bridge Short Stay School is currently the only registered alternative provision for permanently excluded students within Cheshire West and Chester. The school is commissioned by the Council to provide 60 places. Exclusion numbers in recent years mean demand has exceeded capacity and we frequently operate with a waiting list for places.

The growth in demand has been recognised by the Council who have committed to investing significant funding into school facilities to enable us to provide a suitable, modern learning environment alongside further growth in capacity.

The school is in the process of academy conversion and joining The People's Learning Trust as a founding member. The values of the trust are well aligned with those of our school, with all members showing a commitment to inclusivity first and foremost. This conversion will provide further opportunities in the future for the development of both out school and our people as we work in partnership with other strong providers locally.

Within school we aim to offer a personalised curriculum that meets the needs of individual students, allowing them to be successful in their next steps. This may mean preparing them for a return to mainstream school; an application for further support through an EHCP; or in KS4 achievement of GCSEs and preparation for Post 16 education employment or training.



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Information continued

We do those things successfully and continue to be on an upward trend for improvement. Over 90% of students who return to mainstream schools sustain that placement; GCSE results exceed national averages for alternative provision schools with 100% of students achieving GCSEs in 2025. Parental and staff feedback is consistently very strong and former students are regularly in touch to share their stories of success after being at The Bridge.

All of our students have been permanently excluded and can demonstrate challenging behaviour and so a significant emphasis is placed on meeting needs and making changes in this area. The pastoral team do an exceptional job of making links with families and providing the support that students need to feel safe and secure within school allowing them to improve their attendance and engagement. Students are also offered a wide range of enrichment opportunities including participation in the Duke of Edinburgh scheme.

The Senior Leadership Team is made up of the Headteacher, Deputy Headteacher, Assistant Headteacher (SEND), Assistant Headteacher (Pastoral) and School Business Manager. As a small team, all members of SLT work closely together and adopt a flexible approach in order to fulfil all responsibilities.



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Mission & Vision

Mission

The Bridge exists to change young people's lives. As the Cheshire West alternative provision for students permanently excluded from mainstream schools, it offers a bridge from a challenging past to a brighter future. The Bridge is a school where individuals are known and their personal needs met, creating a community where young people can develop high aspirations and are given the opportunity to achieve them.

Vision

The Bridge in 2027 is:

“A school which offers hope and a fresh start, to students and their families, by addressing the factors which have impacted on their education”

“A school which offers opportunity, through excellence in curriculum, teaching & learning and personalised support”

“A school which proactively works within local and national systems to ensure students access the right support at the right time – where possible preventing exclusion or ensuring a rapid reintegration into long term placements”

“A school which is rooted in the community; working in partnership with families and external agencies to support young people and ensure they feel part of something bigger than themselves”

“A school which values its staff, offering the support and development opportunities that allow everyone to thrive”

“A school which takes its ethical responsibilities seriously, embraces the principles of inclusion & diversity and actively seeks to minimise its environmental impact”



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Strategic Priorities

SP1: To raise standards in curriculum and teaching & learning in order to ensure achievement and progress in line with students' potential and long term aspirations

We don't believe that school exclusion should limit educational aspirations for young people. The highest standards of curriculum and teaching will provide students with the opportunities to thrive and achieve levels of attainment that allow them to be successful in the future

SP2: To reduce the barriers to lifelong achievement faced by students

Exclusion happens for a reason. We know that students who enrol at The Bridge have had challenging experiences in the past. We work tirelessly to address these and minimise their impact, changing lives to put young people in a position to succeed.

SP3: To ensure students experience timely and successful transitions out of the school

The Bridge forms one part of a students journey rather than being the ultimate destination. Appropriate pathways are identified for all students and personalised support provided that allows them to move on and be successful elsewhere.

