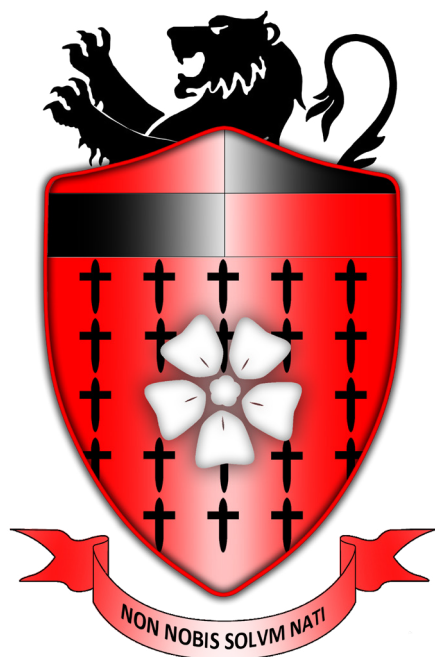


Hornsea School & Language College



Applicant Pack

Pastoral Manager: Targeted Family Support Required from September 2025

**Grade 5a - £28,163 (£22,496 actual salary)
35 hours per week, term time only**

At HSLC, our ethos is very simple: be useful, be kind and insist that our students become the very best that they can be. If our ethos resonates with your own, you may be the person we are looking for to join our Inclusion team.

We are looking to appoint a Pastoral Manager to promote a whole school approach to positive mental health and emotional wellbeing. The Pastoral Manager will advocate, promote and support students who are struggling with challenges around their emotional and mental health and will ensure accessible support for families, signposting them to external services, where appropriate.

The successful candidate will be highly motivated and demonstrate a strong emotional resilience. They will have a clear understanding of the challenges faced by young people experiencing adverse childhood experiences, and how this relates to educational settings. Their skillset and knowledge will enable them to work with other practitioners to implement strategies and techniques to help our students achieve their academic and personal development goals.

If you feel you have these qualities and are passionate about making a difference to the lives of young people then we would love to receive your application.

Closing Date: 9am, Tuesday 1st July 2025

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of Pastoral Manager: Targeted Family Support.

Contained within you will find the Job Description and Person Specification, as well as general information about HSLC. You can access further information about our school and sixth form by visiting our website; www.hslc.co.uk or our social media pages; Facebook – Hornsea School & Language College, Instagram – [hslc_official](#) or Twitter – [@hornseaschool](#).

HSLC is a supportive and vibrant place to work and has been graded as 'Good' by Ofsted since 2005, with our most recent inspection being in November 2021. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. We believe that everyone who attends our school can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

We have a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. I ask all students and staff to be useful and kind and engage with our effective centralised behaviour system, which ensures consistency and rewards good behaviour. Our school is a calm and enjoyable place to both study and work within.

We actively encourage and value parental involvement. HSLC has transformed over the last decade and I strongly believe that parental involvement, and appointing the very best staff, has been key to this. As a result, we benefit from an excellent reputation both within the local community and the wider East Riding. Our school is much more than just what goes on in the classroom and this goes some way to explaining why we are a "School of Choice" and why both our school and sixth form is continuing to grow.

We believe we are at the start of a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining HSLC. If you are determined about making a difference to the lives of young people; are keen to develop effective ideas for continuous improvement and are ambitious in developing your career, then we would love you to join us and look forward to receiving your application for the post of Pastoral Manager: Targeted Family Support.

The closing date for application forms is 9.00am on Tuesday 1st July 2025. Please submit your completed application form to corkishr@hslc.co.uk.

Once again, thank you for your interest in this post.

Yours sincerely



Steve Ostler
Headteacher



HORNSEA SCHOOL & LANGUAGE COLLEGE

Targeted Family Support Pastoral Manager – Student Support

Responsible to: Head of Student Support

Pay Grade: 5A

Hours of Work: 8.30am – 4.00pmm, term time only

Overall Purpose of the Job:

- To advocate, promote and support pupils who are struggling with challenges around their emotional and mental health, ensuring accessible support for families and signposting to external services where appropriate.

