



The Hinckley  
SCHOOL

# PASTORAL LEADER RECRUITMENT PACK



# THE HINCKLEY SCHOOL

Thank you for your interest in a career with The Hinckley School. We hope that this recruitment pack provides you with all the information you need to start your journey with us.



It is an exciting time to join The Hinckley School, an 11-18 provider proudly serving Hinckley and its surrounding areas. In September 2023, The Hinckley School was rated 'Good' in all areas by Ofsted. This Ofsted report demonstrates our ambition for our students, coupled with a strong sense of community and belonging. With planning approval now received for a new multi-million-pound STEAM build, bespoke year 7 and 8 areas and a refurbished sixth form, our school is committed to 'Building Brighter Futures'.



As our students' progress to GCSE and then onto A Level study, they experience high expectations and inspirational teaching, an extensive range of enriching activities beyond the classroom and a learning environment which fosters self-discipline and aspiration. A bespoke character education programme centred around PRIDE, alongside high-quality pastoral care and excellent academic provision, not only ensures that students graduate from The Hinckley School having secured the destinations of their dreams, but also with the characteristics, strong moral purpose and self-belief to succeed on the modern global stage.



The Hinckley School is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

## 1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

## 2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

## 3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

Due to the growth of our school we are looking to expand our team of dedicated professionals who excel in their field, who can support us to provide a high-quality educational experience for all. If you share our passion for building brighter futures then we would love to hear from you.

- Samantha Rooke, Headteacher

# THE FUTURES TRUST



Thank you for your interest in a career with The Futures Trust.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.



The Futures Trust is committed to building brighter futures for everybody within our trust and the communities we serve.

We are a thriving, vibrant and morally grounded organisation with a deep regard and commitment to our staff and the part they play in our success. We know that every person, no matter what role they perform, is essential to developing outstanding learners and in turn building outstanding schools. That is why we invest in the very best staff and ensure that they are supported carefully to reach their full potential and achieve their aspirations.

The Futures Trust is committed to the principle of excellence through collaboration and partnership. Our schools collaborate through a common desire to learn from each other, share experiences and be mutually supportive in order that exceptional educational experiences are provided for all our students. From this shared commitment and belief in mutual support we gain our sense of belonging.

It is an exciting time to join The Futures Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow. If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring students achieve their potential and build their own bright future. We look forward to hearing from you.

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# JOIN OUR TEAM

<b>JOB TITLE:</b>	<b>PASTORAL LEADER</b>
<b>OPPORTUNITY:</b>	<p>This is an exciting time to join The Hinckley School. We are seeking to appoint a Pastoral Leader to raise standards of achievement, provide high quality pastoral support and promote positive wellbeing strategies and behaviours</p> <p>The successful candidate will possess excellent organisation, communication and interpersonal skills, proven experience of making a positive difference for learners, and the ability to build and maintain professional relationships with all stakeholders, including parents, carers, external agencies and colleagues.</p>
<b>REPORTING TO:</b>	Year Leader/Assistant Headteacher (Pastoral)
<b>LOCATION:</b>	Based at The Hinckley School, on occasion there may be a requirement to travel to undertake work at or for academies within the Trust.
<b>SALARY:</b>	Grade 6 £28,156 - £33,876 (per annum pro-rata salary) Mon – Thu: 8.00 am – 4.00 pm & Fri: 8.00 am – 3.30 pm 37 hours per week, 39 weeks per annum
<b>START DATE:</b>	March 2025
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• Competitive rates of pay</li><li>• Extensive professional development opportunities across the Trust</li><li>• Career pathways across the Trust</li><li>• Teacher/Local Authority Pension Schemes</li><li>• Online retail discount</li><li>• Employee Assistance Programme</li><li>• Family Friendly policies to support family &amp; carer commitments</li><li>• Flexible Working Arrangements</li></ul>

The Futures Trust and The Hinckley School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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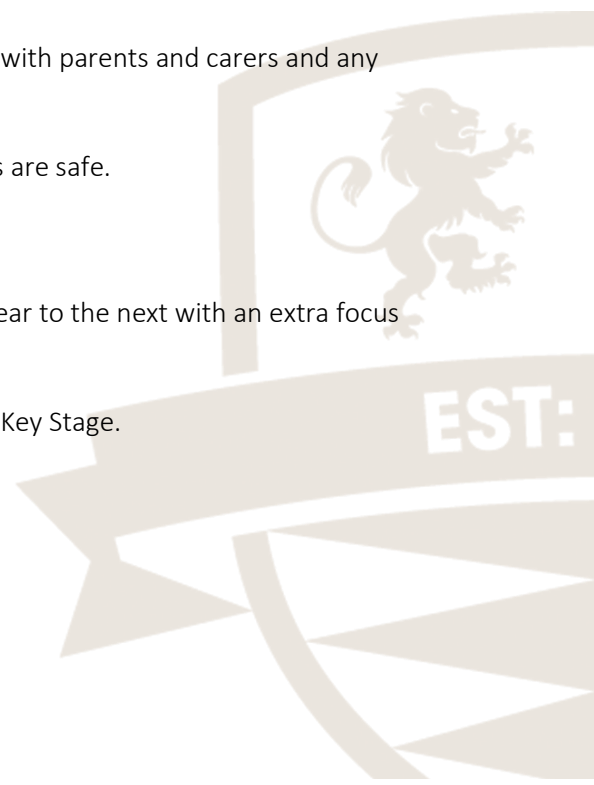
# JOB DESCRIPTION

## Job Purpose

To support the aims and objectives of the school and work with the Leadership Team to ensure that students make outstanding progress by removing barriers to learning. To safeguard and promote the welfare of learners, raise standards of achievement, provide high quality pastoral support and promote positive wellbeing strategies and behaviours.

## Duties and responsibilities

- Contribute to raising standards of achievement (attainment and progress) of students
- Monitor and provide pastoral support in order to maintain high levels of student attendance, punctuality and behaviour for learning.
- Monitor individual students' attendance, punctuality, learning and behaviour (including removals) and work with the Key Stage team to plan actions required to ensure these are at least good.
- Liaise with the school's Attendance Officer and SLT member with responsibility for attendance regarding referrals and action required to bring about improvements.
- Work closely with colleagues including Year Leaders and Assistant Principals, parents and carers and external agencies to enable students to make good progress academically and socially.
- Work with individual students to ensure that short-term personal and academic goals are achieved.
- Investigate incidents, take statements and implement appropriate courses of action including keeping parents and carers informed.
- Contact and meet parents and carers where necessary to report on student progress, incidents and any other specific issues.
- Keep accurate records of telephone conversations and meetings with parents and carers and any outcomes determined.
- Respond to situations and act proactively to ensure that students are safe.
- Liaise with teachers of students facing difficulties.
- Ensure a smooth and coherent transition to students from one year to the next with an extra focus on vulnerable students.
- Promote positive wellbeing strategies and behaviours across the Key Stage.
- Co-ordinate the Key Stage volunteering programme.
- Assist in co-ordinating and supervising student study periods.



- Contribute to the organisation of work experience opportunities for students.
- Help oversee arrangements for Parents' Evenings and attend as required.
- Use data and It systems to track student attendance and behaviour trends
- Represent the school at multi-agency meetings as appropriate.
- Work within the framework of the school and Trust's established policies.
- Work with the Head of Post 16 and Key Stage DoL to support tutors and ensure they carry out their roles effectively.
- Be aware of and respond appropriately to issues related to child protection, data protection and health and safety.
- Undertake break and/or lunchtime duties.

### **Line management**

The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### **Professional Development**

Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Pastoral Leader are up to date.

Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



# PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE C grade or higher (or equivalent) in English &amp; Maths</li> <li>• A relevant degree level qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of professional development in a relevant discipline e.g coaching, mentoring</li> </ul>	Application form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>• Able to engage learners and maintain discipline</li> <li>• Highly organised; can prioritise and work well under pressure</li> <li>• Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, parents and other professionals</li> <li>• Able to build and maintain positive professional working relationship with parents, carers, external agencies and colleagues</li> <li>• IT literate including Microsoft word, excel and Outlook</li> <li>• Able to be proactive, pre-empting student needs</li> <li>• Good listening and problem-solving skills</li> <li>• Ability to deal with situations calmly and efficiently</li> <li>• Able to demonstrate empathy; to be supportive, patient and caring</li> <li>• Able to demonstrate a commitment to school</li> </ul>		Application form Interview



	<p>improvement and raising achievement for all students</p> <ul style="list-style-type: none"><li>• Able to understand curriculum content and make it accessible to students; explaining tasks simply and clearly and adapting resources</li><li>• Able to work as a member of a team and liaise effectively with others</li><li>• Able to work with guidance and under supervision, but also to demonstrate initiative in order to respond to a range of challenges</li><li>• Able to maintain a consistently positive approach and give constructive feedback to students</li><li>• Adapt to changing role requirements</li><li>• Able to keep accurate written records and assist with monitoring and evaluation</li><li>• Able to interpret and use written and numerical data</li><li>• Able to devise and implement action plans for individual and groups of students</li><li>• Able to adapt and modify materials and resources to make them accessible to students</li><li>• Able to support the implementation of the school's Behaviour Policy</li><li>• Able to work as an effective team member and work on own initiative</li><li>• Able to maintain confidentiality and data security</li></ul>		
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	<ul style="list-style-type: none"> <li>• Able to consistently produce high quality work</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 years' classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work.</li> <li>• Proven experience of making a positive difference for learners</li> <li>• Managing challenging pastoral situations</li> <li>• Liaising with parents, carers, external bodies/organisations to ensure the students' needs are met.</li> <li>• Using data to monitor student progress and responding appropriately so action is taken to address underachievement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of addressing matters linked to the equalities agenda</li> <li>• Experience of supporting SEND needs</li> </ul>	Application form Interview Assessment
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• An excellent grasp of safeguarding and child protection issues and procedures</li> <li>• An excellent understanding of the needs and characteristics of young people</li> <li>• An appreciation of different learning styles associated with the development of young people and potential barriers to learning</li> <li>• Good understanding of the roles played by various adults in the education and support of young people</li> </ul>		Application form Interview Assessment
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own continuous professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the</li> </ul>		Interview Assessment



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	<p>Trust: Learners First, It's about Learning, No Barriers</p> <ul style="list-style-type: none"><li>• Able to work flexibly, and to attend meetings and INSET days as required</li></ul>		
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# HOW TO APPLY

CLOSING DATE:	9am Monday 27 <sup>th</sup> January 2025
INTERVIEWS:	TBC

If you wish to find out more about this role at The Hinckley School and a career within The Futures Trust please contact the Recruitment Team on – Tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- The Hinckley School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

