



**HARTFORD**  
CHURCH OF ENGLAND  
**HIGH SCHOOL**

**Hartford Church of England High  
School**

**SENIOR PASTORAL LEADER**

**APPLICANT PACK**

**September 2024**

# Introduction

We are delighted to welcome applications for the role of Senior Pastoral Lead at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

This new position of Senior Pastoral Lead is a central role in our pastoral team. The successful candidate will lead a team of associate pastoral staff dedicated to ensuring that the students at Hartford Church of England High School have outstanding attitudes to learning and display excellent behaviour. Pastoral leadership is imperative to the calm and orderly nature of our school: a constant presence around school, challenging and supporting students to uphold our HART values based on a Christian foundation of love and truth; working with young people to regulate their behaviour. This role is pivotal in the development of our Behaviour and Attitudes Policy at Hartford Church of England High School.

If you believe that you have the skills and attributes to be the Senior Pastoral Leader at Hartford Church of England High School, then we want to hear from you!

If you would like to know more about the role, speak to the Headteacher or visit the school, please contact us by email [head@hartfordhigh.co.uk](mailto:head@hartfordhigh.co.uk) or telephone 01606 786000. On behalf of all the staff and students at Hartford Church of England High School, we look forward to hearing from you and welcoming you to our school in the future!

Rachel Pickerill

Headteacher

## Further Details:

Senior Pastoral Leader AAAE7219 (Permanent Contract)

37 hours per week (8:00am – 4:00pm Mon-Thurs & 8:00am – 3:30pm Fri), 39 weeks per year (term time plus inset days)

Grade 8 SCP23 – SCP28 £32,076 - £36,648 pro-rata (Actual Salary Payable £27,676 - £31,621)

**Closing Date:** Monday 7<sup>th</sup> October 2024 at 9am.

**Interviews:** Thursday 10<sup>th</sup> October 2024

**Start Date:** 1<sup>st</sup> November 2024 or as soon as possible thereafter

If you believe that you could make a substantial impact in the role of Senior Pastoral Leader and have ambitions to progress in your career in the future,

Applications only accepted on completed school application forms and they should be sent to [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk),

# Job Description

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role.

In essence, the role of Pastoral Lead at Hartford Church of England High School in accordance with the job title Pastoral Lead AAAE7219 is to:

- (1) Work alongside the member of the senior leadership team with oversight of behaviour and attitudes to provide strategic direction when managing the behaviour and attitudes of students within the school, leading a team of pastoral staff.
- (2) Monitor and review behaviour data and trends across the school. To provide guidance and support for teaching staff in matters of behaviour management/discipline, student intervention programmes, welfare and guidance, attendance and student tracking.
- (3) Uphold the high standards of the school in terms of conduct, behaviour, standards and attendance and punctuality and support students in meeting these high standards through appropriate interventions, sanctions and rewards.
- (4) Establish meaningful relationships with students and their families to ensure and encourage the very best cooperation and partnerships. Work directly to support and engage parents in implementing school policies and facilitate targeted parent interventions and support groups to inform parenting skills and behaviour management techniques.
- (5) Through close collaboration with the safeguarding leads, work with other agencies in order to support students and families, including taking part in and leading on the TAF process, attending and contributing to CIN and CP plans.
- (6) Support the whole school drive to improve attendance and punctuality, working with the attendance team and tutors to ensure that irregular attendance is appropriately challenged, and interventions are put in place to improve attendance, including attendance to lessons for key cohorts of students.
- (7) Promote the family ethos of the school, ensuring that students have access to a variety of experiences designed to support positive behaviours and attitudes to learning.
- (8) Ensure the school's policies (including Safeguarding and Child Protection, Behaviour, Anti-Bullying) are implemented and students are provided with appropriate support and intervention as required.
- (9) Ensure that all communications, in school and external records and documentation are completed to a high standard, for example when keeping records for behaviour and child protection purposes.
- (10) Undertake any other duties as directed by the Headteacher, in accordance with the role of Senior Pastoral Lead in school.

