



**HIGHAM LANE  
NORTH ACADEMY**

# Pastoral Manager (Permanent)

Full-time (37 hours per week, term time only plus 5 INSET days)

Salary: £26,683 to £29,638

September 2026 start



# Welcome to Higham Lane North Academy

Higham Lane North Academy is a school where 'everyone belongs and everyone is included.' Our students know that they are part of 'Team North', and as North Stars we ensure that they benefit from our exceptionally high expectations alongside our high levels of care, nurture and support. Our highly effective and well-designed pastoral system places the wellbeing of students at the centre of our school, where through our House System and the role of House Champions, we ensure that students feel safe and happy with the confidence to thrive.

Our students live by our motto that we are 'proud because we always do what is right' and they exhibit our school values that 'we are conscientious, we are compassionate and we are confident' both within lessons and beyond. Due to our strong and robust processes and systems, students learn the highly ambitious curriculum exceptionally well. They are highly motivated and commit to the comprehensive range of ambitious and enriching opportunities that are available to them beyond the classroom.

We opened our school in September 2026 to 150 students. As we embark upon our second year at HLNA, as a highly popular and over-subscribed school again, you will be joining at a unique time where you will support our continuing growth as an exceptional school. Committed to the highest standards for education, as a team of dynamic and committed professionals, we look forward to your ideas and contributions as we seek to embed our very strong practice in this pastoral role.



**Kirstie Robinson**  
Headteacher

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**We are proud because we  
always do what is right.**

# Pastoral Manager

We are seeking a highly motivated Pastoral Manager who will ensure that every North Star student feels safe, heard, and valued—and, as a result, is able to thrive in all aspects of school life.

Working closely with the Senior Leadership Team, you will further develop your leadership skills while leading the pastoral care of our students. You will act as an inspirational role model, encouraging them to embody our school value: *'We are proud because we always do what is right.'*

As a key leader within our House system, you will play an active role in promoting our ethos that *'everyone is included and everyone belongs.'* Our wonderful students are excited to work closely with a Pastoral Manager who will become a significant and trusted presence in their school journey over the coming years.

We look forward to receiving your application!



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# Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust. Our growing Trust currently consists of a diverse family of five schools in the Nuneaton area: a primary special school, a secondary special school, a primary school and two mainstream secondary schools. We have a sixth school – a new 2 form entry primary school in Nuneaton - opening in September 2026.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes



Andrew Dickinson  
Chief Executive Officer

## Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

### Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

### Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

### Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

### Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

### Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more

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Compassion - Compassion - Confidence



# How to apply

Please complete the Application form, as well as the Equality Details Form, that you will find on the School's website ([www.hlina.co.uk](http://www.hlina.co.uk)) and email them to [jobs@hlina.co.uk](mailto:jobs@hlina.co.uk), indicating in the message title the post that you are applying for. We welcome the opportunity to meet you before applying to discuss the role and for you to visit our school and meet some students. If this interests you, please contact Kirstie Robinson, Headteacher, on 02475106910.

## **The closing date for applications is Tuesday 5th May 2026**

Please address the following points when completing the 'Additional Information' section of the application form: -

- Why you feel your personal qualities and experience make you an excellent candidate for this position;
- Your specific ideas about what you can do as a Pastoral Manager to ensure students at Higham Lane North Academy are safe, happy and thrive within all areas of school life.

# Your Environment

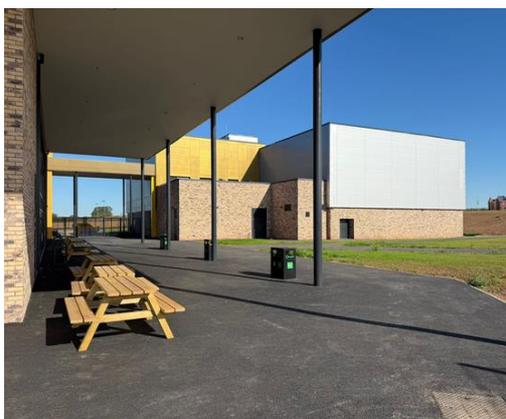


## The school building and grounds

Higham Lane North Academy's building and grounds have been planned to create a learning environment that provides high-quality educational provision, academic excellence, exceptional pastoral care and personal development in a school that is at the heart of the community. Our convenient location provides easy access from the new Northern Link road that links new housing developments in the north and east of Nuneaton, from the A5, and by bus. There is also a dedicated walking/cycling lane along the new access route and a secure compound for bike storage.

The impressive, state of the art facilities include:

- An impressive assembly hall
- A well-stocked library and learning space
- Designated staff work room areas with facilities
- IT-rich classrooms
- Spacious dining hall with outdoor canopy
- Drama studio
- Dance/activity studio
- Curriculum habitat areas
- Outdoor learning spaces
- Indoor Sports England accredited sports hall
- Four outdoor tennis/basketball/volleyball/netball courts
- Four outdoor multi-use pitches for sports such as rugby, football and athletics plus a grass running track around the largest of these with capacity for field events
- Outdoor amphitheatre
- Separate optional entrance for children with SEND
- Designated SEND garden
- Meadow grass planting and flowering lawns creating an ecological corridor across the site



**HLNA is a school where everyone belongs  
and everyone is included.**

## **HLNA staff benefit from:**

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- 01** A supportive, collaborative working environment that places staff workload and wellbeing at the heart of all working practices.
- 02** A clear behaviour and praise policy that enables all teachers to teach, and all pupils to learn effectively with a highly visible and supportive senior leadership team. This includes a centralized detention system, ensuring that you are fully supported with your practice.
- 03** A commitment to an ambitious, broad and balanced knowledge curriculum that is highly considerate of teacher workload and wellbeing, particularly around planning, assessment and feedback.
- 04** Research-based teaching and learning practice and strategies developed with workload and wellbeing in mind. Alongside this you will work within an environment that has a genuine passion and enthusiasm for teaching and learning that will enable you to thrive and flourish within the classroom.
- 05** Weekly CPD opportunities with a careful balance between whole-school, subject and personal priorities to be even more effective.
- 07** Opportunities to obtain professional qualifications and develop your career over the coming years in a growing school. We will provide bespoke career stage training such as NPQH and ELP (Exemplary Leadership Programme).
- 08** The opportunity to work with a highly experienced, effective, forward-thinking and ambitious senior leadership and Trust team.
- 09** A supportive senior leadership and trust team that will regularly seek your feedback to hear your views on what is going well, and how we can be even more effective, giving you control over your work practice and contributions.
- 10** The opportunity to work collaboratively with other schools within our Trust, particularly with Higham Lane School and Oak Wood Primary and Oak Wood Secondary Schools.

# Duties and responsibilities



Working closely with the Deputy Headteacher for Behaviour and Attendance and the SENDCO, and in liaison with teaching staff and House Champions, the post will contribute to overall good order within the school, including behaviour management, safeguarding, attendance, promoting the well-being and general progress and achievement of students through:

- providing first line support to students on pastoral issues
- providing achievement, safeguarding, attendance, behavioural and educational support to students.
- providing a strategic link between the school and other agencies and parents/carers.

The post-holder will manage two year groups of approximately 150 students in each year.

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## Pastoral and Academic Support:

- Monitor and take appropriate action in relation to the behaviour and progress of students in the year groups.
  - Communicate, support and liaise with parents/carers and outside agencies, as appropriate.
  - Monitor behaviour and academic achievement within the year groups and implement strategies for improvement.
  - Support teachers in the application of the School's Expectations Policy.
  - In liaison with other staff, undertake further investigations into behaviour incidents as appropriate.
  - Take appropriate action and provide support/advice/guidance to students (whether referred or for whom there is a developing pattern of underachievement or poor behaviour).
  - Collate and present relevant information to the Governors' Behaviour Panels
  - Promote and enforce the uniform regulations and monitoring that they are being applied by staff and adhered to by students.
  - Implement the School's rewards and consequences system within the year groups.
  - Prepare and deliver year group assemblies.
  - Develop and prepare support plans, 1:1 mentoring arrangements and assist with the writing of Early Helps.
  - Manage the supervision of students excluded from or not working to the normal timetable.
  - Co-ordinate the communication strategy (on pastoral matters) within the year teams.
  - Challenge and motivate students and promote and reinforce self-esteem
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## Attendance Support:

