The Hinckley SCHOOL

# Pastoral Leader

## Recruitment Pack



The Futures Trust
BUILDING BRIGHTER FUTURES



# 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 Groocock

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 LEADER |
|---|---|
| OPPORTUNITY | We are seeking to appoint a pastoral lead to support the aims and objectives of the school to raise standards of achievement, provide high quality pastoral support and promote attendance. Our pastoral leadership team promote positive wellbeing strategies to foster good behaviour and a sense of belonging for students.<br><br>The successful candidate will possess excellent organisation, communication and interpersonal skills, proven experience of making a positive difference for learners, and the ability to build and maintain professional relationships with all stakeholders, including parents, carers, external agencies and colleagues. |
| 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 £30,025 - £36,123 per annum (pro-rata salary)<br>Mon – Thu: 8.00 am – 4.00 pm & Fri: 8.00 am – 3.30 pm<br>37 hours per week, 39 weeks per annum |
| BENEFITS ENHANCING WORKING LIVES | - Competitive rates of pay<br>- Professional development opportunities<br>- Career pathways across the Trust<br>- Teacher / Local Authority Pension Scheme<br>- Online retail discount<br>- Employee Assistance Programme<br>- Family Friendly policies to support family & carer commitments<br>- Flexible Working Arrangements<br><br>**www.thefuturestrust.org.uk/why-work-for-the-futures-trust** |



# Job Description

**Job Purpose:**
To support the aims and objectives of the school and work with the Leadership Team to ensure that students make outstanding progress by removing barriers to learning. To safeguard and promote the welfare of learners, raise standards of achievement, provide high quality pastoral support and promote positive wellbeing strategies and behaviours.

Duties and responsibilities:

- Contribute to raising standards of achievement (attainment and progress) of students
- Monitor and provide pastoral support in order to maintain high levels of student attendance, punctuality and behaviour for learning.
- Monitor individual students' attendance, punctuality, learning and behaviour (including removals) and work with the Key Stage team to plan actions required to ensure these are at least good.
- Liaise with the school's wider attendance team and SLT member with responsibility for attendance regarding referrals and action required to bring about improvements.
- Work closely with colleagues including Year Leaders and Assistant Principals, parents and carers and external agencies to enable students to make good progress academically and socially.
- Work with individual students to ensure that short-term personal and academic goals are achieved, in particular, students who experience barriers to attendance and engagement.
- Investigate incidents, take statements and implement appropriate courses of action including keeping parents and carers informed.
- Contact and meet parents and carers where necessary to report on student progress, incidents and any other specific issues.
- Keep accurate records of telephone conversations and meetings with parents and carers and any outcomes determined.
- Respond to situations and act proactively to ensure that students are safe.

- Liaise with teachers of students facing difficulties to promote their re-engagement in lessons.
- Ensure a smooth and coherent transition to students from one year to the next with an extra focus on vulnerable students.
- Promote positive wellbeing strategies and behaviours across the Key Stage.
- Contribute to the organisation of work experience opportunities for students (in the relevant year group).
- Help oversee arrangements for Parents' Evenings and attend as required.
- Use data and It systems to track student attendance and behaviour trends
- Represent the school at multi-agency meetings as appropriate.
- Work within the framework of the school and Trust's established policies.
- Work with the Head of Post 16 and Key Stage DoL to support tutors and ensure they carry out their roles effectively.
- Be aware of and respond appropriately to issues related to child protection, data protection and health and safety.
- Undertake break and/or lunchtime duties.

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

| AREAS | ESSENTIAL CRITERIA | DESIRABLE CRITERIA | MEASURED BY |
|---|---|---|---|
| SKILLS AND ABILITIES | • Able to demonstrate empathy; to be supportive, patient and caring<br>• Able to demonstrate a commitment to school improvement and raising achievement for all students<br>• Able to understand curriculum content and make it accessible to students; explaining tasks simply and clearly and adapting resources<br>• Able to work as a member of a team and liaise effectively with others<br>• Able to work with guidance and under supervision, but also to demonstrate initiative in order to respond to a range of challenges<br>• Able to maintain a consistently positive approach and give constructive feedback to students<br>• Adapt to changing role requirements<br>• Able to keep accurate written records and assist with monitoring and evaluation<br>• Able to interpret and use written and numerical data<br>• Able to devise and implement action plans for individual and groups of students<br>• Able to adapt and modify materials and resources to make them accessible to students<br>• Able to support the implementation of the school's Behaviour Policy<br>• Able to work as an effective team member and work on own initiative<br>• Able to maintain confidentiality and data security<br>• Able to consistently produce high quality work | | Application Form<br>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.<br>• Proven experience of making a positive difference for learners<br>• Managing challenging pastoral situations<br>• Liaising with parents, carers, external bodies/organisations to ensure the students' needs are met.<br>• Using data to monitor student progress and responding appropriately so action is taken to address underachievement | | Application Form<br>Interview<br>Assessment |
| KNOWLEDGE AND UNDERSTANDING | • An excellent grasp of safeguarding and child protection issues and procedures<br>• An excellent understanding of the needs and characteristics of young people<br>• An appreciation of different learning styles associated with the development of young people and potential barriers to learning<br>• Good understanding of the roles played by various adults in the education and support of young people | | Application Form<br>Interview<br>Assessment |
| OTHER REQUIREMENTS | • A professional role model who is committed to their own continuous professional development and to developing others<br>• 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<br>• Able to work flexibly, and to attend meetings and INSET days as required | | Application Form<br>Interview<br>Assessment |



# How to apply

**Closing date:**
**Friday 4 December 2026**

**Interviews:**
**w/c 7 December 2026**

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.thefuturestrust.org.uk/work-with-us/current-vacancies**

On application please read the following policies found at:
**www.thefuturestrust.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.