



We Co-operate  
We Pioneer  
We Belong



# Pastoral Director APPLICATION PACK



Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



**Simon Ward**  
**Headteacher**

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

## Deadline

The deadline for the post is **Friday 20<sup>th</sup> March 2026** (to arrive no later than 12.00 midday).  
Interviews are expected to take place on **Monday 30<sup>th</sup> March 2026**.

## Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

## Salary

School Support Scale 34 – 38 (FTE £45,091 - £49,282). **Actual Salary Range £40,957 - £44,767.**

## Start Date

As soon as possible

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Caroline Sullivan – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769999

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support, and counselling on a range of subjects.
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

## Role Description

<b>Job Title:</b>	Pastoral Director
<b>Reports to:</b>	Assistant Headteacher- Pastoral
<b>Staff Responsibility for:</b>	Heads of Year
<b>Contract:</b>	Permanent – Full time – Term Time Only plus 2 weeks
<b>Salary:</b>	<b>SPS34 – 38 (£45,091 - £49,282)</b> <b>Actual - £40,957.23 - £44,767.01)</b>
<b>Start Date:</b>	Subject to notice period requirements

## Overall Purpose of the Post

We are looking to appoint a Pastoral Director, with a passion for supporting and empowering young people. You will work predominantly leading members of the Pastoral Team and working with children identified as needing extra support to follow The Kingsway, including students with SEMH and behavioural needs. You will work closely with the Deputy Headteacher – Inclusion and Assistant Headteacher – Behaviour & Attitudes to help to lead and implement the strategic vision of this area of school.

This role is open to someone with a proven track record of providing outstanding pastoral support across a range of year groups. You will have experience of successfully leading and managing a team of people to ensure successful outcomes for a range of different students.

The successful candidate will:

- support the vision and strategic direction of Kingsway Park High School (KPHS).
- enable outstanding behaviour, progress and attainment by ensuring that reasonable adjustments are made for children where necessary.
- work in partnership with the DHT Inclusion and AHT Behaviour and Attitudes to develop the best pastoral provision for learners within the school.
- work with the pastoral team, teachers and other support staff to continue to raise the behaviour, engagement and progress of students.
- promote students' independence, self-esteem and social inclusion.
- support students to follow 'The Kingsway' in all facets of KPHS life.

## Key Duties

- Work with others to actively create an ethos that promotes equality, celebrates cultural and academic diversity, and ensures the inclusion of students of all abilities, including those with special educational needs.
- Promote positive student behaviour in line with school policies.
- To undertake daily walkabout duty to identify daily patterns and trends in terms of behaviour and liaise with Year Teams where necessary
- Lead on monitoring of Bullying and Hate Crime data, to reduce re-offending, identify patterns and trends and liaise with AHT (Personal Development) to respond to emerging issues. Ensure the Pastoral Team action accordingly and all incidents are dealt with in line with our process.
- Lead the supervision of behaviour 'Hot Spot' locations with the wider Pastoral Team, with a focus / emphasis on higher-level report card students
- Lead on the monitoring of Action and Removal data to reduce re-offending, identify patterns and trends and pre-empt behavioural issues.
- Lead and implement strategies to ensure the setting of a strong Behaviour for Learning culture both inside and outside the classroom.
- Support the tracking and monitoring of KS4 pupils during mock and full exam seasons to secure positive outcomes through positive conduct.
- To support the transition process into and out of KPHS.
- To lead on the reduction of Punctuality and Truancy incidents across the school by providing strategic leadership of the Reset Room – including completing rotas, updating Blueprints and maintaining an effective learning space.
- Lead and plan all pastoral rotas, including but not exclusive to, supervision, Green Buttons, Reset Room.
- Regular meetings with students and staff (where appropriate) using a repair approach to ensure continuous support.
- Lead the Pastoral Team to ensure effective communication with students, staff and parents/carers on the actions taken following a serious behaviour incident, including suspensions, PeX, OSD, BIPs and other referral processes.
- Re-integration of students into classes, supporting staff to accept decisions made and encouraging positive relationships to be built between staff and students.
- Clear communication with parent(s)/carer(s) to ensure buy-in to The Kingsway and full family support.
- Support Inclusion Panel Meetings to specifically target students who have had a BIP initiated.
- Create and continuously develop impacts reports where requested.
- Lead on the identification of students who need external intervention through Reciprocal Reflect, OSD, BIP, RISE