Key Accountabilities

- To promote a whole school approach to positive mental health and emotional wellbeing.
- To develop and implement strategies which encourage students to show respect for each other, their parents/carers, staff and the wider community as a basis for successful engagement with education
- To provide support and guidance to the staff, families and students, helping them to build a successful partnership that encourages a positive relationship towards learning and education opportunities.
- To work alongside partner agencies and with school staff (non-teaching and teaching), families and students on preventative and early intervention activities by identifying and investigating the circumstances behind the area of concern and liaising with specialist services and other agencies where required and supporting the 'early help process' as required and appropriate to school setting.
- To help parents to understand the available learning opportunities, empowering them and increasing their involvement with school activities.
- To research and implement initiatives that help students to develop their self-esteem and encourage them to want to fulfil their potential.
- To maintain accurate and timely recording of safeguarding and pupil well-being concerns in line with school recording protocols.
- To provide cover for 'The Bridge' at times when the Pastoral Manager - Alternative Internal Provision is unavailable.
- To provide cover for the Inclusion Team as and when required
- To ensure that a school wide safeguarding culture and awareness is maintained in order that all pupils feel safe, settled and secure.
- To be committed to promoting a positive image of all students, regardless of background, beliefs, ethnicity, gender, sexuality, disability or special educational need.
- To continually demonstrate the school's commitment to supporting students and families, especially in the cases of the most vulnerable children and with respect to safeguarding and child protection concerns.
- To increase awareness of the support available within school at various levels and to help support students and parents/carers through difficult times.
- To work with and support teachers to help them gain the required skills to build effective relations with parents/carers and students to facilitate educational and personal progress.
- To work with external agencies and when doing so, represent the School in a professional manner.

- To contribute towards creating a safe and stimulating learning environment that enables students to achieve their full potential
- To provide support, advice and assistance to teaching and other school-based staff regarding students with behavioural and emotional needs.
- To highlight any safeguarding concerns about a student's family life to the Safeguarding and Welfare Manager.

General

- To take responsibility for promoting and safeguarding the welfare of children and young people within the school and to report concerns in accordance with the school's policy.
- To be responsible for your own Health & safety, as well as that of colleagues, students and visitors.
- To ensure the successful and consistent implementation of policies across the school.
- To treat each other, students and all stakeholders professionally and with respect.
- To play a full part in the life of the school community; supporting and promoting its mission, ethos and values and complying with policies and procedures, and encouraging students to do the same.
- To ensure the confidentiality and security of all the school's data, documentation and information.
- To continue own professional development and attend training/refresher courses and meetings as required by the Line Manager.
- To carry out other appropriate duties that maybe reasonably required to successfully carry out the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to undertake any professional duties reasonably delegated by the senior leadership team.



HORNSEA SCHOOL & LANGUAGE COLLEGE

Targeted Family Support Pastoral Manager – Student Support

| Qualifications and Training | Essential | Desirable |
|---|------------------|------------------|
| Level 2 Literacy and Numeracy skills | ✓ | |
| Good standard of basic education | ✓ | |
| Evidence of appropriate and continuous professional development | ✓ | |
| First Aid qualification or willingness to gain one | ✓ | |
| NVQ Level 3 (or equivalent) or willingness to work towards | ✓ | |
| Experience | Essential | Desirable |
| Experience of working with and supporting young people within education/youth service (or equivalent). | ✓ | |
| Experience of successful working with staff, parents and other stakeholders. | ✓ | |
| Experience of successful intervention strategies and techniques that can be used to improve the social, emotional and educational outcomes for young people facing adversity/challenge. | ✓ | |
| Experience of working with external agencies. | ✓ | |
| Experience of developing multi-agency links or working with a multi-agency approach. | ✓ | |
| Experience of working with families in the home setting | ✓ | |
| Experience of signposting families to partner agency support | ✓ | |
| Skills, knowledge and aptitudes | Essential | Desirable |
| Specialist skills and a knowledge of a wide range of strategies and techniques to support students facing adversity and/or significant challenge accessing teaching and learning. | ✓ | |
| Clear understanding of the challenges faced by young people experiencing adverse childhood experiences, and how this relates to educational settings. | ✓ | |
| Clear understanding of the challenges faced by pupils with SEND in educational settings | ✓ | |
| Knowledge of contextual safeguarding concerns that young people face in today's society. | ✓ | |
| Knowledge of KS3/KS4 schemes of learning and ability to adapt these to support educational outcomes. | ✓ | |
| Excellent interpersonal skills and the ability to build and form strong relationships with students, colleagues, parents/carers and the wider school community | ✓ | |
| Ability to work effectively as part of a team | ✓ | |
| Excellent verbal and written communication skills | ✓ | |
| Good IT skills to include proficient in the use of Microsoft Office | ✓ | |
| Ability to meet changing priorities and maintain accurate and timely recording and prepare evidence-based documents for meetings in line with deadlines | ✓ | |
| Skillset and professionalism to represent the school to the public and external bodies in a confident and effective manner | ✓ | |
| Ability to deal with difficult situations and/or individuals in a calm, fair and effective manner and in a way which resolves conflict | ✓ | |
| An understanding of structures in school and the pressures faced by school practitioners | ✓ | |
| Working knowledge of school software packages to include Arbor and CPOMS | | ✓ |
| Working knowledge of Safeguarding and other relevant policies, procedures, codes of practice | ✓ | |
| Ability to work with team of Pastoral Managers, Progress Leaders and other staff to ensure compliance with school procedures, policy and working practices. | ✓ | |
| Personal Attributes | Essential | Desirable |
| High level of motivation, enthusiasm, creativity and emotional Resilience | ✓ | |
| Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their willingness to learn | ✓ | |
| Approachable personality with a proactive and positive outlook | ✓ | |
| Ability to show initiative and prioritise own caseload | ✓ | |
| Ability to demonstrate a high level of trust, honesty and integrity and deal sensitively and appropriately with confidential information. | ✓ | |
| High standards of professionalism in all areas | ✓ | |
| Able to work flexibly to support others and respond to unplanned situations | ✓ | |
| A positive role model for young people and colleagues with a commitment to promoting and safeguarding the welfare of students | ✓ | |
| Commitment to actively promoting the ethos, policies and procedures of the school | ✓ | |

