



Alsager School

Hassall Road, Alsager, ST7 2HR

Headteacher: Andrea O'Neill

## **Required for September 2025: Pastoral Lead (Head of College)**

**Hours: 37 hours; term-time + 4 weeks**

(The additional time to be worked flexibly throughout the year to discharge the responsibilities of the post)

**Grade 9: SCP 28 – 31; £35,252 - £38,461 [Actual salary]  
[Whole year £37,938 - £40,476 p.a.]**

**Responsible to:** Member of the Senior Leadership Team

Thank you for your enquiry about the above post.

The post is for one of our four Pastoral Leads, or Heads of College as they are known in school. Each provides welfare, support and guidance to approximately 320 pupils aged between 11 and 16. The annual intake into Year 7 is around 270. The Heads of College share a communal office with two Pastoral Administrators.

They work closely with the SENDCO and Learning Support department, the Inclusion Officer and Inspired Futures office (offering work and careers experience and advice) which are all situated nearby.

Our pastoral system is organised into four vertically arranged Colleges: Dod, Lovell, Moreton and Royce each with their own Head of College thus allowing every pupil and parent to contact someone with a direct link to them at any time of the day and get a response. Pupils stay with the same Head of College and ideally the same Form Tutor throughout their five years in the main school.

Pupils cannot be expected to achieve their full potential without support and concern for their welfare. We want our pupils to feel they are known, valued and cared for. We are justifiably proud of our pastoral system which strives to meet these important needs by creating an environment which provides a sense of identity, support, encouragement and, where necessary, constructive criticism. Children and parents need someone to talk to when things are not working out.

Attendance is very good across all years of compulsory schooling with little unauthorised absence. However, we are still working to improve attendance at all levels and employ a full-time Attendance Officer who works alongside the Heads of College and manages all aspect of attendance monitoring and reporting. This includes monitoring pupils arriving late at 8.40 am daily and "first day calling" where attendance is checked at 9.00 am daily and if parents have not already rung into school, they are contacted to explain the absence.

**About The Cornovii Trust, Alsager school:**

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust (The Cornovii Trust, TCT). We are a local trust providing support for local schools, children, and families. Alsager School is a large 11-18 mixed, with 1515 pupils on roll, including approximately 216 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

TCT currently comprises of 7 schools; Alsager School, Alsager Highfield Primary School, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich, and Audlem St. James CofE Primary School, Pear Tree Primary School, Nantwich and from 1<sup>st</sup> January 2025 Stapeley Broad Lane CE Primary has joined our Trust.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website [www.alsagerschool.org](http://www.alsagerschool.org) We hope this information will encourage you to apply.

**Overall purpose of the job:**

1. To be responsible for the behaviour, welfare, support and guidance of students, directly and through intermediate staff.
2. To establish effective liaison and engagement with parents, external agencies and professionals
3. Maintain an environment where students may learn, and teachers teach most effectively and all are treated with respect.
4. The successful candidate will lead a team of Form Tutors and will work closely with parents and a wide range of outside agencies. The post consists of varied tasks requiring attention to detail and flexibility of mind. Periods of pressure are sustained and are often unpredictable.
5. The Head of College plans and often leads weekly assemblies. This provides regular opportunity to develop and establish the ethos of their college. Year assemblies are also held periodically to conduct the annual cycle of year related business.
6. As a deputy designated safeguarding lead you will work closely with outside agencies such as social care and take part in regular meetings. You will report to the designated safeguarding lead to discuss concerns and will use CPOMS as a way of reporting.

**Principal Responsibilities:**

1. Leadership of the development, implementation and evaluation of school policies and practices relating to discipline, welfare and guidance and attendance of students, together with the management of school systems in order to ensure their effective operation.
2. Provide guidance and support for teaching staff in matters of behaviour management/discipline, pupil intervention programmes, welfare and guidance, attendance and pupil tracking.