- Use behaviour data, report tracking, pupil passports, attendance data, progress data to inform daily decision-making processes as well as external referrals.
- Work collaboratively on the pre-suspension process to incorporate welfare, safeguarding and SEN needs.
- Lead on the consistent application of the pre-suspension process to include the issuing of work, simplified suspension guidance, and communication between KPHS and family.
- Work collaboratively with the relevant Year Team to ensure the consistent application of the RFS process, to include:
  - Preparation for the meeting
  - Reference to SIMS behaviour profile
  - Barriers to engagement
  - Planning for and overseeing repair conversations where appropriate
  - Identification of further intervention
  - Ensuring all RFS paperwork is completed and then logged with Admin
  - Ensuring the Suspension Tracker is fully maintained and up to date

#### **Working with Colleagues and other Relevant Professionals**

- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Develop effective professional relationships with colleagues.
- Oversee, track and monitor the impact of individual / small group intervention sessions, Such as Lego therapy, social stories.
- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and the school's child protection policy.
- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

#### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.

- Undertake personal development through training and other learning activities including performance management as required.
- Contribute to meetings and pedagogical discussions to maximise the benefits of the students.

### **Other Responsibilities**

- Contribute to regular department meetings and actively take part, as required, in meetings in relation to the learning and organisation of the school.
- Participate in arrangements for professional development as outlined in the school development plan or identified through the appraisal process and take responsibility for own development.

### **General Responsibilities**

- To be an ambassador for the school and consistently embody the school intent of 'We Cooperate. We Pioneer. We Belong.'
- To model the core values of the school in your professional life and to promote and develop the school's vision, ethos, aims and objectives.
- To establish a culture that promotes excellence, equality, and high expectations for all students.
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the school and to maintain good discipline.
- To attend meetings with external agencies and organisations.

### **Whole-School Organisation, Strategy and Development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the schools' values and vision.
- Make a positive contribution to the wider life and ethos of the school.

### **Health and Safety**

- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.

### **Professional Development**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

- Take part in the school's appraisal procedures.

### **Personal and Professional Conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that are not specified in this job description.
- Respect individual differences and cultural diversity.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

# Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
1.	A*- C GCSE or equivalent in English and Maths.	E	√	√
2.	NPQLBC	D	√	√
<b>EXPERIENCE</b>				
3.	Significant pastoral experience in an 11-16 school, including leading a team of people	E	√	√
4.	Experience or passion for working with children aged 11-16. Ability to engage students, inspiring learning & promoting success	E	√	√
5.	Strong organisational skills and attention to details	D	√	
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
6.	Evidence of dynamic and creative practice	E	√	√
7.	Ability to contribute positively to teams, share ideas & develop resources cooperatively	E	√	√
8.	Ability to be adaptable & flexible	E	√	√
9.	Effective inter-personal & communication skills with the ability to motivate and encourage.	E	√	√
10.	Commitment to professional learning & institutional improvement	E	√	√
11.	Determination to promote equality of opportunity	E	√	√
12.	Understanding of school environments and the importance of safeguarding	E	√	
13.	Knowledge of active learning and teaching styles and support mechanisms	D	√	√
14.	Able to use interactive ICT systems for learning and teaching	D	√	√
15.	Experience of examination access arrangements	D	√	√
16.	Further relevant qualifications in working with children with SEND, counselling, mentoring, mental health etc	D	√	√
17.	Experience of engaging with pastoral systems, including suspensions and Permanent Exclusions	E	√	√
<b>PERSONAL CHARACTERISTICS</b>				
18.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
19.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
20.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



Kingsway Park  
HIGH SCHOOL



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