

CANDIDATE INFORMATION PACK:

Pastoral Lead - (Grade 6)

Closing date:	Monday 2 November 2026 – 9am
Interviews:	TBC
Start Date:	As soon as possible
Working Hours:	15 hours per week (Monday & Friday)
Working Weeks:	TTO + 2 days (15 hours)
Contract Basis:	Permanent
Salary Range:	£29,071 to £33,119 pro-rata

Applications to be emailed to: bgallagher@aldergrange.com



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For more information please contact Mrs Vanessa Holland, Assistant Head Teacher
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Website: aldergrange.com



1. Letter from Headteacher

Dear Potential Colleague

Thank you for your interest in Alder Grange and the role of Pastoral Lead.

The Pastoral Lead plays a crucial role in championing pupil well-being, academic achievement, and personal development. You will remove barriers to learning by managing pupil behaviour, improving attendance, and supporting academic progress. Serving as a key link between the school, home, and external agencies, you will ensure every child has the holistic support required to thrive.

The role is offered on a permanent basis, part time hours on a Monday and Friday.

We are looking for someone who is flexible in approach, enthusiastic and well-organised and keen to promote and implement our positive behaviour policy, and confident in both working alone and in part of a multi-disciplined team.

We were Ofsted inspected in March 2026, and are pleased to have achieved the expected standard in six areas. We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

You will find Alder Grange to be a great place to work: despite being constantly busy we enjoy each other's company and always seek to be a warm, friendly, and welcoming team. The wellbeing of pupils and staff is our number one objective.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an equal opportunities employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

If this sounds like the school for you, and you are interested in looking around the school ahead of your application, then please do make contact and we will arrange a mutually convenient time

Yours sincerely



Joanna Griffiths
Headteacher

2. School Information

We are located in the Rossendale Valley, a beautiful part of East Lancashire, within easy reach of the Pennines, the Yorkshire Dales and only an hour away from the Lake District. It is just over 10 miles north of Manchester and has easy links into the city and other major population centres across the North West. Rossendale is a great place to work, rest and play in a community renowned for its humour and hospitality.

We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school has approximately 60 teaching staff and regards all as 'Leaders'. The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school's work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises the Head Teacher, Mrs Joanna Griffiths; two Deputy Heads: Mr Adam Good and Mr Kenny Riddell; and the School Business Manager, Mrs Beth Gallagher. The wider Senior Leadership Group also includes Assistant Head Teachers and Associate Assistant Headteachers.

The academic departments are the responsibility of Curriculum Leaders. Teams of Form Tutors are led by Heads of Year whose roles are to work as partners with Curriculum Leaders in securing every pupil's academic attainment and personal achievement.

There is a regular calendar of meetings for all these teams and there are various working groups and key committees in operation at any time.

Our commitment to all colleagues' professional development is an important part of our school culture.

The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking, and no vaping area. All appointees are required to respect this.

3. Department Information

Our pastoral team includes a Head of Year, Pastoral Lead and Learning Mentors/Cover Supervisors for each year group.

4. Person & Post Specification – Pastoral Lead

The Pastoral Lead plays a crucial role in championing pupil well-being, academic achievement, and personal development. You will remove barriers to learning by managing pupil behaviour, improving attendance, and supporting academic progress. Serving as a key link between the school, home, and external agencies, you will ensure every child has the holistic support required to thrive.

At all times you will need to maintain high standards of pupil behaviour through adherence to school rules and ethos.

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Post Specification – Pastoral Lead

Post Title: Pastoral Lead

Salary Scale: Grade 6 £29,071 to £33,119 (FTE)

Terms and Conditions: Hours of work: 15 hrs per week, Term time (38 weeks) plus 15 hours

Responsible to:

Head of Year – Behaviour (operational)

Purposes of the Post:

Working as part of the AG+ Team, and in conjunction with the wider pastoral teams, you will lead the pastoral support for your year group or Key Stage.

You will work directly with pupils, in a specific year group or Key Stage, to provide mentoring and/or support to overcome particular obstacles to learning in relation to behaviour and/or attendance.

You will be the first point of contact for behaviour incidents - liaising with parents/carers, pupils, and other members of staff to ensure effective investigations are completed; suspensions and exclusions are managed within guidelines, and all records are appropriately completed and filed.