SP4: To support staff to the highest standards of professional development and well-being

Effectively working with excluded young people requires exceptional staff. It is critical that we recruit the right people and support them to have the skills and resilience to work at their best

SP5: Development of the school infrastructure, that ensures optimal performance and efficiency in all areas of school life

Challenges extend beyond the classroom, but our young people remain the absolute priority. Effective systems and infrastructure ensure that attention and investment can be focussed where it should be – on changing young peoples lives.

KPI 5.1: Development of new school build remains on track and delivered within this 5-

Core Values

Resilient

Self-Confident

Aspirational

Positivity

Community Minded



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Application Process

Post advertised: W/C 8th September 2025

Closing date: 6th October 2025 9am

Shortlisting: 9th/10th October 2025

Interviews: 14th/15th October 2025 (provisional)

Applications for this post must be submitted online, using the Cheshire West and Chester application form. CVs cannot be accepted in the absence of the correct form

Please include a letter of application, limited to three sides of A4, including:

- An outline of your achievements in your experience to date and how they have prepared you for this role
 - A statement about why you want this role and what makes you suited to it
 - An indication of the strengths and expertise you can offer the school
- Your statement should make sure it addresses the criteria in the person specification

Shortlisted candidates will be invited to day 1 of the interview process at school, and will be provided with further details of selection activities. A further shortlisting will take place at the end of the day to decide on candidates to be invited for final interview the following day. References will be sought prior to interview for all shortlisted candidates. Please ensure you name two referees who can comment on your suitability for this role, one of whom must be your current employer.

In line with safeguarding guidance, please note that an online search of shortlisted candidates will be completed. This search is independent of the selection process and used for safeguarding purposes only.

Visits to the school or informal conversations prior to application are encouraged, please get in touch to arrange these.

Job Description

JOB DESCRIPTION

Assistant Headteacher (Pastoral)

NB. Specific Responsibilities will be reviewed and confirmed with the successful candidate.

Purpose:

- Raise standards in Safeguarding, Attendance and Student Wellbeing
- Ensure earliest possible identification of barriers to attendance and wellbeing, plan & monitor effectiveness of work to overcome these barriers
- Ensure the school meets, and goes beyond, statutory compliance for Safeguarding
- Development of school policies and ensuring that policy is fully complied with to deliver the best possible outcomes for students
- Act as a member of SLT, providing strategic and operational leadership of the school and supporting the Headteacher in the ongoing school improvement process
- Act as line manager for identified staff, supporting them to achieve their potential as professionals
- Work directly with students and their families to ensure they are safeguarded, attend well and are supported to achieve a positive sense of well-being

Salary/Grade: L3-L7 (£54 394 – £60 145)

Reporting to: Headteacher



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Main Duties & Responsibilities

Whole School & Leadership

- Support the vision, ethos and policies of the school and promote high levels of achievement
- Actively support the Head teacher, in the promotion and achievement of the key priorities of the school
- Act as Designated Safeguarding Lead for the School
- Monitor the impact of the school's work in safeguarding, attendance and wellbeing
- Report to Governors as appropriate
- Lead on the collection, analysis and use of data on student attendance
- To act as Line Manager for assigned teaching and support staff
- To play a full part in developing and enhancing relationships between the school, parents, external agencies and the local community
- Contribute to school Self Evaluation and Strategic School Improvement Planning Processes
- Contribute to the leadership of a positive staff culture, modelling and ensuring compliance with all school policies

Safeguarding

- Act as Designated Safeguarding Lead for the School
- Ensure the school is compliant with and exceeds the requirements of Keeping Children Safe in Education
- Provide strategic leadership regarding Safeguarding
- Oversee and manage the work of staff who contribute to safeguarding, including the Deputy Designated Safeguarding Lead and Outreach Teacher
- Monitor safeguarding and pastoral concerns to allow for early identification of concerns
- Work closely with outside agencies to ensure suitable referrals and interventions are put in place for students
- Identify trends in areas of concern, adapt school practices and provide staff training in response to these
- Ensure all staff are well trained to be able to understand and meet their safeguarding responsibilities
- Participate in multi-agency meetings, providing information from a school perspective and contributing to ensure students are protected from harm
- Lead on Safeguarding aspects of School website
- Act as Designated Teacher for Children in Care
- Work in close partnership with families, including liaising with parents and carers
- Liaise closely with our SEND team over Child Protection concerns for children with SEND
- Liaise closely with staff from excluding and receiving schools to ensure continuity of support
- Develop and monitor school induction processes to ensure they allow for early identification and meeting of individual needs

Attendance

- Take overall responsibility for improving attendance at a whole school level
- Ensure school attendance policy and processes reflect statutory requirements and best practice
- Review and analyse attendance data and make use of this to implement evidence informed strategies to improve
- Work in close partnership with families and external agencies to provide support and challenge as necessary to improve individual student attendance
- Liaise with Education Welfare Officers to ensure compliance with legal returns, providing evidence necessary for the implementation of legal orders for non-attendance
- Report on progress and trends in attendance to the Headteacher, Senior Leadership Team and Governors
- Supervise the work of other staff involved in attendance processes

Mental Health and Wellbeing

- Act as the school Senior Mental Health Lead
- Monitor trends in mental health and wellbeing concerns, implement interventions to address these
- Act as strategic lead for trauma informed practice
- Provide ad-hoc and planned advice and supervision for staff
- Develop strategic plans to improve the mental health and wellbeing support provided by the school. Monitor and report on the effectiveness of these plans
- Liaise with external agencies and providers to establish a programme of activities that complements and enhances in school provision

Teaching and Learning

- Teach a secondary national curriculum or vocational subject
- Model and share best practice in teaching and learning.
- To model approaches and team teach alongside colleagues to develop highly effective practice, such as effective interactive teaching, modelling new concepts, classroom management, behaviour for learning
- To fulfil a teaching role that may include: delivery of interventions, team teaching, class and outreach teaching
- Model positive behaviour for learning and restorative approaches to managing conflict
- Contribute to the quality assurance of teaching and learning, including line management and supervision of specific subject areas

Staff Management and Development

- Line manage assigned staff on a day to day basis
 - Support staff to ensure their wellbeing and development of performance
 - To lead CPD for teachers and support staff
 - To demonstrate a commitment to his/her own continuing professional development and that of all staff
 - To be involved in assessing the professional development needs of staff
- Other Responsibilities
- Be aware of and respond appropriately to any health and safety, child protection and safeguarding issues raised by staff, children or families
 - Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the Deputy Headteacher in their absence.

Assistant Headteacher (Pastoral)

Person Specification

Requirement	Essential	Desirable	How Assessed
Qualifications	- Degree or equivalent - QTS - Willingness to work to further training - Level 3 Safeguarding training	- NPQSL - Specialist NPQ or similar - Senior Mental Health Lead Training - Evidence of further, relevant qualifications	A
Experience	- Proven track record of high-quality secondary teaching - Experience of contributing towards multi-agency planning - Experience of working with students with SEN, including those presenting with challenging behaviour - Evidence of excellent behaviour management skills - Experience of leadership within a school context - Experience of involvement in processes to improve attendance	- Experience of working in a PRU or Special School setting - Experience of leading CPD for staff - Experience of delivering interventions to improve student mental health and wellbeing - Experience of line management responsibility - Experience in school (or subject) self-evaluation and improvement planning	A,I,R
Safeguarding	- Enhanced DBS - Current Basic Awareness certification - Satisfactory reference from current employer	Further Safeguarding training in specific aspects e.g. Domestic abuse	A,I,R

