HASTINGS HIGH SCHOOL

Assistant Head of Lower School – Year 8

Salary: Grade 8 – 40 weeks per year, 37 hours per week - actual salary £25,115 -£27,234

To start: 20th August 2026

Application Deadline: April 20th 2026

Interview date: W/c – April 27th 2026

www.hastings.school 01455 239414 St Catherine's Close, Burbage, Leicestershire, LE10 2QE

HASTINGS HIGH SCHOOL

March, 2026

Why join the Hastings Family?

At Hastings, we live by our motto: *Care and Excellence for All.*

We are a thriving, oversubscribed community school with a strong academic record and a reputation for nurturing ambition, responsibility, and self-development in every pupil.

- Ofsted: Judged *"Good"* with outstanding pupil behaviour and relationships.
- Academic success: Progress 8 consistently *above average* (+0.40 last year).
- Facilities: Multi-million investment in 2025, including 8 new classrooms, a sports hall, and redeveloped pastoral and dining areas.
- Community: A supportive, ambitious, and enriching environment for staff and pupils alike.

What We Offer You

- Comprehensive induction programme – tailored support for ECTs and new staff.
- Professional development – ongoing training, appraisal, and opportunities to grow.
- Wellbeing focus – a culture of care and respect for staff.
- Collaborative team spirit – work alongside talented, reflective practitioners.
- Enriching curriculum – access to a wide range of resources, facilities, and extracurricular opportunities.

How to Apply

Please submit:

1. Completed application form
2. Letter of application (max 2 sides of A4, font size 11)

Send to: Mrs. Sarah Brown – HR Manager sarah.brown@hastings.school
Closing date: 9am, 20th April 2026
Interviews: Week beginning 27th April 2026
(If you have not heard from us by 27th April, please assume your application was unsuccessful.)

We love showing off our school! Prospective candidates are warmly invited to arrange a visit.

We very much hope you will apply and look forward to receiving your application.

Yours sincerely,

Miss C Bradley and Mr S Shipman
(Co-Headteachers)

HASTINGS HIGH SCHOOL
Care and Excellence for All

OUR HASTINGS FAMILY

All employees of Hastings High School are expected to live and breathe the school's CARES values so that they act as role models for our pupils and hold themselves and each other to high standards.

- Community: to demonstrate a collaborative, team working approach so that we can instil a sense of belonging to something that is greater than any one individual – the Hastings Family.
- Ambition: to believe that every pupil deserves to be given the opportunity and the tools so that they may become the best version of themselves.
- Responsibility: for personal professional growth and development, keeping up-to-date with national research and engaging with professional organisations.
- Enriching: a commitment to helping our young people develop existing interests and try something new which will shape experiences and memories that will stay with them for life.
- Self-development: demonstrates the capacity to be a self-reflective leader and practitioner and treats feedback as an opportunity to become even better.

A word from our pupils

- *"Hastings is an amazing community of pupils and teachers who work together in striving for excellence."*
- *"Hastings has helped me become ambitious and motivated to succeed."*
- *"Relationships between staff and pupils are very positive. Staff are strong role models."*

HASTINGS HIGH SCHOOL
Care and Excellence for All

THE PASTORAL TEAM

Hastings High school has a dedicated, experienced and passionate pastoral team that strives to bring the best out of our pupils on their journey here at Hastings. The are housed in a newly refurbished area of the school, consists of

- Assistant Headteacher
- Head of Lower School
- Head of Upper School
- Assistant Head of Lower School – Year 7
- Assistant Head of Lower School – Year 8
- Head of Year 9
- Head of Year 10
- Head of Year 11
- Pastoral Support Worker
- 2x LCITC Mentors

We believe that building positive relationships with our pupils and their parents/carers is essential. Being part of our Hasting Family, fostering a strong sense of belonging, is vitally important for helping all our pupils to reach their true potential.

We are a school that offers high levels of support, care and dedication, whilst also having high standards and expectations of our Hastings Family. The Pastoral teams work together to uphold the school's values, they support pupils with their behaviour and needs, using a relational and restorative approach. We also work closely with parents, career and outside agencies to help our pupils achieve, and access, the very best opportunities.

Lower School Philosophy

The Lower School will set the tone and expectations for being part of the Hastings Family. This includes pupils, their families and Hastings staff.

There is an emphasis on allowing children to be children and not growing up too quickly; we will teach pupils how to be emotionally literate and provide opportunities to learn life skills, supporting them as they grow into young adults.

Above all, we will build relationships and support pupils to be independent, resilient and active up standers, by being clear, consistent and kind; preparing them for life in the Upper School and beyond.