- Encourage high levels of attendance and punctuality.
  - Set attendance targets for students.
  - Communicate, support and liaise with parents/carers, as appropriate.
  - Monitor and review progress and take appropriate action in relation to attendance.
  - Monitor and take action to reduce internal truancy.
  - Investigate patterns of attendance of individual students and take appropriate action to support them in improving their attendance
  - Ensure and arrange appropriate referrals to the Warwickshire Attendance Service and progress and review such referrals.
  - Update and maintain student records (detailing interventions/outcomes etc.).
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## Working with Outside Agencies:

- Prepare reports for outside agencies, including transfer materials for other schools and co-ordinate final references.
  - Attend and actively contribute to case conferences and liaise with external agencies as necessary.
  - Prepare support plans and other relevant paperwork
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## General:

- Carry out safeguarding duties as one of the School's Designated Safeguarding Leads (DSLs)
- Communicate, consult and co-operate with parents/carers, staff and other agencies
- Attend meetings as appropriate
- Ensure appropriate records are maintained, to include details of interventions and outcomes.
- Supervise detentions and carry out On Call duties on a rota basis
- Carry out lunch duties on a rota basis
- Lead in managing the effective transfer of students for In Year Fair Access or students joining us mid-year for other reasons, and re-integrating students who have been absent.
- Lead a team of form tutors including weekly briefings and Quality Assurance of pastoral programme.
- Organise Student Progress Evenings for your year group, liaising with relevant members of support staff and the Deputy Headteacher with strategic responsibility for these evenings.
- Meet with Year Ambassadors, Form Captains and other student representatives, as appropriate.
- Participate in professional development and appraisal.
- Coordinate the Parents Information Evening for your year group and speak at this event.
- Coordinate and participate in end of year rewards trips for your year group.
- Lead on transition for your year group, when required

Any other duties as reasonably required, as commensurate with the post.

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# Person Specification



## Qualifications and training



Minimum of GCSE (or equivalent) English and Maths at grade A – C (9-4)

Further relevant qualifications/training at equivalent to a NVQ level 4 (e.g. social services, youth and community, probation, police, counselling) or be able to demonstrate equivalent knowledge, experience and skills.

Experience and training in, and knowledge of, behaviour management strategies and safeguarding (DSL training)

## Experience



Experience of working with young people.

Experience of working with parents/carers and outside agencies.

Experience of working in an educational setting.

Experience of working on own initiative and making decisions.

## Skills and knowledge



Of methods to ensure pastoral and academic care.

Understanding young people's emotional and educational needs.

Knowledge and understanding of youth culture.

Ability to lead others and work effectively as a member of a team.

Ability to use ICT for recording, monitoring and reporting.

Good communication skills (written and verbal) and high level interpersonal skills, with students, adults and other professionals/agencies.

Ability to take responsibility and work with autonomy within set boundaries.

An understanding of and ability to negotiate targets.

Recognising and understanding the importance of partnership working with parents / other agencies.

Understanding and ideas about the development of community links.

Awareness of the need for the school to play a full part in the local community.

Have effective behaviour management strategies.

## Personal qualities



Willingness to undertake training.

Personal impact, self-confidence and presence.

Energy, enthusiasm, commitment and perseverance

Adaptability to changing circumstances and new ideas.

Reliability and integrity.

Set a good example by one's own presentation, personal and professional conduct

An excellent health and attendance record.

## Further Conditions of Service:

- To undertake any other responsibilities as may reasonably be directed by the Headteacher.
- To support and maintain the ethos of the School and its aims and values.
- Follow and implement all school policies and procedures.
- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with your year group.

Please note our clear expectations regarding **personal and professional conduct of staff and the safeguarding of students:**

- Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:
- Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
  - having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
  - showing tolerance of and respect for the rights of others.
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
  - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - Staff must have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards in their own attendance and punctuality.





Contact Us

Higham Lane North Academy  
Upper Farm Drive, Nuneaton CV11 6YN

hello@hlna.co.uk  
www.hlna.co.uk

024 75106910

