

# CANDIDATE INFORMATION PACK



Heckmondwike  
Grammar School

## JOB TITLE **Sixth Form Pastoral Leader – Temporary (Maternity Cover)**

**Are you an organised and approachable individual?**

**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.

We are delighted to have been named “**Secondary School Of The Year**”, “Soaring 57 places in the UK rankings to 77” out of approx 6000 secondary schools (state and independent) in the latest Sunday Times Parent Power Guide.

### **SALARY**

SCP18 £29,269.00 pro rata

(£26,327.47 actual salary)

Pay Award Pending

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### **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

Temporary until July 2025 – Maternity Cover

### **CLOSING DATE**

9.00am Wednesday 6th November 2024

Interviews are scheduled to take place during w/c Monday 11th November 2024

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**HECKMONDWIKE**  
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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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## Sixth Form Pastoral Leader

### Temporary (Maternity Cover) 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:

The Pastoral Leader is a pivotal role, working closely with the Assistant Headteacher for Post-16 to ensure the seamless operation of our Sixth Form. This dynamic position combines all aspects of pastoral leadership, with responsibility for Post 16 Attendance, Behaviour and Wellbeing. The main focus of the role is to remove barriers to learning and achievement, to ensure that all students achieve their full potential. The successful candidate will require highly effective relationships with students, staff and parents, high levels of organisation and time management, alongside emotional intelligence, and empathy for student welfare and achievement.

In addition, the role extends to supporting our recruitment and progression process, including shortlisting and interviewing prospective students, supporting with university applications, and attending results days to ensure successful recruitment and progression.

With a commitment to confidentiality, discretion, and a passion for supporting student success, the Pastoral Leader is an essential member of our Sixth Form team.

#### Responsibilities

Specific responsibilities are set out in a detailed job description.

#### What will you bring to the role?

- A highly organised, decisive, emotionally intelligent and enthusiastic professional who can work calmly, efficiently and effectively as part of a team and who works well under pressure and on their own initiative;
- Someone who has understanding of and empathy for the individual needs of students.
- A dynamic, motivated individual, with a 'can-do' attitude who is able to enthuse, inspire, support and challenge students and staff.
- A clear and effective communicator, with excellent listening skills, who is able to converse with students, staff and other professionals with precision, professionalism and confidence.
- Suitability to work with children



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# CANDIDATE INFORMATION PACK

## In return we can offer:

- Interesting work as a key member of a supportive team
- A learning-centred school where the best possible practice is the priority
- The opportunity to develop personally and professionally
- A vibrant, supportive community of like-minded individuals
- A competitive salary and membership to a Local Government pension scheme

## 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 our 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.

## How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website [www.heckgrammar.co.uk/vacancies](http://www.heckgrammar.co.uk/vacancies).

Completed applications should be sent by email to: [recruitment@heckgrammar.co.uk](mailto:recruitment@heckgrammar.co.uk).

Further information about the school is available on the school website [www.heckgrammar.co.uk](http://www.heckgrammar.co.uk)

## Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

## Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.



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**HECKMONDWIKE GRAMMAR SCHOOL  
JOB DESCRIPTION**

<b>POST TITLE:</b>	Temporary Sixth Form Pastoral Leader
<b>SALARY GRADE:</b>	SCP18 £29,269.00 pro rata  (£26,327.47 actual salary)  Pay Award Pending
<b>CONTRACT TYPE:</b>	Temporary until July 2025 – Maternity Cover
<b>WORKING HOURS:</b>	8.00am to 4.30pm Monday to Thursday, 8.00am to 4.00pm Friday 37 hours per week, Term Time plus 10
<b>RESPONSIBLE TO:</b>	Assistant Headteacher – Post 16

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**GENERAL DESCRIPTION**

To work closely with the Assistant Headteacher for Post 16 to ensure the smooth running of the day-to-day operation of the Sixth Form by providing high levels of pastoral and administrative support that cover Attendance, Behaviour and Wellbeing. As a key member of the Sixth Form team your contribution will enable all students to achieve high levels of academic success.

