



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

**PASTORAL MANAGER**  
**APPLICANT PACK**

**NOVEMBER 2025**

# INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Pastoral Manager at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

The role of Pastoral Manager is at the heart of our pastoral care system: supporting students' wellbeing, ensuring that barriers to learning are broken down, modelling our values and high expectations, and fostering positive relationships between students and their peers. The successful candidate will work as part of a dedicated and supportive pastoral team which includes non-teaching pastoral staff, teaching Heads of Year and Heads of Key Stage under the line-management of the Senior Assistant Headteacher in charge of Behaviour, Attitudes and Safeguarding. The new Pastoral Manager will be line managed by a non-teaching Senior Pastoral Leader, who they will work in close collaboration with to support the needs of all students.

Whilst high aspiration and academic achievement for all is a key feature of our school, aside from the curriculum, we focus on the importance of personal development and care for one another across the school community. Our Family System, pastoral teams and inclusion provision support this philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school.

Our school is blessed with exceptional facilities across a large site, with suites of new facilities and an expanse of green spaces. We are an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.



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Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!

If you are considering applying for this role you are more than welcome to come and visit the school and see all our fantastic students and staff first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk) - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Pastoral Manager, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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## KEY INFORMATION

**Job Title:** Pastoral Manager

**Contract:** Permanent

**Starting Date:** 1st January 2026 or as soon as possible thereafter

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

**Salary Info:** Grade 7 SCPI7 – SCP23 £31,022 - £34,434 pro-rata (Actual Salary Payable  
£26,767 - £29,711 p.a.)

**Closing Date:** Monday 24th November 2025 at 9am

**Interviews:** w/c Monday 24th November 2025

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

### Benefits:

For the successful candidate we offer a range of benefits to colleagues including:

- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



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## JOB DESCRIPTION

Pastoral Manager

Grade 7 SCP 17 – SCP 23

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As an integral part of the pastoral team, the role of the Pastoral Manager at Hartford Church of England High School is to:

- Provide strong, effective, supportive pastoral care to all students.
- Ensure that any students who have disrupted the learning of others or are struggling to regulate their emotions, are identified and supported through appropriate interventions.
- Work alongside other members of the pastoral team to monitor the behaviour and attitudes of students regularly requiring intervention during lesson time, identifying and supporting their individual needs.
- Establish and maintain supportive relationships with students and their parents and carers with the clear aim of developing strategies which re-engage them with education in the wider sense.
- Contribute to the implementation of the school's behaviour and attitudes policies and procedures by supporting the smooth running of Restore, the Alternative to Suspension Room and whole school detentions.
- Liaise with colleagues running Restore, the Alternative to Suspension Room and RISE (the inclusion hub) to facilitate students' effective reintegration back into the classroom where appropriate.
- Work alongside other pastoral colleagues to create resources to support students in emotional regulation and the deployment of positive behaviour strategies, as well as designing bespoke interventions to support students struggling with personal issues such as bereavement, anxiety or relationship breakdown.
- As part of a whole-school approach to teaching and learning, support teaching staff in developing appropriate strategies and teaching aides to enable high quality education and the successful accessing of lessons for all.
- Analyse, monitor and track the behaviour of students, identifying areas of strength and concern,
- Liaise effectively with class teachers regarding the behaviour of students, identifying and engaging in appropriate strategies to support and promote learning.



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- Follow the school's policies for the recording of information relating to students on IT platforms, e.g. Arbor, CPOMS, monitoring spreadsheets and on paper e.g. monitoring reports, inputting data as appropriate
- Establish lines of communication with parents and carers through telephone calls, electronic correspondence and through face-to-face meetings to support the learning and personal development of students.
- Contribute to pastoral support plans and other documentation, working alongside other pastoral colleagues, to aid and monitor the learning and personal development of students.
- Attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
- Liaise daily with Heads of Year, Heads of Key Stage and Heads of Family, carrying out tasks to support the successful workings of the pastoral team.
- Be based in strategic locations at lesson changeovers to support the successful movement of key groups of students to lessons.

#### **Additional Responsibilities**

- Attending all meetings as requested by the Headteacher or Senior Pastoral Lead in relation to the role.
- Additionally undertake:
- Fire marshal and first aid duties where applicable
- Duties during the working day
- All professional development as required for the role.
- Full participation in the performance management and appraisal process

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

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

**Responsible to:** Senior Pastoral Lead – Behaviour and Attitudes



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## PERSON SPECIFICATION

### Teaching Assistant - 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>                                  | Application<br>References<br>Certificates |
| <b>Experience:</b>            | <ul style="list-style-type: none"> <li>Experience of working with children or young people.</li> <li>Experience of pastoral support for young people.</li> <li>Experience of managing confidential information.</li> </ul>                                                                                                                                | <ul style="list-style-type: none"> <li>Experience of working with young people exhibiting challenging behaviour</li> <li>Experience of working in a school environment.</li> </ul> | Application<br>References<br>Interview    |
| <b>Job related Knowledge:</b> | <ul style="list-style-type: none"> <li>Excellent knowledge of the challenges facing children of high school age</li> <li>Literacy skills – 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> </ul>                                            |                                                                                                                                                                                    | Application<br>References<br>Interview    |
| <b>Skills and Aptitudes:</b>  | <ul style="list-style-type: none"> <li>Ability to initiate and manage clear routines and systems</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> |                                                                                                                                                                                    | Application<br>References<br>Interview    |
| <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>                                                                                                                                                         |                                                                                                                                                                                    | Application<br>References<br>Interview    |



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# OUR SCHOOL VALUES

## H

### HAPPY

Showing respect to one another.  
Looking after our mental and  
physical wellbeing.

## A

### ACHIEVING

Working towards our goals,  
both academic and extra-  
curricular. Showing resilience  
and not being afraid to fail.

## R

### READY

Being punctual, equipped  
and ready to learn every  
day. Wearing our uniform  
with pride.

## T

### TOGETHER

Working together in all  
things - building a school  
family characterised by  
tolerance and kindness.

## LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they  
may see your good deeds and glorify your Father in heaven."

*John 15:12 and Matthew 5:16*



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