## HARTFORD CHURCH OF ENGLAND HIGH SCHOOL JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Pastoral Lead
<b>EVALUATION REFERENCE:</b>	AAAE7219
<b>GRADE:</b>	8
<b>RESPONSIBLE TO:</b>	Senior Assistant Headteacher – Safeguarding, Behaviour and Attitudes

**JOB PURPOSE:** To be a highly visible leader responsible for ensuring proactive and high-quality pastoral care for all students in a designated cohort to include attendance, welfare, safeguarding and behaviour. Work within a wider system to remove barriers and enable all students to make excellent personal and academic progress.

### PRINCIPAL RESPONSIBILITIES

1	To provide strategic direction for the designated year group, leading a team of tutors and a year group of students.
2	Monitor and review the year group data and trends to as part of whole school self-review, including behaviour, attendance, punctuality and rewards. Provide guidance and support for teaching staff in matters of behaviour management/discipline, pupil intervention programmes, welfare and guidance, attendance and pupil tracking.
3	Uphold the high standards of the school in terms of conduct, behaviour, standards and attendance and punctuality and support students to meeting these high standards through appropriate sanction and reward.
4	Establish meaningful relationships with students and their families to ensure and encourage the very best cooperation and partnerships. Work directly to support and engage parents in implementing school policies and facilitate targeted parent support groups to inform parenting skills and behaviour management techniques.
5	Work with other agencies in order to support students and families, including taking part in and leading on the TAF process, attending and contributing to CIN and CP plans.
6	Lead the drive in the year group(s) to improve attendance and punctuality, working with the attendance team and tutors to ensure that irregular attendance is appropriately challenged
7	Promote a year group ethos and spirit, ensuring year specific tasks are appropriately led and delivered (transition, options, exam preparation, etc).

8	Ensure the school's policies (including Safeguarding and Child Protection, Behaviour, Anti-Bullying) are implemented and students are provided with appropriate support as required.
9	Ensure that all communications, in school and external records and documentation are completed to a high standard.
10	Undertake other school responsibilities commensurate with the grade.

#### NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

All staff are expected to maintain high standards of student/stakeholder care in the context of the School's core values, to uphold Equality Diversity and the Health and Safety Policy standards and to participate in training activities necessary to their post.

All staff are expected to maintain a personal and professional image at all times and to follow the staff dress code as required by the business needs.

# Person Specification

	Essential	Desirable	Evidence
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>5 GCSEs/O'Levels at Grades C or above (or 4 and above) including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>A' levels or higher</li> <li>Qualifications relating to professional development within schools</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Certificates</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of working with children or young people</li> <li>Commitment to and understanding of inclusion</li> <li>Experience of working closely in a team</li> <li>Understanding of the emotional and social pressures and issues of young people</li> <li>Experience of working as a Pastoral Manager/Head of Year within a secondary school</li> <li>Experience of working with young people exhibiting challenging behaviour</li> <li>Experience of managing confidential information</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in more than one secondary school</li> <li>Experience of leading a team</li> <li>Experience of managing attendance procedures</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
<b>Job related Knowledge:</b>	<ul style="list-style-type: none"> <li>Good knowledge of the challenges facing children of high school age</li> <li>Literacy – to include good spelling, grammar and punctuation</li> <li>Knowledge of SEMH needs</li> <li>Knowledge of good practice for managing behaviour in schools</li> <li>Knowledge of mental health issues affecting young people</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>Ability to initiate and manage clear routines and systems</li> <li>Ability to lead others</li> <li>Drive and enthusiasm</li> <li>Flexibility and adaptability</li> <li>Attention to detail</li> <li>Able to use initiative where necessary</li> <li>Excellent personal organisation</li> <li>Good under pressure</li> <li>Trustworthy</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
<b>Interpersonal Skills:</b>	<ul style="list-style-type: none"> <li>Ability to defuse difficult situations</li> <li>Confidentiality and discretion</li> <li>Good communication skills</li> <li>Good sense of humour</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>