



Higham Lane School  
Helping Learners Succeed



## Job Specification

### Permanent Pastoral Manager

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

Salary: Scale H £25,855 - £28,719

January 2025 start



Dear Applicant,

November 2024

Thank you for taking the time to consider Higham Lane School as your next school. Higham Lane is a large, 11-18 comprehensive academy, set on an attractive site on the Warwickshire-Leicestershire border, easily accessible due to excellent road, train and bus connections.

Achievement in all its forms: artistic, academic, social, cultural, sporting and intellectual is equally valued in our diverse seven year, knowledge-rich curriculum. We were extremely pleased to have been rated as Outstanding by Ofsted in May 2019, one of only a small number of schools in England to have achieved the highest rating that year. 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 amongst the highest-attaining non-selective comprehensive schools in Warwickshire. Our progress figures indicate that our teaching and learning and student behaviour and engagement are excellent! We are part of the highly successful and growing Central England Academy Trust and are also excited to be opening a new secondary Free School, Higham Lane North Academy, in 2025. In July 2021, we were granted World Class Schools status, one of a very small number of schools to achieve this.

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!"

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.

We are looking to appoint an enthusiastic and talented Non-Teaching Pastoral Manager. The successful candidate will have a clear understanding of pastoral issues within an educational setting and be passionate and determined to build relationships with our young people and their families. The postholder will ensure that our young people receive the appropriate support in order to nurture and develop their effective learning and emotional wellbeing. Our ideal candidate will enjoy building positive relationships with young people in a culture of high expectations and will be able to demonstrate and promote our learner values: Work Hard, Be Kind and Take Responsibility.

The closing date for applications is: **midday, Monday 2nd December**. (If you encounter a problem in meeting this deadline, please contact the School). If you are interested in applying for this post, please complete the application form that you will find on the School's website ([www.highamlaneschool.co.uk](http://www.highamlaneschool.co.uk)) and email it to [jobs@highamlaneschool.co.uk](mailto:jobs@highamlaneschool.co.uk), indicating in the message title the post you are applying for. In the additional questions section of the application form please:-

- Outline your relevant experience that makes you an outstanding candidate for this post
- Explain your specific ideas about what a Pastoral Manager can do to have a direct, positive impact on students' pastoral wellbeing and academic progress.

If you would like to have a chat about this post, please contact Adam Williams, Assistant Head for Behaviour and Attendance, 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



## Job Title:

Permanent Pastoral Manager (full-time)

January 2025 Start

# Job description

## BROAD DESCRIPTION:

Reporting to the Assistant 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, attendance, promoting the well-being and general progress and achievement of students through:

- providing first line support to students on pastoral issues
- providing achievement, 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.

**Responsibility for people (other than employees supervised/managed):** The post has considerable impact on the well-being of individuals or groups (ie physical, mental, social, health and safety), through assessment of need and support.

**Responsibility for staff:** The post has some responsibility for others, through advising, guiding, directing and co-ordinating the actions of other staff.

**Responsibility for budget:** The post has some responsibility for financial resources through managing a small budget relating to pastoral support.

**Responsibility for physical resources:** The post has some direct responsibility for physical resources, involving the keeping of accurate and confidential records.

## Pastoral and Academic Support:

- Deal appropriately (providing advice and support as necessary and accessing the services of other staff and agencies, where appropriate) with the pastoral and academic needs of allocated students/year groups.
- Monitor and take appropriate action in relation to the behaviour and progress of students in the year groups.
- Monitor students' use of tutor time, assembly time, Student Organisers and homework.
- 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
- Write targets for inclusion within the School Development Plan on such areas as achievement, attendance, behaviour and safeguarding and review progress against stated targets, in line manager meetings, meetings with other staff and through an annual year group Self Evaluation Form (SEF)

## 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 tutor team meetings.
- 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.

## Person Specification for Pastoral Manager (full-time)

1= application form; 2= selection day activities

Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	How Identified
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



Higham Lane School, Shanklin Drive, Nuneaton, Warwickshire, CV10 0BJ

Telephone: 02476 388123

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

Web: [www.highamlaneschool.co.uk](http://www.highamlaneschool.co.uk)