



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

PASTORAL MANAGER—THRIVE
APPLICANT PACK

JUNE 2026

INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Pastoral Manager - THRIVE 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.

Hartford Church of England High School recognises that there is a need to ensure that our curriculum is inclusive and accessible, providing opportunities for all students to succeed. Moreover, we recognise the need to offer the type of provision that allows some students to achieve their potential outside of what is accessible in the mainstream classroom.

To facilitate this individual learning pathway, Hartford Church of England High School has developed its own internal alternative social, emotional and mental health provision; THRIVE (Together, Happy, Ready, Inclusive, Valuing Education).

Within THRIVE, our mission is to create a nurturing and inclusive environment, grounded in our shared Christian values of love and truth. THRIVE is a place where every student feels valued, happy and supported. We strive to inspire achievement across all areas – academically, socially and emotionally – while also fostering growth in character.

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. 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.

If you share our vision and values and are determined to bring out the best in young people, particularly those who are the most vulnerable, by providing them with the best possible experience of school, we want to hear from you!

If you are considering applying to be our Pastoral Manager - THRIVE, you are more than welcome to come and visit the school to find out more about the role and see our fantastic students and staff, plus our facilities, first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - sara.morris@hartfordhigh.co.uk - who will be more than happy to arrange this for you.



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

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

Rachel Pickerill

Headteacher



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

KEY INFORMATION

Job Title: Pastoral Manager—THRIVE

Contract: Permanent

Starting Date: 1st September 2026

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 SCP17 – SCP23 £31,022 - £34,434 pro-rata (Actual Salary Payable
£26,767 - £29,711 p.a.)

Closing Date: 9:00am on Thursday 9th July 2026

Interviews: w/c Monday 13th July 2026

Applications are only accepted on completed school application forms, and they should be sent to 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.
- Ample free on-site parking including EV charging points



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

JOB DESCRIPTION

Pastoral Manager - THRIVE

Grade 7 SCP 17 – SCP23

The role of Pastoral Manager - THRIVE here at Hartford Church of England High School is to:

- Work alongside the Director of Learning - THRIVE, in having oversight of our internal alternative provision for students presenting with Social Emotional and Mental Health concerns. This includes supporting the management of behaviour and the attitudes to learning of students within the THRIVE provision.
- Support students within the classroom environment to engage positively with learning, providing targeted academic support and guidance to help them make progress and achieve their full potential.
- Monitor and review behaviour data and trends across THRIVE, to provide guidance and support for teaching staff in matters of behaviour management, student intervention programmes, welfare and guidance, attendance and student tracking.
- Uphold and model the values and expectations of the school in terms of conduct, behaviour, attendance and punctuality so that THRIVE students are shown how to and supported in meeting these high standards through appropriate interventions, sanctions and rewards.
- Establish meaningful relationships with the students in THRIVE and their families to ensure the very best cooperation and partnerships. Directly work with parents and carers to support and engage all stakeholders in implementing school policies and facilitating targeted support
- Through close collaboration with the safeguarding leads, work with other agencies in order to support students in THRIVE and their families, including taking part in and leading on the TAF process, whilst attending and contributing to CIN and CP plans.
- Support the whole school drive to sustain high levels of attendance and punctuality of students in THRIVE, working with the attendance team to ensure that irregular attendance is appropriately challenged, and interventions are put in place to improve attendance for students in THRIVE.
- Promote the family ethos of the school within THRIVE, ensuring that students have access to a variety of experiences designed to support positive behaviours and attitudes to learning, with a view to inclusion and reintegration with the mainstream provision.



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

- Ensure that all communications and written documentation, both in school and in external records are completed to a high standard, for example when keeping records for behaviour and child protection purposes.
- Undertake any other duties as directed by the Headteacher, in accordance with the role of Pastoral Manager- THRIVE.

Additional Responsibilities

- Attend all meetings as requested by the Headteacher or Director of Learning -THRIVE in relation to the role.
- Additionally undertake:
 - Fire marshall 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.



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

PERSON SPECIFICATION

Teaching Assistant - Person Specification

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



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



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL