



# Higham Lane School

Work Hard | Be Kind | Take Responsibility

## Permanent Pastoral Manager

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

Salary: £25,855 - £28,719

September 2025 start



# Welcome from the Headteacher



Dear Applicant,

Thank you for taking the time to consider Higham Lane School as your next school, as Pastoral Manager Higham Lane is a heavily over-subscribed, 11-18, comprehensive academy with just under 1500 students, set on an attractive site on the Warwickshire-Leicestershire border, easily accessible due to excellent road, train and bus connections.

We are very proud to have been rated as Outstanding by Ofsted in our last Ofsted inspection in May 2019, one of only a small number of schools in England to have achieved the highest rating that year. Achievement in all its forms: artistic, academic, social, cultural, sporting and intellectual is equally valued in our diverse five-year, knowledge-rich curriculum. We are strongly committed to ensuring that all of the young people in our care make excellent academic progress and we take great pride in securing both impressive progress and high attainment for our students, whatever their starting points. Higham Lane is one of the highest-achieving non-selective comprehensive schools in Warwickshire with an Achievement 8 score of 53.98 in 2024, which is well-above national average. Our Progress 8 figure of +0.6 demonstrates that our teaching and learning and student behaviour and engagement are excellent, and students excel at Higham Lane School. In July 2021, we were granted World Class Schools status, one of a very small number of schools to achieve this.

We are also delighted to have achieved equally as impressive A level results in our Sixth Form with 28.3% A\*-A and 58.5% A\*-B, an average grade of B- and a Value-Added score of +0.26, making Higham Lane one of the top performing Sixth Forms in Warwickshire. We are excited by the opportunities which our recent merger with the Central England Academy Trust will bring us and are also delighted that the Department for Education has given us permission to open a new secondary Free School, Higham Lane North Academy, in 2025. We are currently setting up the new school and this is already providing exciting opportunities for collaboration, promotion, staff development, recruitment and retention.

Our school has a strong ethos based on mutual respect between students and staff and very clear expectations regarding students' effort and behaviour. We enjoy an excellent reputation with parents/carers and are always over-subscribed. You will find a happy, caring and purposeful environment at Higham Lane. Students get on exceptionally well, both with each other and with our staff, who take pride in working here. Our students are encouraged to do their very best in every aspect of their lives and to reach the highest standards, irrespective of their ability. We encourage them to "Be the best you can be", by working hard, being kind and taking responsibility.

At Higham Lane, our staff are our most precious resource. We are committed to offering you:

- excellent continuous professional development
- reduced workload
- behaviour for learning that empowers teachers to teach and students to learn
- a range of imaginative approaches to ensure staff wellbeing
- Opportunities to work across the MAT in a successful and growing trust

The closing date for applications is **9.00am, Thursday 1st May 2025**. (If you encounter a problem in meeting this deadline, please contact the School). If you are interested in applying for this post, please click on this link <https://centralenglandacademytrust.face-ed.co.uk/vacancies> and select the Pastoral Manager position. Alternatively, please visit our school website ([www.highamlaneschool.co.uk](http://www.highamlaneschool.co.uk)) and click on 'Job Vacancies'.

If you would like to have a chat about this post or arrange an informal visit to see our school, please contact Adam Williams, Associate Deputy Headteacher, on 024 7638 8123.

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

We really look forward to reading your application!

Yours faithfully,



Michael Gannon  
Headteacher



“ Be the best you can be! ”



# 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 four schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We have a fifth school – a primary special school in Birmingham - joining us in September 2025.

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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



# How to apply



Please apply by clicking <https://centralenglandacademytrust.face-ed.co.uk/vacancies>  
Alternatively please visit our school website ([www.highamlaneschool.co.uk](http://www.highamlaneschool.co.uk)) and click on 'Job Vacancies'. The deadline is **9am on Thursday 1<sup>st</sup> May 2025.**

If you would like to have a chat about this post or arrange an informal visit to see our school, please contact Adam Williams, Associate Deputy Headteacher, on 024 7638 8123.

Dates: selection activities and interviews for shortlisted candidates are likely to be on **Friday 9<sup>th</sup> May 2025.** **Please note that the school reserves the right to close the application process early if we identify suitable candidates. To avoid disappointment, please submit your application as soon as possible.**

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

# Why work for Higham Lane School?



## Excellent Continuous Professional Development (CPD)

- we are passionate about teaching and learning, always developing our practice and learning from each other!
- our CPD is second to none and highly-regarded by our staff, many of whom often lead sessions themselves. Staff have led presentations for Pixl and Osiris.
- all staff receive regular training in the most effective teaching and learning techniques.
- we provide bespoke career stage training such as NPQLT, NPQLTD, NPQSL, NPQML and NPQH to ensure professional development is continuous.
- we are actively leading school-to-school support within our local area, sharing our strong practice and expertise and learning from other schools about their effective approaches.
- We are local delivery partners for the Early Career Teacher and Mentor Induction programmes.