HSLC the facts and figures

We have approximately 1280 students on roll, of which around 140 are in our Sixth Form. The geographical area served by the school is large and continually expanding, and a number of our students arrive by bus. The majority of our students come from our associated feeder schools which are Beeford, Brandesburton, Leven, Long Riston, Hornsea Burton, Hornsea Community, Sigglesthorpe and Skipsea. In addition, the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest ever number of out of catchment students.

- Rated Ofsted "Good" since 2005
- Our most recent Progress 8 score (2024) was -0.3, showing improvement on the previous year. We are proud to maintain a fully inclusive and broad curriculum, and we are confident this upward trend will continue.
- Our latest ALPS score of 5 places us in the top 50% of Sixth Forms and colleges nationally, reflecting the strong progress made by our post-16 students.
- Nearly 40% of our Year 11 cohort are entered for the Ebacc – a figure that continues to rise as we strengthen our academic provision and ambition.
- On average we run in excess of 190 sporting fixtures each year and cover around 20,000 miles worth of educational trips and visits.

MISSION:

- Actively Working to Broaden Horizons

VALUES OF THE SCHOOL:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

AIMS OF THE SCHOOL:

- To provide a safe, supportive and positive environment which underpins strong attitudes to learning where students can thrive.
- To ensure a culture and ethos that supports our students wanting to come to school to learn, not only for purpose (which includes examination outcomes) but also to promote a genuine love for learning, enquiry and discovery;
- To prepare our students so that they will become positive contributors to society with the skills and knowledge to make informed choices.



10 reasons to join team HSLC

1. Staff are proud to be a member of HSLC;
2. You will receive support and line management from an experienced and visible leadership team
3. We have a highly effective centralised behaviour system (Positive Discipline) which ensures consistency and rewards good behaviour – there is minimal low level disruption in classrooms meaning you can make a real difference to our students in your job role;
4. There is a strong staff community and positive team culture which includes regular social events;
5. Staff understand the ethos of the school and agree that we are all working towards a shared vision and standards;
6. We realise that our staff are our biggest asset and we are committed and dedicated to their continuing professional development;
7. Communication across the school is clear and effective;
8. We adopt subject specific policies that are focused on what is right for you as a department - we do not have bureaucratic and onerous policies;
9. We have an active and supportive Governing Body who regularly attend school events;
10. Access to an attractive benefits package including corporate discount at East Riding Leisure, discount card which can be used at a number of local and national businesses and access to either the Teacher Pension Scheme or Local Government Pension Scheme.



“ I really enjoy working here, everybody is so friendly. I couldn't wish for a better workplace.”
Miss Sanders, Teaching Assistant

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