**Pastoral Support:**

- To oversee and lead all aspects of Post – 16 pastoral care (Attendance, Behaviour and Wellbeing) within the Sixth Form.
- Provide individual pastoral support to students where needed, offering guidance and assistance in resolving personal and academic issues.
- Conduct regular check-ins with key students to assess their pastoral needs and address any concerns they may have.
- To maintain accurate and up to date records for each individual student and provide relevant information and reports for members of staff, parents and other agencies as appropriate- e.g. via CPOMS, SIMS and ClassCharts.
- Help to track and monitor the Sixth Form referral system and coordinate strategic intervention.
- To work with the SENDCo to ensure that personal profiles are used effectively, targets are matched to individual student needs and also monitoring the progress of particular children including those with Statements.
- To devise and implement appropriate interventions to support the pastoral progress of students within the Sixth Form.
- To support with the organisation and delivery of Sixth Form assemblies.
- To coordinate and oversee the Head Students, Senior Committee, Prefects and Sixth Form School Council.
- To lead the Events Committee and play a leading role in the organisation of the Year 13 Prom.
- To keep abreast of developments and new ideas relating to effective pastoral care, including behaviour, punctuality and attendance.
- To hold subject leaders and teachers to account, to ensure they comply with the school raising achievement policies and procedures.

- To engage positively with the school's CPD programmes and any relevant external training to support their role.
- To attend school events relevant to the role (e.g. results days, interview evenings, promotional events).
- To contribute to wider Sixth Form life, including student recruitment, promotional events and UCAS application checks
- To help supervise Sixth Form cover periods when required.

#### **Behaviour:**

- To work with the Assistant Headteacher for Behaviour and Safeguarding responsible to ensure the behaviour system is used appropriately, effectively and consistently across the Sixth Form.
- Implement and enforce Sixth Form behavioural policies and procedures, ensuring a safe and respectful learning environment for all students.
- Address and manage instances of misconduct or behavioural issues effectively and in accordance with school policies.
- Work collaboratively with staff and parents to develop strategies for improving student behaviour and fostering a positive school culture.
- Coordinate Post - 16 sanctions including the monitoring of negatives, attendance at detention, student report cards and prepare information Headteacher's detention.

#### **Attendance:**

- Work with the School Attendance and Welfare Officer and Sixth Form Team to track and sanction student punctuality and attendance.
- Monitor student attendance records closely, identifying patterns of absence and intervening as necessary to support students in improving their attendance.
- Communicate with parents and guardians regarding attendance concerns, providing support and guidance on strategies for improving attendance.
- Collaborate with relevant stakeholders to implement interventions aimed at reducing absenteeism and promoting regular attendance.

#### **Student Wellbeing:**

- Promote student wellbeing through the organisation and implementation of programs and initiatives aimed at supporting students' social, emotional, and mental health needs.
- Provide access to appropriate support services and resources for students experiencing difficulties related to wellbeing.
- Collaborate with external agencies and community organisations to enhance the availability of support services for students.
- Establish and maintain positive relationships with key students, acting as a trusted mentor and advocate for their wellbeing.
- Work closely with the Sixth Form team to support students experiencing issues outside school.
- To ensure all child protection and safeguarding policies are implemented appropriately under the direction and guidance of the DSL.

#### **Liaison/Communication**

- To meet regularly with the Assistant Headteacher for Post – 16 to maximise the effectiveness of Sixth Form pastoral support.
- To provide information as appropriate to the Headteacher, members of the Senior Leadership Team and the Student Welfare Officer.
- To provide information as required to external agencies as required to support students within the year groups (i.e. Universities).
- Liaise with staff, students and parents as appropriate to ensure efficient running of the school, effective communication and prompt responses in relation to individual matters.
- To liaise effectively with Careers Team and other outside agencies as appropriate, including the oversight of children "at risk".

- To make appropriate arrangements when students are transferring in and out of the school.
- To take a lead role in the on-going evaluation and monitoring of the year groups pastoral progress and report to the SLT and Governors as required.