Duties and Responsibilities:

1. Attendance & Achievement Support

- **Intervention Strategies:** Implement targeted intervention strategies and action plans for pupils at risk of becoming persistent absentees (PA).
- **Academic Mentoring:** Work alongside teaching staff to identify the needs and assess those pupils requiring extra support; provide mentoring to rebuild confidence, motivation, and study skills.
- **Re-integration:** Design and manage smooth re-integration plans for pupils returning to school after long-term absences/exclusion

2. Behaviour & Well-being Management

- **De-escalation & Support:** Respond to day-to-day behavioural incidents, providing a calm, restorative environment to help pupils de-escalate and reflect. Complete investigations for behaviour incidents.
- **Supervision:** Supervise pupils excluded from class or those following alternative timetables.
- **Behaviour Plans:** Create, implement, and review Individual Behaviour Plans (IBPs) or Pastoral Support Plans (PSPs) in line with the school's behaviour policy.
- **Positive Culture:** Promote a positive, inclusive school ethos by celebrating pupil achievements, improvements, and positive behaviours.
- **Mental Health First Aid:** Act as a trusted point of contact for pupils experiencing emotional, social, or mental health difficulties, triaging their needs appropriately.

3. Monitoring and Evaluation

- **PEP Coordination:** Contribute to the development and review of Personal Education Plans (PEPs) for Children Looked After (CLA) and previously looked-after children.
- **Target Setting:** Collaborate with the Designated Teacher, social workers, and carers to set smart, measurable academic and personal targets within the PEP.
- **Pupil Records:** Maintain accurate pupil records and prepare written reports and evaluations - for Heads of Year, School Leadership, and Governors where appropriate.
- **Administration:** Complete all administration as required by the role for your Year Group/Key Stage, including but not limited to, Governor reports, exclusion and suspension paperwork
- **Monitoring & Progress:** Monitor the implementation of plans and report on progress achieved

4. Liaison with Parents & Carers

- **Primary Contact:** Act as the main, accessible point of contact for parents and carers regarding pastoral, behavioral, and attendance concerns.
- **Home-School Partnership:** Conduct home visits where necessary and host regular meetings to build trust and collaborative relationships with families.
- **Communication:** Keep parents proactively informed about their child's milestones, improvements, or escalating challenges.

5. Multi-Agency & Third-Party Collaboration

- **Development of Partnerships:** Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.
- **External Referrals:** Identify when a pupil requires specialist external support and complete high-quality referrals to third-party organizations.
- **Partnership Working:** Work closely with Children's Social Care, CAMHS, Youth Justice, early help teams, and educational psychologists.
- **Multi-Agency Meetings:** Attend and actively contribute to Team Around the Family (TAF), Child in Need (CIN), and Child Protection (CP) meetings.

This Post Specification should be read in conjunction with the accompanying Person Specification.

1. Person Specification – Isolation Room and Cover Supervisor (Grade 6)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
GCSE passes at 4 or above in Maths and English (or equivalent)	E	A/I
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A/I
First Aid Qualification or willingness to study to acquire appropriate qualification	E	A/I
Experience		
Experience of working with or caring for children of relevant age	D	A/I
Experience of working in a relevant classroom / service environment	D	A/I
Experience of supporting pupils with challenging behaviour	D	A/I
Experience of supporting pupils with special educational needs	D	A/I
Knowledge/skills/abilities		
Pastoral experience of working within a secondary school	D	A/I
Ability to relate well to children	E	A/I
Ability to work as part of a team	E	A/I
Good communication skills	E	A/I
Ability to supervise and assist pupils	E	A/I
Time management skills	E	A/I
Organisational skills	E	A/I
Knowledge of classroom roles and responsibilities	E	A/I
Knowledge of the concept of confidentiality	E	A/I
Administrative skills	D	A/I
Good numeracy and literacy skills	E	A/I
Ability to make effective use of ICT	E	A/I
Flexible attitude to work	E	A/I
Other		
Commitment to undertake in-service development	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
High levels of attendance and punctuality – these pupils depend on you	E	A/I
Commitment to equality and diversity	E	A/I

Other Information

Attendance Policy Statement This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the local authority guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Medical Clearance Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.