

Hornsea School & Language College



Applicant Pack

Pastoral Manager Required from September 2026

**Pay Grade 5a - £29,064 FTE (£24,652 actual salary)
37 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 they can be.

We believe that every young person deserves the opportunity to thrive; academically, socially and emotionally. If our ethos resonates with your own values, you could be the person we are looking for to join our Pastoral Team.

We are seeking an enthusiastic, resilient and compassionate practitioner to play a pivotal role in supporting students to overcome barriers, engage positively with school life and achieve their full potential.

This is a rewarding opportunity for a skilled and compassionate practitioner who can build strong relationships, provide effective support and intervention, and make a lasting difference to the lives of young people.

If you are passionate about supporting young people and helping them achieve their best, we would love to hear from you.

HSLC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

To apply please download an application form from our website. Completed application forms should be emailed to corkishr@hslc.co.uk.

Closing Date: 9am, Tuesday 30th June 202

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.

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](https://www.instagram.com/hslc_official) or Twitter - [@hornseaschool](https://twitter.com/hornseaschool).

HSLC is a supportive and vibrant place to work. 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.

The closing date for application forms is 9.00am, Tuesday 30th June 2026. 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

Pastoral Manager

Responsible to: Head of Positive Discipline
Scale Point: 5a (£29,064 FTE)
Hours: 37 hours per week, term time only
Overall Purpose of the Job:

To provide support and intervention strategies to meet the pastoral needs and promote the engagement with learning and academic progress of students within KS3 and KS4.

Key Accountabilities

Student Behaviour

- To proactively and consistently promote the principles of Positive Discipline throughout school.
- To maintain good behaviour throughout the school day and deal with inappropriate behaviour as per school policy.
- To mentor and support students who may be exhibiting behavioural, emotional or social problems in school to achieve their full potential.
- To establish afterschool activities that will help to engage students, including those who display challenging behaviours.
- To support inclusion by facilitating participation in school life and helping to build confidence and self-esteem, so that all pupils are enabled to reach their full potential alongside their peers.
- To undertake investigations following concerns related to school work, behaviour, bullying, student concerns, crisis or other incidents and contribute to the accurate recording and monitoring of these concerns.
- To monitor attendance and punctuality and take positive steps to improve attendance and punctuality.
- To provide cover in the Isolation Room and for Detentions.
- To supervise student social areas at break and lunch times and being available to students at these times.

Effective Liaison

- To provide First Aid support to students requiring assistance, documenting action taken on CPOMS.
- To provide cover for absent teaching staff by supervising classes, motivating student learning and answering students' queries in relation to the instruction left by the subject teacher.
- To ensure proactive and effective communication with parents/carers and school staff.
- To develop positive relationships with parents, liaising with parents regarding disciplinary, health and welfare issues.
- To support and organise meetings, where necessary, with school colleagues, parents/carers and relevant agencies.
- To support the re-integration of pupils on return to school from exclusion.
- To liaise with external agencies and attend multi-agency meetings, as directed by the Head of Inclusion.
- To liaise with the Student Support centre and act as part of the coherent strategies approach with regard to supporting Positive Discipline, well-being and academic progress.

- To support the Deputy DSL and Head of Positive Discipline where necessary and as required to address specific issues of concern within the school community, including safeguarding and behaviour management issues
- To use a whole school approach, work with and support HSLC colleagues to achieve best outcomes for the cohort.
- To support the organisation of parents' evening/open evenings.

Administration

- To maintain accurate, appropriate and up to date electronic records and to provide relevant information for MIS, registers etc.
- To maintain individual student records in a timely and thorough manner and organise the administration related to pastoral procedures.
- To monitor and coordinate student progress and address concerns.
- To organise and collate work for excluded/sick/absent students where appropriate.
- To support the organisation of student reports.

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

Headteacher:

Signed:



Date: 05/05/2021

Employee:

Signed:

Date:

HSLC the facts and figures

We have approximately 1200 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, Sigglethorne 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.

- Our most recent results showed sustained improvement, with a Progress 8 score of -0.3 in 2024 – itself an improvement on the year before. We are proud to maintain a fully inclusive and broad curriculum, and remain confident that this upward trend will continue.
- Our latest ALPS score of 4 places us in the top 40% of Sixth Forms and colleges nationally, reflecting the strong progress made by our post-16 students.
- Almost two-thirds of our Year 11 students achieved grade 4 or above in both English and Maths in 2025.
- 50% of our Year 11 students were entered for the Ebacc, significantly above the national average, reflecting our ambition and the strength of our academic provision.

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

Staff Feedback 2025

1. The ethos of the school is excellent. There is a real sense of community. I feel proud to represent our school;
2. The school is well led by SLT with realistic expectations; staff well being is supported;
3. SLT are visible, supportive and approachable; you will feel safe, valued and heard as a staff member;
4. The Positive Discipline system gives clear expectations and routines – there is minimal disruption in classrooms meaning you can make a real difference to your students;
5. The school has a positive, inclusive atmosphere with a strong ethos of 'be useful, be kind' - everyone is working towards a shared vision and standards;
6. The best bit about working at HSLC is the aspirational culture and welcoming atmosphere;
7. There is a commitment and dedication to continuing professional development;
8. School policies and workload management are sensible; leaders free teachers to focus on teaching;
9. The opportunities, both academic and beyond, for our students is vast - students have access to a cultural education at HSLC;
10. SLT ensure students have access to a balanced curriculum with clear learning routines.



"I'm really enjoying finding my rhythm at HSLC and the opportunity to learn and grow each week. It's been a rewarding start and I'm looking forward to building on that as the term goes on."

Miss Wilkes, Teaching Assistant

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