## Reducing Workload

- we are committed to reducing teacher workload by always looking to streamline our ways of working, for example in our Feedback Policy, which makes greater use of whole-class feedback, rather than pointlessly marking excessively.
- we value our staff as experts in their subjects.
- staff work very effectively in their subject teams to produce schemes of learning and resources, so that teachers are not wasting time creating their own materials.
- students use Knowledge Organisers for revision during homework and peer-assess themselves in our Do Now knowledge tests, enhancing their subject knowledge and reducing teacher workload.

## Behaviour for learning that empowers staff

- we empower teachers to teach and students to learn!
- students' behaviour is excellent.
- our SLT and Progress Leaders move around our site during every lesson to visit lessons, support teachers and uphold our ethos.

## Staff Wellbeing

- staff wellbeing is very important to us. We care about each other.
- we ensure a work-life balance in the way we organise our meetings and INSET days and release our calendar before the start of the academic year.
- we ensure emails are used sparingly and only at agreed times.
- we support staff to look after themselves, for example through our health awareness events.
- we get on well together and celebrate our many achievements in a range of social events.

## Serving our community

- students play an active part in the running of our school and student voice is important to us.
- we have excellent relationships with parents/carers and value their feedback.
- we actively support our local community through fundraising and supporting local charities such as the Nuneaton Food Bank and Edward Street Food Kitchen.



# What are we looking for?



## **Job Title:**

Permanent Pastoral Manager (non-teaching and full-time role)

## **BROAD DESCRIPTION:**

Reporting to the Associate Deputy Headteacher for Behaviour and Attendance and your Senior Leadership Team link and in liaison with teaching staff and tutors, 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 one year group of approximately 250 students.**

## **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 Praise and Behaviour 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

# Key Responsibilities



## **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.).

## **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

## **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.

## 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.

# Person Specification



Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	How Identified 1= application form; 2= selection day activities
Qualifications	E	Minimum of GCSE (or equivalent) English and Maths at grade A – C (9-4)	1,2
	D	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.	1,2
	D	Experience and training in, and knowledge of, behaviour management strategies and safeguarding (DSL training)	1,2
Experience	E	Experience of working with young people.	1,2
	D	Experience of working with parents/carers and outside agencies.	1,2
	D	Experience of working in an educational setting.	1,2
	E	Experience of working on own initiative and making decisions.	1,2
Professional skills, knowledge and understanding	E	Of methods to ensure pastoral and academic care.	1,2
	D	Understanding young people's emotional and educational needs.	1,2
	D	Knowledge and understanding of youth culture.	1,2
	E	Ability to lead others and work effectively as a member of a team.	1,2
	E	Ability to use ICT for recording, monitoring and reporting.	1,2
	E	Good communication skills (written and verbal) and high level interpersonal skills, with students, adults and other professionals/agencies.	1,2
	E	Ability to take responsibility and work with autonomy within set boundaries.	1,2
	E	An understanding of and ability to negotiate targets.	1,2
	E	Recognising and understanding the importance of partnership working with parents / other agencies.	1,2
	D	Understanding and ideas about the development of community links.	1,2
	D	Awareness of the need for the school to play a full part in the local community.	1,2
	D	Have effective behaviour management strategies.	1,2
Personal attributes	E	Willingness to undertake training.	1,2
	E	Personal impact, self-confidence and presence.	1,2
	E	Energy, enthusiasm, commitment and perseverance	1,2
	E	Adaptability to changing circumstances and new ideas.	1,2
	E	Reliability and integrity.	1,2
	E	Set a good example by one's own presentation, personal and professional conduct	1,2
Health/ Attendance	E	An excellent health and attendance record.	1,2



## Safeguarding

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

- To have total regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

We are committed to safeguarding and promoting the welfare of the children and young people and expect all staff to share this commitment.

All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

Higham Lane School is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the School website, describes why and how we collect and use personal data and provides information about individuals' rights.



### How to find us



Higham Lane School  
Shanklin Drive, Nuneaton, CV10 0BJ

[contactus@highamlaneschool.co.uk](mailto:contactus@highamlaneschool.co.uk)  
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