

**PASTORAL MANAGER  
FULL-TIME, TERM TIME ONLY**

**HALL GREEN SCHOOL (AN ACADEMY)  
SOUTHAM ROAD  
HALL GREEN  
BIRMINGHAM  
B28 0AA**

**Posted:** Wednesday 6 December 2023  
**Dates:** Apply by 09.00 am, Tuesday 19 December 2023  
**Salary:** Grade 4, Point 23-27 £32,076.00 - £35,745.00 (actual £28,168.00 - £32,117.00)  
**Location:** Birmingham  
**Contract Type:** Full Time, Term Time only  
**Contract Term:** Permanent  
**Organisation type:** Mainstream with Resource Base  
**Phase:** Secondary  
**Funding status:** State Converter Academy since February 2012  
**Gender:** Mixed

We are seeking an inspirational and motivational Pastoral Manager with the drive, commitment and creativity to support us in providing the best possible opportunities for our pupils.

Hall Green School is a very popular, heavily oversubscribed and academically successful 11-16 Converter Academy. We are a highly diverse institution, both ethnically and as a fully accessible mainstream school, attracting pupils from across the city with physical disabilities. We have wonderful pupils who fully contribute to the school's 'caring, nurturing and inclusive culture' described by Ofsted (2019) as 'a welcoming and inclusive school' where 'pupils are happy, and they achieve well' and the 'positive relationships between pupils and staff are a hallmark of the school'.

You will be working 36.5 hours per week, excluding a 30-minute lunch break – Monday to Friday, term-time only.

We are seeking a colleague who can:

- work with the school's pastoral team to promote the positive behaviour of pupils and ensure that the behaviour and pastoral related policies are carried out;
- manage an in-school pupil support unit as planned intervention for behavioural or pastoral reasons or as a final preventative measure to support pupils at risk of exclusion;
- collaborate with Heads of Departments to provide meaningful education to pupils in the support unit, ensuring work set is planned and fully resourced according to the mainstream curriculum;
- maintain accurate registers and logs, including safeguarding records where applicable.

Most importantly, we are looking for a candidate who shares the school's approach and commitment to the success and wellbeing of its young people. You are warmly invited to speak to the Headteacher and to make an appointment to visit the school in action.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak and write fluently in English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

I strongly recommend you visit the school to meet us and find out more about the role. Please contact my PA, Mrs Paula Elliott, to arrange a convenient time.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. If you are shortlisted online searches may be carried out as part of due diligence checks (i.e. Google and Social Media Platforms). The successful applicant will be subject to the following checks: enhanced DBS, Childcare Disqualification (where applicable), a prohibition from teaching (where applicable), qualifications (where applicable), medical fitness, identity and right to work. All applicants will also be required to provide two suitable references.

The closing date for applications is 9.00 am on Tuesday 19 December with interviews taking place on Thursday 21 December 2023.

For further details and an application pack, please see the school website [www.hallgreen.bham.sch.uk](http://www.hallgreen.bham.sch.uk) or email [recruitment@hallgreen.bham.sch.uk](mailto:recruitment@hallgreen.bham.sch.uk).

Please note that all applicants must complete the school's application form only. Any other form of application or CVs alone will not be accepted.