

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE **Pastoral Manager**

Are you an organised and approachable individual?

SALARY

R18 (pt18 – 22) £24,982 to £27,041

Actual Salary £22,278.95 to £24,115.16

Then this will be the job for you.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students. With an intake of approximately 500 post-16 and 210 in next year's Year 7, Heckmondwike Grammar School is a dynamic place to be.

Starting salary will be commensurate with skills and experience

We also have the significant addition of a new £1.1 million sixth form centre nearby.

TERM/ HOURS

37 hours per week. Term Time + 10 days.
8.00am to 4.30pm
Monday to Thursday,
8.00am to 4.00pm on a Friday.

CLOSING DATE

9am Friday 24th
September 2021.



HECKMONDWIKE
GRAMMAR SCHOOL

Interviews will be held on
Thursday 30th September
2021.

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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HECKMONDWIKE
GRAMMAR SCHOOL

Pastoral Manager

Department Information

About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

The Role:

We are looking for a Pastoral Manager who will act as the key person for the exemplary pastoral care we have in place. They will lead and take responsibility for our new House Rewards system, which encompasses behaviour and standards across the school. The successful candidate will also play a key role in liaising with staff and parents as well as other educational institutions and multi-agency partners.

This is a demanding and complex role in a high achieving grammar school; the post holder must be extremely efficient and effective. The post holder will be responsible for working with staff to ensure the House Reward system is effectively implemented, as well as working closely with the Heads of Years and Achievement Leaders overseeing student performance. As such, experience of working with and leading people is an essential part of the role. As the Pastoral Manager has a key communication role to play with parents; excellent interpersonal and communication skills are crucial.

The Pastoral Manager will work in a dynamic and proactive team across all key stages with 6 Heads of Year, 4 Achievement Leaders as well as the Assistant and Deputy Headteachers

The right candidate for this post is one who thrives on variety and challenge.



On a typical day, the post holder may be dealing with students, meeting with a parent, organising a year group information event, planning an assembly, meeting with form tutors, discussing rewards and standards of the students, and observing how students are in lessons, as well as being being out and about on the corridors at social times.

As such, experience of working in a school setting is desirable, but not essential. However, a desire to work with young people is.

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with the young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

In return, we offer a competitive salary and membership to a Local Government pension scheme.

If you are interested in this position then please visit the vacancies section of our website www.heckmondwikegrammar.co.uk/vacancies.

How Should You Apply?

Completed applications should be sent by email to: recruitment@heckmondwikegrammar.co.uk.

Further information about the school is available on the school website www.heckmondwikegrammar.co.uk