



The Hinckley
SCHOOL

Pastoral Lead – Attendance and Intervention Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Kate Grocock

Headteacher



The Hinckley School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	PASTORAL LEAD – ATTENDANCE & INTERVENTION
OPPORTUNITY	We are seeking to appoint a pastoral lead to support the aims and objectives of the school in a school wide attendance and intervention role to improve student attendance, punctuality, engagement and successful participation in education by leading targeted attendance and intervention support. You will work proactively with students, families, school staff and external agencies to identify and overcome barriers to learning, coordinate effective support and ensure that students are supported to achieve successful outcomes. Safeguarding and promoting the welfare of students will be central to all aspects of the role, as will the need to work flexibly across all year groups.
REPORTING TO	Associate Deputy Head
LOCATION	Based at The Hinckley School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	Grade 6 £29,057.22 - £34,958.91 (per annum pro-rata salary) Mon – Thu: 8.00 am – 4.00 pm & Fri: 8.00 am – 3.30 pm 37 hours per week, 39 weeks per annum
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:

To support the aims and objectives of the school in a school wide attendance and intervention role to improve student attendance, punctuality, engagement and successful participation in education by leading targeted attendance and intervention support across the school. To work proactively with students, families, school staff and external agencies to identify and overcome barriers to learning, coordinate effective support and ensure that students are supported to achieve successful outcomes. Safeguarding and promoting the welfare of students will be central to all aspects of the role, as will be the need to work flexibly across all year groups.

Duties and responsibilities:

Attendance

- Take a leading role in improving attendance and punctuality across the school, including Sixth Form, through the implementation of the whole-school attendance strategy.
- Monitor attendance and punctuality data to identify students, groups and emerging patterns requiring support or intervention.
- Manage a targeted caseload of students with attendance concerns, including persistent and severe absence.
- Build positive relationships with students and families to identify and address barriers to attendance, using a balance of support and challenge to secure improvement.
- Coordinate communication with parents/carers through telephone calls, letters, emails, meetings and attendance reviews.
- Undertake home visits and welfare checks where appropriate, ensuring any safeguarding concerns are referred in line with school procedures.
- Work closely with pastoral teams, Year Leaders, SEND, safeguarding colleagues, Sixth Form staff and senior leaders to coordinate effective attendance support.
- Support students returning from prolonged absence, including planning and monitoring reintegration arrangements.
- Identify and respond to concerns relating to lateness, lesson avoidance, internal truancy and poor engagement with learning.
- Liaise with the Local Authority and external agencies, preparing and maintaining evidence, records and documentation required for formal attendance processes and multi-agency working.
- Maintain accurate records of interventions, parental contact, meetings, visits and outcomes, and provide regular reports to senior and pastoral leaders.
- Evaluate the impact of attendance interventions and contribute to initiatives that promote a positive culture of attendance and punctuality across the school.



Intervention

- Lead and coordinate the school's Lighthouse/student intervention provision for students experiencing significant barriers to education, attendance or engagement.
- Co-ordinate referrals, ensuring students have clearly identified needs, targets and intended outcomes.
- Plan, deliver and review individual and small-group intervention programmes tailored to student needs.
- Work directly with students to identify barriers to success and develop achievable targets that support engagement, confidence, resilience, organisation, routines and readiness to learn.
- Coordinate structured and accredited programmes, including AQA Unit Awards or similar provisions where appropriate.
- Support students who are struggling to engage with mainstream education and facilitate successful reintegration into lessons wherever possible.
- Work collaboratively with teachers, pastoral colleagues, families and external professionals to deliver coordinated support plans.
- Monitor and evaluate intervention outcomes through measures such as attendance, punctuality, behaviour, engagement, lesson attendance and successful reintegration.
- Adapt intervention strategies where progress is limited and ensure parents/carers remain fully involved in reviewing targets and next steps.
- Maintain accurate records of referrals, interventions, reviews and student outcomes, providing regular updates to senior and pastoral leaders.
- Safeguard and promote the welfare of all students, responding appropriately to concerns identified through intervention work.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Pastoral Leader are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	- GCSE C grade or higher (or equivalent) in English & Maths - A relevant degree level qualification or equivalent experience	Evidence of professional development in a relevant discipline e.g coaching, mentoring	Application form Certificates
SKILLS AND ABILITIES	- Able to follow the school's safeguarding procedures and recognise when to report any concerns - Able to engage learners and maintain discipline - Highly organised; can prioritise and work well under pressure - Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, parents and other professionals - Able to build and maintain positive professional working relationship with parents, carers, external agencies and colleagues - IT literate including Microsoft word, excel and Outlook - Able to be proactive, pre-empting student needs - Good listening and problem-solving skills - Ability to deal with situations calmly and efficiently		Application Form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES	• Able to demonstrate empathy; to be supportive, patient and caring • Able to demonstrate a commitment to school improvement and raising achievement for all students • Able to understand curriculum content and make it accessible to students; explaining tasks simply and clearly and adapting resources • Able to work as a member of a team and liaise effectively with others • Able to work with guidance and under supervision, but also to demonstrate initiative in order to respond to a range of challenges • Able to maintain a consistently positive approach and give constructive feedback to students • Adapt to changing role requirements • Able to keep accurate written records and assist with monitoring and evaluation • Able to interpret and use written and numerical data • Able to devise and implement action plans for individual and groups of students • Able to adapt and modify materials and resources to make them accessible to students • Able to support the implementation of the school's Behaviour Policy • Able to work as an effective team member and work on own initiative • Able to maintain confidentiality and data security • Able to consistently produce high quality work		Application Form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	• A minimum of 2 years' classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. • Proven experience of making a positive difference for learners • Managing challenging pastoral situations • Liaising with parents, carers, external bodies/organisations to ensure the students' needs are met. • Using data to monitor student progress and responding appropriately so action is taken to address underachievement		Application Form Interview Assessment
KNOWLEDGE AND UNDERSTANDING	• An excellent grasp of safeguarding and child protection issues and procedures • An excellent understanding of the needs and characteristics of young people • An appreciation of different learning styles associated with the development of young people and potential barriers to learning • Good understanding of the roles played by various adults in the education and support of young people		Application Form Interview Assessment
OTHER REQUIREMENTS	• A professional role model who is committed to their own continuous professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers • Able to work flexibly, and to attend meetings and INSET days as required		Application Form Interview Assessment



How to apply

Closing date:

Sunday 4th October

Interviews:

TBC

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-policies

- The Hinckley School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List Check.