Requirement	Essential	Desirable	How Assessed
Knowledge and skills	• Ability to analyse data and use this to inform strategic planning • Good knowledge of best practice in safeguarding, including the requirements of KCSIE • Knowledge and understanding of working with students who have suffered childhood trauma • Knowledge and experience of restorative approaches to managing conflict A, I, R • Knowledge of statutory requirements for attendance · Ability to communicate clearly and accurately both verbally and in writing • Good knowledge of current educational issues	• Knowledge and understanding of working with students who have suffered childhood trauma • Knowledge and experience of restorative approaches to managing conflict	A,I,R
Personal and Interpersonal Skills	• Ability to establish effective working relationships with all members of the school community, parents and external partners/agencies • Ability to hold others to account, providing support and challenge as necessary • Strong personal drive and commitment to see tasks through to completion • Highly organised, with ability to effectively prioritise tasks and manage own time • Experience of multi-agency working • A clear alignment of personal drive with the school vision, ethos and values		A,I,R

Job Advert

Assistant Headteacher (Pastoral)

Are you ready to make a lasting difference in the lives of young people? At The Bridge Short Stay School, we provide second chances and transform futures – we are now seeking an exceptional and inspirational leader to help shape this journey.

L3 – L7 (£54 393 - £60 145)

The Bridge Short Stay School are looking to appoint an exceptional individual to fulfil the role of Assistant Headteacher. As the senior pastoral leader within school, the successful candidate will lead our approach to safeguarding, attendance and wellbeing, ensuring every child feels safe, supported and ready to succeed.

The Bridge works with students who have been permanently excluded from schools across Cheshire West and Chester. Rated as 'Good' by OFSTED in May 2018 and 2024 we are passionate about providing a second opportunity to students who have struggled in education previously. Many of our students have gone from complete disengagement with their previous schools to re-engaging with learning, achieving strong GCSE or successfully reintegrating into mainstream education. This is the difference you will be part of.

The successful candidate must believe in the potential of all young people whatever their background and be able to demonstrate a commitment to supporting the growth and development of students who demonstrate challenging behaviours. They will be joining a school where this is an ethos shared by all, ensuring a positive and supportive culture amongst our experienced staff team.

Pastoral care of our students is of equal importance to our school community as the curriculum and teaching & learning. Getting this right for our students is often an essential precursor to them being able to access education. Alongside responsibility for safeguarding there will be a particular focus on leading both strategic and operational approaches to improving attendance; ensuring good mental health and wellbeing of students & staff; trauma informed practice and working in partnership with families.

This role is vital to our school being successful in changing young people's lives and therefore needs someone special to fulfil it. In a fast-paced environment you'll need the organisational skills and resilience that allows you to ensure you maintain a keen eye for detail while prioritising a complex workload and ensuring our students feel known, heard and understood. As a senior leader you'll play a key role in influencing others and creating culture within school whilst maintaining the ability to 'walk the talk' and lead by example, working directly with students and their families.

The knowledge and skills of the successful candidate are important, but we place equal value on someone having the right motivation, resilience, empathy and aspirations to work with our students and continue to drive forward standards in our school. If you have these qualities, we'll look forward to receiving your application, the successful candidate will join an experienced, happy and hardworking staff team who care passionately about improving the life chances of young people.

This appointment comes at an exciting time in our journey as we work with the local Council to develop significantly improved facilities ahead of converting to Academy status as a founding school within The People's Learning Trust. You will develop as a senior leader with significant impact on our individual school, whilst being able to make the most of the opportunities which will come through this future growth.

If you are a compassionate and resilient leader with the drive to transform lives, we'd love to hear from you. Come and see our work in action, visits prior to application are encouraged; please contact the school on 0151 3376873 or email enquiries@thebridge.cheshire.sch.uk to arrange a visit or to request application details.

Closing date for applications is Monday 6th October 2025 at 9am. Interviews are expected to take place over Tuesday 14th and Wednesday 15th October 2025.

The Bridge Short Stay School is committed to safeguarding the welfare of all young people and expect staff to share this commitment. The successful candidate will be expected to undertake a Disclosure and Barring Service Check. An online search will be conducted for all shortlisted candidates. A copy of our Safeguarding Policy is available on the school website.



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