



Higham Lane School
Helping Learners Succeed

Job Specification

Pastoral Manager

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

Salary: Scale H £22,987 to £25,773

Temporary from Jan 23 until Aug 23 with likelihood of
permanent role
from Sep 23



Dear Applicant,

November 2022

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. We are also delighted to have achieved impressive A level results in our high-performing Sixth Form. Our parental surveys indicate that our teaching and learning and student behaviour and engagement are excellent! 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, within the next few years. 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 oversubscribed. 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.

The closing date for applications is: **midday, Tuesday 22nd November**. (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) and email it to 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 Steve Emery, Behaviour and Attendance Manager, 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 sincerely,



Peter Banks

Acting Headteacher



Job Title:

Pastoral Manager (full-time)

Initially a fixed-term contract: from January 2023 until July 2023

with likelihood of permanent role from Sep 2023

Job description

BROAD DESCRIPTION:

Reporting to the Behaviour and Attendance Manager 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, and promote 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 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, behaviour and safety 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.
- Co-ordinate the pastoral detentions system for your year group
- Carry out On Call duties
- 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.

Job description

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	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	Of 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



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