



EMMANUEL AND
GRACE COLLEGE

Associated Sixth Form

SIXTH FORM PASTORAL LEAD (NON-TEACHING ROLE)

VALUED, CHALLENGED, INSPIRED

“

WE OFFER OUR BEST TO
EVERYONE AND EXPECT
THE AMAZING BECAUSE
WE BELIEVE IN THE INNATE
POTENTIAL OF ALL PEOPLE”



WELCOME

Dear Applicant

I am delighted that you are interested in applying to be a Sixth Form Pastoral Lead at the Associated Sixth Form of Emmanuel and Grace College. We truly believe that the Associated Sixth Form is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who believes that all students should receive exemplary holistic care that is the result of the successful partnership between students, teachers, support staff and parents.

The Associated Sixth Form, an exciting partnership between Emmanuel College and Grace College, is based at Emmanuel College, an exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background.

Student behaviour is excellent in the Associated Sixth Form and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn.

These high standards are maintained because of a relentless commitment to expectations and routines. We are looking for staff who care deeply about securing the best life chances for the young people in our care. I am also interested in learning about you as a person and what you might offer the

Associated Sixth Form beyond your core responsibilities.

Emmanuel College is an outstanding school, validated by Ofsted in October 2024, in which we achieved 'Outstanding' in all categories and we believe that the Associated Sixth Form, taught from Emmanuel, provides exceptional provision for young people. The Sixth Form achieved strong A Level results in 2025 and outstanding student destinations. However, we have an exceptional Associated Sixth Form, ultimately not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want the Associated Sixth Form of Emmanuel and Grace College to be a place where staff come to work excited about their day and looking forward to strengthening the relationships they have with colleagues as well as students. If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.

Nat Ogborn
Acting Principal
Emmanuel College

Rachael Hooker
Principal
Grace College

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



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ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”

**“SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**



SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The staff who teach in the Associated Sixth Form are an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College and trust is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.



In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, staff who work on the Emmanuel College site enjoy a number of additional benefits. These include a daily lunch allowance, free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs. There is a sense of real community amongst the staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball - new players always hugely welcome!

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OPEN MINDS, A THIRST FOR
KNOWLEDGE AND INTELLECTUAL
ACADEMIC CURIOSITY”



ACADEMIC EXCELLENCE

The Associated Sixth Form curriculum is designed to engage all students, no matter their background, in a broad and balanced range of subjects. Highly effective teaching and learning principles share our practice and are embedded within every classroom.

Our curriculum enables students to:

1. acquire the knowledge and cultural capital they need to succeed in life;
2. cultivate strong character and the intellectual discipline to apply their learnt knowledge correctly.

The Associated Sixth Form is committed, for all students, to:

1. have access to an ambitious, coherent, knowledge-rich curriculum that allows all students to acquire and apply knowledge;
2. experience a straightforward delivery of said curriculum, supported by effective sequencing of topics with long-term learning at its core;
3. engage in reliable assessments that accurately gauge students' progress through the curriculum and further embed knowledge.



THE PERSON

We expect all applicants to be well qualified, self-motivating, adaptable and imaginative, and keen to join a team that is committed to achieving academic excellence amongst students of a wide ability range in the Associated Sixth Form. This is a non-teaching role working very closely with the Sixth Form Leadership Team. The Sixth Form Leadership Team is comprised of the Head of Sixth Form and three Assistant Heads of Sixth Form.

Your motivation will be the positive care and development of young lives, and you will view children as individuals, gifted with unique abilities and potential regardless of background, ability or behaviour. You will have the highest expectations of students, refusing to believe that socio-economic deprivation or special educational needs should act as a barrier to success. You will be passionate about fostering a love of learning, possess the ability to form strong relationships with young people and be confident in dealing with confrontation in a professional manner. You must be able to manage and analyse data, be discerning in

deciding if a student requires support and able to follow established procedures.

There is no requirement that individual members of staff should be Christians, but it is essential however that all staff understand and enthusiastically support our mission, ethos and values. There is a remarkable unity of purpose within the current staff team as individuals unite around our core beliefs that people are infinitely precious, gifted for a purpose and morally responsible. A desire to work with the most deprived in our communities and those with low academic starting points, as well as with the most able and those from more privileged backgrounds, is an essential prerequisite.

