



Pendle
Education Trust

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**PASTORAL YEAR
LEAD**

**APPLICATION
PACK**

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www.pendleeducationtrust.co.uk

INTRODUCTION



Pendle
Education Trust

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of **Belong, Be Brave and Be Our Best** support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

JOIN US



WEST CRAVEN HIGH SCHOOL

West Craven is a small and vibrant secondary school for young people aged 11 to 16 years which serves this local Lancashire/Yorkshire community.

Barnoldswick is located on the Lancashire/Yorkshire border with both Leeds and Manchester drivable in just under an hour. Preston, Skipton and Bradford are easily commutable and the town is on the doorstep of the Yorkshire Dales National Park, Bronte Country and the Forest of Bowland. The Lake District, Morecambe Bay and the Fylde Coast are all a short drive away.

Our vision is to create a culture and ethos which promotes high aspirations and expectations, balanced with the highest level of care and support. We want students to love coming to West Craven, love learning and love being part of the academy family. The vision involves educating the whole child; our academy motto 'Ad Vitam Paramus' means 'We Are Preparing for Life'. We encourage all students to get fully involved in the life of the academy and the opportunities beyond the classroom.

As an academy at the heart of the community we want close links with our feeder primary schools, local businesses, colleges and training providers. The school is on a programme of rapid transformation and improvement. As part of Pendle Education Trust since 2016, the future of the school is bright.

By joining the West Craven High School family you will become part of a supportive and ambitious team. We have regular staff training and dedicate time to continuing professional development and staff wellbeing. Our culture is about always looking at how we can share best practice with each other and improve together.

We collaborate with our colleagues at Colne Primet Academy as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application for this role.

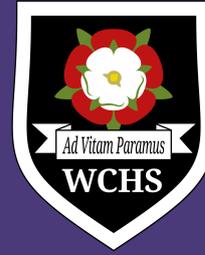


#ASPIRE

Mr John Bates
Principal

VACANCY

PASTORAL YEAR LEAD



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|-----------------------|--|
| Salary | Grade 7, SCP 19: £32,061 (pro-rata). Actual salary: £28,535. |
| Role Details | Term time plus 10 days |
| Closing Date | 12 noon on Monday 16 th March 2026 |
| Interview Date | TBC |
| Start Date | As soon as possible subject to notice period in current role. |



JOB DESCRIPTION

Job Description: Pastoral Year Lead

Reports to: Assistant Principal

Purpose: To work as part of the pastoral support team ensuring that the needs of all students are met.

Role Specific

- To facilitate a personalised approach to the pastoral care of students.
- To ensure effective intervention is in place for all students, particularly related to behaviours for learning, in order to address key development aims for the Academy and maximise the achievement and progress of students.
- To effectively utilise a range of opportunities to promote high expectations to students including assemblies, parents' evenings and other relevant events.
- To promote the vision, values and ethos of the Academy throughout normal daily practice and at internal and external events.
- To undertake regular DSL training and participate in regular safeguarding supervision meetings.
- To establish innovative and effective working relationships within the Academy.
- To ensure a continuous and consistent focus on students' achievement via effective reporting and monitoring.
- To ensure achievements are celebrated through innovative and appropriate approaches.
- To ensure regular reporting to and effective links with the parents/carers of students and other key stakeholders regarding performance, behaviour and progress.
- To develop, monitor and evaluate quality assurance standards for the Academy, to ensure the highest possible standards.
- To monitor, evaluate and review school practice and promote and implement successful improvement strategies, ensuring relevant policies are regularly updated and adhered to.
- To assist in reporting to the Senior Leadership team, and to governors as requested, on standards at the Academy with recommendations, as necessary, on strategies required to address any areas of concern or inconsistency.
- To participate fully in the Academy's Appraisal process, regularly review own practice, set personal targets and take responsibility for own development.
- To ensure effective and efficient management, organisation and deployment of resources, including information and communications technology.
- To create and promote positive strategies for ensuring equality of opportunity for all and ensure the fair and equal treatment of all staff, students, parents/carers and stakeholders.
- Adhere to Trust policies and procedures including Health and Safety.
- Be responsible for safeguarding and promoting the welfare of children and young people.

JOB DESCRIPTION

Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation.
- Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Any other duties that the Principal may consider appropriate.

ABOUT THE PASTORAL TEAM

Within this team there are currently four Pastoral Year Leads, one of which is this vacancy, and a Head of Key Stage 4.



DEBBIE GARTLAND
HEAD OF KEY STAGE 4



LESLEY HARPER
PASTORAL SUPPORT
WORKER



NICOLA FREEMAN
PASTORAL SUPPORT
WORKER



HINNA JANJUA
PASTORAL SUPPORT
WORKER

PERSON SPECIFICATION

Qualifications and Attainments

- Good general education – **Essential**
- Education related qualification – **Desirable**
- First Aid at Work certificate – **Desirable**

Knowledge

- Experience of working with staff, students and their parents/carers within a secondary school or other educational setting – **Desirable**
- Knowledge of Government legislation around safeguarding and child protection – **Essential**
- Understanding of children with emotional and social needs – **Essential**
- Building positive relationships through effective parental communication – **Essential**
- Experience of developing intervention plans to support students with social, behavioural and emotional needs – **Desirable**
- Effectively working in a multi-agency setting – **Desirable**
- Experience of using educational management systems (SIMS) and safeguarding systems (CPOMs) – **Desirable**

Skills and Abilities

- To be flexible and able to take both a proactive and responsive approach towards the role – **Essential**
- To be a good communicator and be able to present to a wide range of audiences – **Essential**
- To promote equality of opportunity throughout all aspects of Academy life – **Essential**
- To undertake the role with energy, enthusiasm and tenacity – **Essential**

Attitudes and Beliefs

- Commitment to excellence – **Essential**
- Commitment to inclusivity, equality and diversity – **Essential**
- Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential – **Essential**
- Commitment to ensuring a healthy and safe environment and the welfare of children and staff – **Essential**
- Commitment to regular and on-going professional development – **Essential**
- Commitment to high professional and personal standards of work and conduct – **Essential**

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via the Join Our Family section at www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





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Pendle Education Trust
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Company Registration Number

08263591

Place of Registration

England and Wales