## **Leadership**

- To foster a climate of high expectations, excellence and mutual respect across the year group and across the school.
- To be a role model to colleagues in terms of professionalism, presentation and hard work.
- To effectively work with the team of Tutors providing leadership, support and advice.
- To support all members of the Tutor Team in terms of student uniform/dress, discipline, welfare and progress, ensuring standards are upheld in every form group.
- To play a wider role within the school as a Middle Leader in terms of shaping aspects of the school's policy and vision with regard to student progress, pastoral care and behaviour.
- To take a lead role in managing students in unstructured time by being part of the duty teams at break and lunch and having a high profile presence around the school.
- To ensure that the highest standards of professionalism are exhibited at all times.
- To be willing to work flexibly in terms of working hours to meet the needs of students and parents.
- To lead and organise assemblies, including Celebration Assemblies.
- To be willing to support extra-curricular activities involving the year group.
- To ensure the smooth running of parent consultation evenings and other school events involving the year group(s).
- To cover for the absence of teachers from registration period as required.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



**Temporary Sixth Form Pastoral Leader  
Person Specification**

General – KS3, 4 and 5

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level.</li> <li>• Good GCSE in English and mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to level 3.</li> <li>• Educated to degree level.</li> <li>• Recent child protection training/ qualification.</li> <li>• Recent leadership training.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Vested interest in making sure all students make progress and achieve success.</li> <li>• Knowledge of strategies relating to intervention to support positive behaviour.</li> <li>• Ability to analyse performance data.</li> <li>• Understand the barriers to education that young people face.</li> <li>• Highly effective communication skills.</li> <li>• Confidence to talk to individuals and large groups of students.</li> <li>• Confidence to talk and give instructions to staff.</li> <li>• Ability to prepare learning resources for PSHCE sessions.</li> <li>• Competent in using ICT.</li> <li>• Capacity to evaluate systems and processes and deliver improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Good degree of literacy to be able to support students and promote their literacy and oracy.</li> <li>• Minibus driver.</li> <li>• Qualified first aider .</li> <li>• Knowledge and application of Management Information Systems.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Organised and be able to help students to organise themselves.</li> <li>• Patient and sensitive to the needs of others.</li> <li>• Kind, caring and compassionate.</li> <li>• Self-motivated and be able to work on own initiative.</li> <li>• Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of working with vulnerable children.</li> <li>• Experience of tracking and monitoring progress.</li> <li>• Successful experience of leading, motivating and monitoring others</li> <li>• Experience of handling and acting upon data.</li> <li>• Experience of communicating with parents and other stakeholders.</li> <li>• Experience of talking in front of groups of people.</li> <li>• Successful experience of raising achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of holding others to account.</li> <li>• Experience of making referrals to social care and health care.</li> <li>• Experience of delivering assemblies/ presentations to groups of people.</li> <li>• Experience of arranging guest speakers.</li> <li>• Experience of working within a secondary school and/or sixth form college.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexible and work as part of a team to achieve a common goal</li> <li>• Energy, self-confidence and the ability to 'give more' when the occasion demands it.</li> <li>• Ability to contribute to wider school life.</li> <li>• Ability to work under pressure and to meet deadlines.</li> <li>• Ability to maintain a sense of perspective in all working conditions.</li> <li>• Record of good attendance and punctuality.</li> <li>• Ability to maintain appropriate relationships and personal boundaries with students.</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in residential or educational visits.</li> </ul>





## Ethos, Values & Aims

### Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

### Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

### Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



## STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

### Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

### Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

### Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

### Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

### Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £9.88 a month, Good All Round gives you money back on a range of health costs including dental check-ups and treatment, glasses, contact lenses, prescription charges and much more.\* No medical is needed and dependent children under 18 are covered for FREE.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

## **Social Events**

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- Complimentary staff breakfasts at the end of term.
- Our end of year barbeque for staff is also very popular and a highlight to the end of the academic year.
- There are numerous ad-hoc social events throughout the year.

## **Extra-curricular Societies**

- On a voluntary basis, all staff are encouraged to run extra-curricular societies. Staff who do so are provided with a free lunch for the whole week.

## **Refreshments**

- Free tea, coffee and biscuits provided each day.
- Meals are provided if you attend a parents evening or after school event.