Should you wish to visit the Associated Sixth Form prior to submitting your application to learn more about the role and the College, you would be most welcome.





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**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE ROLE

The Sixth Form Pastoral Lead will work closely with the Sixth Form Leadership Team to:

Ensure the development of good character, leading to exemplary conduct among Sixth Form students, by:

- supporting the Sixth Form Leadership Team and Sixth Form Tutors in ensuring that students consistently demonstrate respect for all, maintain exemplary standards of self-discipline and conduct at all times, and adhere to the highest uniform standards both within college and in the wider community before, during and after the college day;
- assisting students who struggle to meet the code of conduct through restorative conversations, and administering and overseeing sanctions where required, including the supervision of Sixth Form detentions after college;
- supporting the Leadership Team in carrying out detailed investigations where necessary to ensure that bullying is, at worst, rare and is always dealt with effectively, recorded appropriately, and that communication with parents is timely and effective.

Ensure the highest standards of attentiveness, intellectual engagement and participation in learning for all students, so that all are prepared for exemplary outcomes, by:

- supporting students to miss as little curriculum time as possible through addressing poor punctuality and attendance at all compulsory sessions;
- maintaining an exemplary learning environment within Sixth Form workspaces, including the supervision of the silent study area;
- supporting students who find maintaining the code of conduct challenging in a skilful and targeted manner, including supervision of the lesson removal room and the Internal Exclusion room, and tracking and monitoring students whose timetable flexibility has been adjusted;
- working closely with the Sixth Form Leadership Team, welfare team and SEND department to support student welfare;
- supporting the provision of a regular programme of after-college support for students who need to 'catch up';
- raising aspirations for all students by tracking and monitoring UCAS, apprenticeship and work experience applications.

Establish excellent relationships with parents and students by:

- communicating with parents by telephone and in meetings to inform them of incidents and issues that have occurred in college;
- building strong, positive relationships with students through visibility on duties and regular informal contact with year groups;
- supporting students with activities and events, both in and out of college, that promote character development and successful transition beyond compulsory education.

In all of the above, the post holder will maintain effective and constructive communication with colleagues from Grace College where appropriate.

THE OPPORTUNITY

This is a rare opportunity which would suit someone wanting to make a difference in the lives of our students.

PERSONAL SPECIFICATION

You will have:

- 5 GCSEs or equivalent A*-C, including maths and English;
- experience of working with and supporting students;
- high expectations for student behaviour and a calm, consistent approach to ensuring students work under the authority of adults;
- sound knowledge of safeguarding;
- a strong intellect underpinned by a clear moral compass, instinct and intuition;
- strong communication and excellent literacy skills;
- be competent in using Microsoft applications;
- be confident in using technology;
- the ability to plan, organise and prioritise effectively;
- a conscientious and diligent work ethic;
- a commitment to the Associated Sixth Form's Christian ethos and educational purpose.

PERSONAL ATTRIBUTES

The successful candidate will:

- be strongly self-motivated and personally resilient;
- possess exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness;
- be passionate about fostering a love of learning;
- be pro-active in using initiative;
- be creative, constructive, insightful and have an innovative approach to problem-solving;
- be willing to take a hands-on approach as necessary;
- possess the ability to work under pressure, prioritising own workload;
- be firm but tactful and diplomatic; friendly and professional;
- work with complete discretion and confidentiality.



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A PLACE WHERE ALL
STUDENTS AND STAFF HAVE
EQUALITY OF OPPORTUNITY
AND SUPPORT”



APPLICATION DETAILS

Vacancy details:

Term time only plus three days

Monday to Friday - 40 hours per week

SCP 25-30 - £33,316 - £37,362 actual annual salary

How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit www.emmanuelcollege.org.uk or email HR on hrgateshead@esf-mail.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



EMMANUEL COLLEGE

Emmanuel Schools Foundation

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EMMANUEL SCHOOLS
FOUNDATION