3. Identify training needs and deliver targeted training to teaching staff, initial teacher training students and external agencies as required on behavioural and pastoral matters.
4. Undertake student support, assessment, guidance, counselling and mentoring projects together with the operation of policy regarding sanctions including referral for exclusion, attendance at exclusion hearings and management of readmissions.
5. Develop and monitor Pastoral Support Programmes, Individual Behaviour Plans, anti-bullying policies and procedures, and initiatives such as establishing prefects.
6. Work directly to support and engage parents in implementing school policies and facilitate targeted parent support groups to inform parenting skills and behaviour management techniques.
7. Access, maintain and update pupil records to inform the preparation of pastoral support plans through CPOMS.

Notwithstanding the detail in this outline, in accordance with TCT's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

#### **In conclusion:**

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

#### **How do I apply?**

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described. The supporting letter should be no more than 2 sides of A4 and font size no smaller than 10.

The closing date is **12 noon on Wednesday, 11<sup>th</sup> June 2025**. Interviews are likely to be **held w/c 16<sup>th</sup> June 2025**. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to:



Mrs Ashley Owen  
H.R. Manager  
Alsager School  
Alsager ST7 2HR

If you complete an application electronically, you can return your application via email to Mrs Owen at [jobs@alsagerschool.org](mailto:jobs@alsagerschool.org) All electronically submitted applications will be acknowledged.  
*Please note that you will be required to sign a paper copy of your application if you are invited to interview.*

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen  
H.R. Manager

BPi/HoC/May 2025

Further details about the School are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

## PERSON SPECIFICATION

**Job Title: Pastoral Lead (Head of College)**

**Grade 9; scp 28 - 31**



| CRITERIA                    | ESSENTIAL   | DESIRABLE   |
|-----------------------------|---|---|
| <b>Qualifications</b>       | <p>Minimum NVQ Level 3 standard in a relevant discipline.</p> <p>Willingness to undertake appropriate training.</p>   | <p>Relevant profession qualifications</p>   |
| <b>Experience</b>           | <p>Enjoy working with and have an understanding of how children develop.</p> <p>Establish a rapport and command the confidence of a wide range of young people and adults.</p> <p>Experience of working as part of a team.</p> <p>Experience of working in a multi-disciplinary way.</p>  | <p>Experience of child protection work.</p> <p>Experience of delivering group work.</p>   |
| <b>Knowledge and Skills</b> | <p>Knowledge of national guidance, local procedures and your own role and responsibilities within these, for safeguarding and promoting children and young people's welfare.</p> <p>A knowledge and understanding of the range of organisations and individuals working with children and young people and awareness of roles and responsibilities of other professionals. Knowledge of issues and procedures surrounding confidentiality and information sharing.</p> <p>A basic understanding of the physical, intellectual, linguistic, social and emotional growth and development of children and young people.</p> <p>Effective written and verbal communication skills. Computer literacy with a good understanding of IT applications</p> | <p>Knowledge of Health and Safety policies and procedures.</p> <p>Familiar with SIMS packages.</p>  |
| <b>Aptitudes/ Attitudes</b> | <p>Ability to share information in an appropriate, timely and accurate way.</p> <p>Ability to establish positive relationships using language appropriate to the development of children and young people and the family culture and background.</p> <p>Ability to keep appropriate records and produce reports.</p> <p>Ability to respect the contribution of others working with children and young people and establish positive working relationships.</p> <p>A commitment to working with children and families in a non-discriminatory way.</p> <p>A confident individual with personal authority and the ability to challenge.</p>   | <p>Ability to recognize and understand the impact of key transitions children and young people may go through.</p> <p>An awareness of how social issues impact on family functioning such as substance misuse, domestic violence, alcohol misuse and poverty.</p> |
| <b>Other Requirements</b>   | <p>Self-motivated with an ability to use own initiative.</p> <p>Excellent organizational and time and management skills.</p> <p>A flexible and creative thinker.</p> <p>Solution focus.</p>   |   |