HASTINGS HIGH SCHOOL

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PERSONNEL SPECIFICATION – Assistant Head of Lower School

Criteria	Essential	Desirable	Evidence
A Learning Community	Ability to engage constructively with, and relate to, a wide range of young people, parents/carers, from different backgrounds Ability to work effectively and network, with a wide range of support services, from both the public and private sectors, and an ability to draw upon a wide range of support, information, opportunities and guidance Ability to work well in a team with resilience, a sense of humour, positive attitude, energy and enthusiasm.		Letter / Interview
Ambition For All	Experience of working with young people and families Ability to relate to young people, within different age groups about attendance and behaviour issues Ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers Lead on the monitoring of, and intervention in, cases of unauthorised absence and poor punctuality Able to quickly establish positive working relationships with students, staff parents and a wide range of people from within and outside the school Ability to maintain a non-confrontational approach especially when confronted with challenging behaviour	Experience of working successfully with disaffected students, including those with challenging behaviour	Letter / Interview
Developing Responsibility	Good oral and written communication Ability to engage in joint goal setting with an individual student as part of the learning action planning process Excellent communication and interpersonal skills Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Experience of using a Relational approach.	Letter / Interview

	Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour Excellent record of attendance Ability to show kindness and empathy to all		
An Enriching Curriculum	Commitment to raising achievement and improving the educational experiences of all students		Letter / Interview
Self-Development	Proven success in roles in the school Competent in the use of IT and ability to train other show to use it. Planning and prioritising own workload and managing conflicting demands A commitment to Equal Opportunities Knowledge and understanding of safeguarding Ability to demonstrate using own initiative	Experience of working within a Pastoral Team setting Evidence of recent professional development relevant to the post. Recognition of the need for continuing development and training DSL trained	Letter / Interview

HASTINGS HIGH SCHOOL

ASSISTANT HEAD OF LOWER SCHOOL – Year 8
JOB DESCRIPTION

JOB SUMMARY:

To support and exercise responsibility for the pastoral care, progress, conduct, guidance and welfare of pupils in the Lower School.

OBJECTIVES

- To support the continuous raising of standards of pupil achievement in the Lower School
- To lead, manage, and co-ordinate Form Tutors in the Year 8 team
- Communication with all stakeholders to ensure all have the pupil information that they require
- To lead on attendance in Year 8
- To ensure that pupils, tutors and parents have appropriate access and contact with an adult who can co-ordinate or provide support.

PRINCIPAL RESPONSIBILITY AREAS

A - Pupil Progress
B - Care, Guidance and Support
C - Leadership and Management
D - Miscellaneous

A: PUPIL PROGRESS

- To work collaboratively with the Head of Lower School in their duties.
- To be the point of contact for parents in the lower school after Form Tutors
- Lunch duty is part of the role – this can either be claimed for or lunch taken at a different time.

B: CARE, GUIDANCE AND SUPPORT

- To have partial responsibility for attendance, behaviour, conduct and punctuality of pupils within the Lower School.
- In consultation with the Lower School team be the main point of contact for parents and outside agencies.
- To assess incidents and concerns raised and give consequences as appropriate with the discipline of pupils within the lower school in the context of the school's Behaviour Policy.
- To promote a Lower School identity with an emphasis on encouraging the development of pupils' respo activities to promote the school's ethos and reinforce the school's goals.
- To be involved in the administration and organisation of the school's positive rewards structure within the Lower School.

- To be involved in Parental Consultation evenings.

C: LEADERSHIP AND MANAGEMENT

- To manage the maintenance of up-to-date records and registers.
- To receive new pupils into the lower school allocating them to form groups and maintaining up-to-date lists.
- To organise the forwarding of records of pupils leaving the school
- To work in collaboration with the Head of Lower School to manage a team of Year tutors through regular meetings and informal liaison in order to ensure effective communication of all issues relating to the year group.
- To help co-ordinate, manage and monitor the lower schools group's tutor programme.
- To support the Head of Lower School with assemblies, encouraging involvement by both staff and pupils
- Liaise with Pupil Premium and SEN leads to help provide information and support
- To work with the local community to provide the best outcomes for our pupils

D: MISCELLANEOUS

- To oversee the general tidiness and condition of furniture and fabric of, and equipment in, the teaching base, including where appropriate the display of pupils' work, thus creating an environment conducive to learning (reporting to the Site Team any issues of health and safety or damage requiring repairs).
- To carry out the duties placed on employees by the Health and Safety at Work Act 1974.
- To adhere to all policies relating to Health and Safety as determined by the school's Governing Board.
- To adhere to the requirements of C.O.S.H.H. - Control of Substances Hazardous to Health (Amendment) Regulations 1991

Please note that these responsibilities are indicative rather than exhaustive. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The school takes its safeguarding and child protection responsibilities very seriously and the post will be subject to an enhanced DBS clearance, agreeing to our E-safety policy, two supportive written references, social media checks and a pre-employment medical health check.

HASTINGS HIGH SCHOOL

Care and Excellence for All

LOCATION AND CONTACT DETAILS

St Catherine's Close
Burbage
Leicestershire
LE10 2QE

Telephone: 01455 239414

Email: reception@hastings.school

Website: www.hastings.school

Reception: