



## Candidate Information



**Light Hall School**

*The best from everyone, all of the time.*

**Pastoral Manager for Key Stage 5**

# Introduction from the Headteacher

I am delighted that you are interested in this key post of Pastoral Manager for Key Stage 5 at Light Hall School.

Light Hall School is a very special place, our students are friendly, enthusiastic and eager to learn. Our staff are caring, supportive and completely committed to ensuring that every child achieves their very best.

This is an excellent opportunity to gain experience working within an enthusiastic and experienced team in a happy, harmonious school. You will have the commitment and passion to find the true potential in every one of our students. We have a team of dedicated and hardworking teachers, Lead Practitioners and an experienced leadership team, to support you.

The successful applicant will be joining us at a very exciting time. We have recently opened our sixth form. This brings with it numerous opportunities for continued development.

The enclosed information should give you a flavour of Light Hall. Do please come and visit us if you would like to know more.

To arrange a visit to the school, please contact Anna Williams, HR, Cover and Office Manager on 0121 746 5060 or email [awilliams@lighthall.co.uk](mailto:awilliams@lighthall.co.uk)

To apply please write a letter of application (2 sides of A4 - maximum), which explains how you can fulfil the person specification and what you will bring to the role, together with completing all questions on the application form. Please remember to include contact details of two referees, one of whom should be your current/most recent Headteacher (if applicable). This should be emailed to [HR@lighthall.co.uk](mailto:HR@lighthall.co.uk)

We look forward to hearing from you.

Yours sincerely



**Annette Kimblin**  
Headteacher



# Our Ethos & Values

Light Hall School is a very special place, our students are friendly, enthusiastic and eager to learn. They are at the heart of all we do. Our staff are caring, supportive and completely committed to ensuring that every child achieves their very best with us, no matter what their starting point.

Our aim is that every student leaves us, not only having achieved their full potential academically, but with a lifelong love of learning, a sound moral compass and high aspirations and expectations of themselves.

Care and respect for others and our environment are the given norm at Light Hall and there is an expectation that everyone will participate actively and positively in the life of our learning community. The numerous opportunities and experiences we offer, aim to equip every student with the skills, knowledge and confidence they need to become valued and successful members of society.

The leaves of the Light Hall tree in our emblem stand for each of our core values. They are: excellence in all we do, love of learning, sound moral compass, care and respect, active participation and high aspirations and expectations.



## Excellence, High Aspirations and Expectations

We strive for excellence in all that we do at Light Hall. Our motto, "The best from everyone, all of the time" informs the way we work and play. We believe that every student, with the right mindset and a willingness to work hard and learn from their mistakes, can and will achieve great things. Our dedicated teachers motivate students to aim high and encourage every student to exceed their own expectations.

## Love of Learning

Learning is our core purpose. At Light Hall School we structure learning to excite our students' curiosity and to inspire them to become successful, lifelong, independent learners. Our teachers are enthusiastic and extremely passionate about their subjects, spending considerable time planning interesting lessons, so that their love of their subject is passed on to the students.

## Sound Moral Compass, Care and Respect

Our students at Light Hall are our greatest asset and it is a privilege to work with them. We expect very high standards of behaviour and courtesy, both in and out of the classroom and we encourage our students to be aware of the needs of everyone in the immediate and wider community.

## Active Participation

We are an inclusive school which offers the very best opportunities for all our students. Our dedicated team of teachers and support staff pride themselves on offering a safe, caring and happy environment in which students can learn and develop and are confident that we are preparing them well for the future. Our pastoral support team is extensive and has as its mission to ensure that every student feels valued and that their achievements, both academic and personal, are recognised. At Light Hall we recognise that students thrive when offered additional experiences outside of school. Education goes beyond the reaches of the classroom and we believe that young people can learn a great deal by taking part in educational visits and activities away from school and home



Our School



## Introduction to Light Hall School

We are a co-educational comprehensive academy of 1100 students aged 11-18, located to the west of Solihull Town centre in the district of Shirley. We draw students from Solihull and Birmingham. Our intake has a broad mix of both attainment and socio-economic backgrounds.

Our Sixth Form opened in September 2024 and is an exciting and growing part of our school community. Designed to offer a personalised and ambitious post-16 experience, it provides a supportive yet academically challenging environment where students can confidently prepare for university, apprenticeships or employment. Our Sixth Form students are excellent role models within the wider school community, contributing positively to school life through leadership opportunities, mentoring and enrichment.

We have an excellent staff team. Each individual, be they teacher or support staff, is committed and hard working. Our students are enthusiastic and friendly. They are respectful, polite and very well mannered. Relationships

between students and staff are highly positive.

In our annual surveys, both parents and students rate the school highly.

The school has doubled in size since it was first built and enjoys an excellent setting. It has good sporting facilities and has developed a community ethos within the area that it serves.



# The Life of the School



## Pastoral Care

Light Hall School is a very friendly and welcoming place for both students and staff. Students feel cared for and relationships between students and between staff and students, are overwhelmingly positive.

The pastoral system is centred on the form tutor, the head of Key Stage 3, 4 and 5, the Progress and Development Leader and the non-teaching pastoral managers.

Almost every member of staff is involved in the pastoral system in some way. The house system contributes to this too, providing links between students of different ages and healthy competition in a wide range of activities. A small sample of these include the visual arts, "Dragon's Den" enterprise cup, cake bakes, "Light Hall's Got Talent", dance, basketball, cricket, rounders, netball and football.

## Academic and Extra Curricular Life

Our broad and balanced curriculum is delivered through a three year Key Stage 3 and a two year Key Stage 4, to ensure that students have time to develop the depth of their knowledge and skills in their GCSE subjects. Our Key Stage 4 and 5 offers are broad and balanced.

In addition to striving for excellence in academic study, our provision aims to prepare our students for life beyond Light Hall. Our curriculum, which incorporates PSHE and SMSC, makes a strong contribution to our students' personal development and welfare. This is enhanced by a weekly programme of extracurricular activities, which includes after school sports, drama and musical activities, as well as a variety of subject enrichment clubs. The house system also provides many opportunities for students to participate in a variety of different activities and charity events. Careers and work related learning are promoted in every year group and are very strong.



## Facilities

We are fortunate to have a high quality learning environment at Light Hall with the latest technologies to enhance the curriculum.

Our modern classroom facilities help to provide greater variety in teaching methods and therefore make learning more effective.

Opportunities to nurture independent learning skills are provided through a variety of virtual learning platforms and resources.

Our vibrant and welcoming learning resource centre supports learning throughout the school. It is well stocked, has good ICT facilities and provides high quality services to everyone.

Our purpose built drama studio, music rooms, art and technology rooms support our extensive extra-curricular programme. In addition to this we have excellent sporting facilities, including tennis courts, sports hall, fitness room and an astro-turf.

## Working at Light Hall

Our staff team are friendly and welcoming. Here at Light Hall School, we pride ourselves on providing a full range of CPD opportunities to support all staff to continually deliver the best in all they do.

Our Teaching & Learning CPD takes many forms such as department meetings where staff have regular time to meet with each other, plan and share resources, personalised coaching and research groups.

In order to support our middle leaders to keep abreast of developments in their subject areas and share good practice, we have a rolling CPD programme where middle leaders regularly meet with their counterparts in neighbouring schools.

We also have a full induction programme for our ECTs and have continuous opportunities for those wanting to develop their leadership potential.

## School Results

	2025	2024	2023
<b>Attainment 8</b>	49.9	46.8	44.5
<b>% 5+ in English/Maths</b>	58%	44%	43%
<b>% 4+ in English/Maths</b>	76%	71%	64%



# Our Strategic Direction

## Our Motto

This is what we aspire to. It applies to every member of staff and to every student.

***The best from everyone, all of the time***

## Our Purpose

Every single one of our students will realise their potential, regardless of starting position, in an inclusive and nurturing environment where they enjoy their learning and that prepares them for their next step and for future citizenship.

## Our Core Values

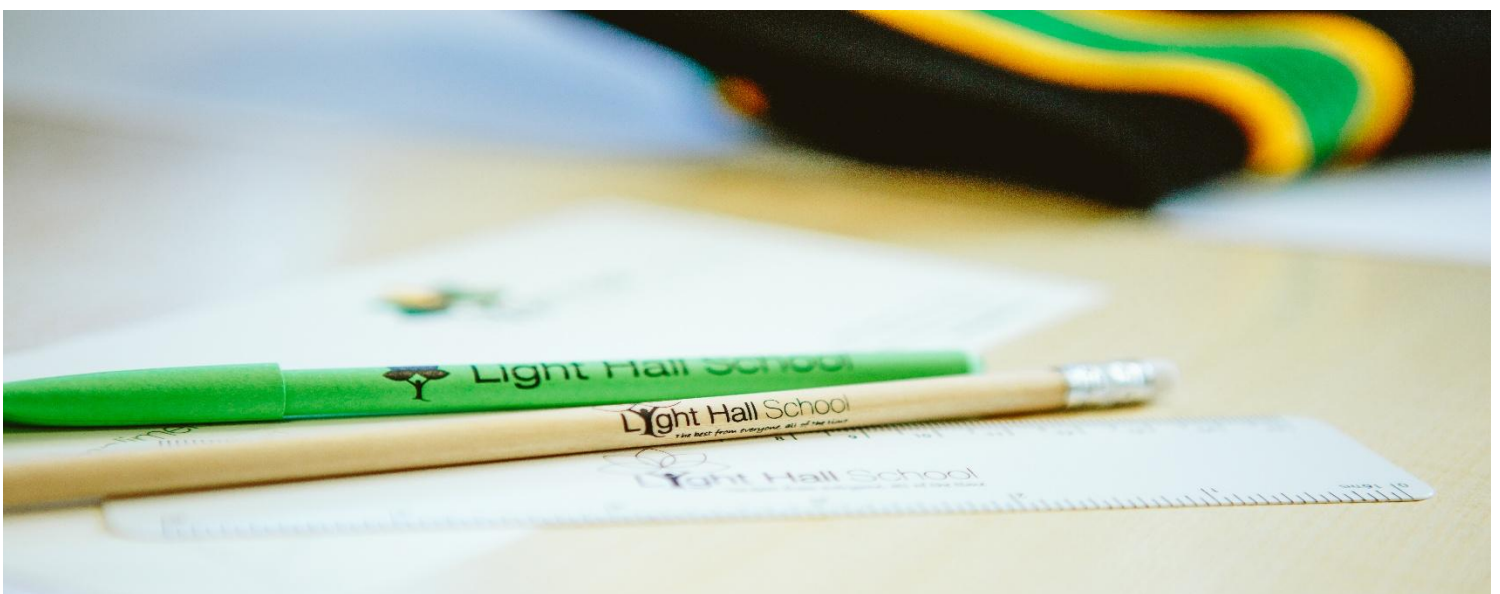
The leaves of the Light Hall tree in our emblem stand for each of our core values. We want our young people to understand and live by our core values. They are:

- ***Excellence in all we do***
- ***Love of learning***
- ***Sound moral compass, care and respect***
- ***Active participation***
- ***High aspirations and expectations***

## Our Approach

We believe we will achieve this through:

- Having the Light Hall child at the heart of all we do;
- Working together and with others;
- Communicating effectively and kindly with each other and all stakeholders;
- Pre-empting challenges before they arise;
- Working creatively, looking for solutions, not just following a set process;
- Taking responsibility, not just walking by;
- Holding ourselves and each other to account.





# Our Vision for 2027

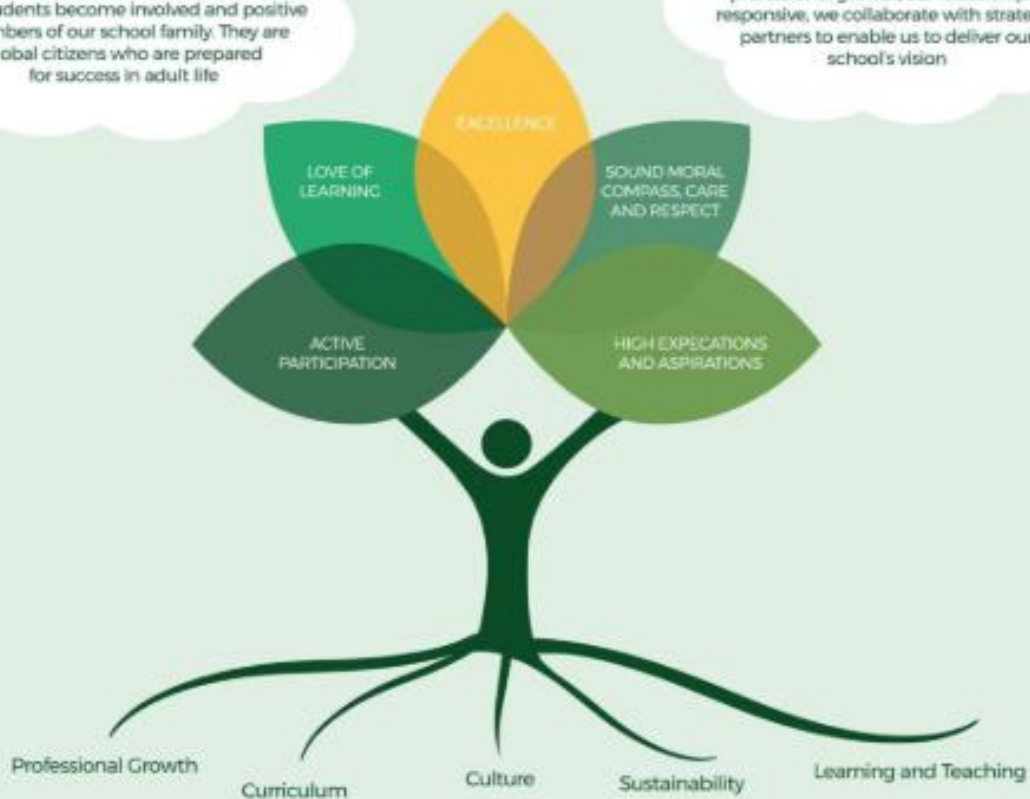
Our school is a model of sustainable best practice: our students are prepared to meet the challenge of climate change with determination and hope.

Our culture reflects our core values. We are ambitious and forward looking, we work hard and learn together, we reflect and improve, we care and nurture, we are honest and kind, everyone is supported to become the best they can be, no one is left out.

Our teaching develops resilient, confident learners, who are self-motivated and independent, making excellent progress, regardless of background, starting point or additional need.

Our curriculum is exciting and challenging, celebrating sport, the arts and community service, in addition to academic, cultural and social growth. Our students become involved and positive members of our school family. They are global citizens who are prepared for success in adult life.

Our staff are committed to continual professional growth, our leadership is responsive, we collaborate with strategic partners to enable us to deliver our school's vision.



*The best from everyone, all of the time.*

# Staff Wellbeing and Benefits

## Staff Induction

When you start working at Light Hall, we will provide you with a full induction programme with resources and information to help you settle into your new role. You will be able to access key training to enable you to work safely in your new role.

## 24 Hour GP Consultations

Available 365 days a year for staff and their children. Prescriptions can be sent directly by email or phone. Staff can access this service when they are abroad or on holiday.

## Continuous Professional Development and Learning

We are committed to ensuring staff are equipped with the skills and knowledge for their role and for their future development and progression. This includes access to learning both in school and out of school to support teacher effectiveness.

## Confidential Nursing Support

Direct access to an external nursing team for wellbeing and health related advice.

## Performance Development Reviews

These conversations will take place each term and you will have an end of year review focusing on your achievements, learning and wellbeing.

## Free Physiotherapy

You can be placed with a local physiotherapist within a week at a private physiotherapy clinic of your choice, free of charge and at a convenient time.

## Collaborative and Supportive Culture

We celebrate that we are all part of a team with the aim of doing our best for students. We have a buddy system for new staff and a dedicated staff room.

## Discounted Health Cash Plan

We are registered with the Birmingham Hospital Saturday Fund, known as BHSF, a not-for-profit health insurer which enables staff to receive cash payments towards everyday healthcare costs including dental treatment, eyesight tests, new glasses or contact lenses, and professional therapy treatments.

## Competitive Salary and Pension Schemes

Staff salaries and pay awards are applied in line with national pay awards and we provide incremental pay progression. We offer teachers access to the Teachers' Pension Scheme and support staff access to the Local Government Pension Scheme.

## On-Site Gym

We have a small on site gym that staff can use before or after school hours.

## Unlimited Counselling

Free and confidential, for any reason or life event affecting your mental health.

## Reduced Marking Load

We have recently undertaken a review of marking and as a result reduced the marking load for our staff, freeing up essential time to spend on planning high quality lessons and formative assessment

# The Role: Trainee Learning Support Assistant

## The Vacancy

The postholder will work as part of the pastoral team to provide high quality support for students across the school, with a particular focus on Key Stage 5. This post is an excellent opportunity for someone who is committed to supporting young people's wellbeing, attendance, behaviour and personal development within a supportive and inclusive school environment. The successful candidate will be approachable, organised and resilient, with the ability to build positive relationships with students, families, staff and external agencies. Experience of working in a school or pastoral setting would be beneficial, but the ability to communicate effectively, respond calmly to challenging situations and maintain high expectations for all students is essential.

## The Pastoral Team

Our Pastoral Support team is central to our inclusive and supportive approach at Light Hall. The team is here to help students navigate any challenges they may face, whether academic, social or emotional. We provide a safe and nurturing environment where students can access guidance and support services tailored to their individual needs. Working closely with students, families, staff and external professionals, our goal is to ensure that every student feels valued, supported and empowered to succeed both in and out of the classroom.



# Job Description

**Job Title:** Pastoral Manager for Key stage 5  
**Responsible to:** Head of Sixth Form

## Light Hall School Purpose

Light Hall School is committed to providing an excellent education for every student in its care. Mutual respect, high expectations and a relentless focus on progress are the expected norm. Professional development and support will be offered to all, to ensure that staff have the necessary skills and knowledge to meet the schools standards.

## Key purpose of this post

To establish and maintain a holistic overview of the pastoral, behavioural and welfare needs of Light Hall Sixth Form students and oversee the quality assurance of all aspects of student provision. To provide high-quality pastoral leadership and support to students in Key Stage 5, with a core focus on attendance, punctuality, behaviour, wellbeing, personal development and post-18 progression. The postholder will work closely with the Head of Sixth Form, tutors, teaching staff, families and external agencies to remove barriers to learning, promote high expectations and help maintain a purposeful, inclusive and aspirational sixth form culture.

## Safeguarding

All staff share responsibility for safeguarding and promoting the welfare of children as follows:

- Contribute to a safe learning environment for all students at all times;
- Adhere to the school's child protection and safeguarding policy and procedures;
- Report any concerns about the welfare or safety of a child to the Designated Safeguarding Lead (DSL) without delay;
- Maintain appropriate professional boundaries with students at all times;

## Duties and responsibilities

**The Pastoral Manager for Key Stage 5 will, under the direction of the Head of Sixth Form:**

- Be a positive role model and promote the ethos, expectations and standards of Light Hall School and the Sixth Form.
- Establish, monitor and evaluate high standards of pastoral care and support for students in Key Stage 5.
- Lead on the day-to-day monitoring, tracking and improvement of Key Stage 5 attendance and punctuality.
- Ensure accurate and timely recording of attendance information and follow up absences in line with school policy.
- Analyse attendance and punctuality data regularly to identify trends, vulnerable groups and individual students requiring intervention.
- Implement targeted strategies and early interventions to improve attendance, punctuality, reduce persistent absence and remove barriers to regular attendance.
- Conduct attendance and pastoral meetings with students and, where appropriate, parents and carers.
- Work with tutors, teaching staff, the Education Welfare Officer and external agencies to promote good attendance and punctuality.
- Track destinations information and support students who may be at risk of not moving successfully into education, employment or training.

- Provide pastoral support for students, including those experiencing personal, emotional, social or academic challenges.
- Support students with mental health and wellbeing needs, liaising with internal teams and external services as appropriate.
- Promote the cultural, social, ethical, moral and behavioural welfare and development of students.
- Promote and maintain high standards of behaviour, conduct, professionalism and study habits expected within a sixth form environment.
- Monitor and address poor study habits, disengagement and inappropriate use of independent study time.
- Support the development of students' independent learning, resilience and self-regulation skills.
- Apply the school's behaviour and Sixth Form discipline policies consistently, including sanctions and restorative approaches where appropriate.
- Work collaboratively with staff to reinforce expectations around dress code, conduct and the Sixth Form ethos.
- Provide guidance and support relating to university (UCAS), apprenticeships, employment and alternative post-18 pathways.
- Support transition into Year 12 and progression into Year 13.
- Work with key staff in school, including the Head of Sixth Form, PDLs, Assistant Headteachers, Education Welfare Officer, pastoral support staff, SENCO and Refocus Manager.
- Actively promote effective partnership working with parents and carers.
- Promote child protection and safeguarding, acting as a key point of contact for KS5 concerns and escalating concerns in line with school procedures.
- Work closely with the safeguarding team to support vulnerable learners and contribute to multi-agency meetings and action plans where required.
- Ensure inclusive support for all students, including those with SEND, disadvantaged backgrounds or additional needs.
- Maintain accurate student records relating to attendance, behaviour, safeguarding, wellbeing and pastoral interventions.
- Provide reports, data summaries and clear updates to inform leadership decisions and Key Stage 5 improvement planning.
- Contribute to the production and delivery of school policies, the School Improvement Plan and relevant sixth form improvement priorities.
- Support the school and Sixth Form ethos and represent team views, concerns and interests appropriately.
- Help identify personal training needs required to support school priorities and enhance own job performance.
- Follow the school's procedures for health and safety.
- Undertake any other appropriate and reasonable duties that may be required at the request of the Headteacher.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not an exhaustive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

***Light Hall School is committed to safeguarding and promoting the welfare of all children and young people and expects its staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Safeguarding checks in accordance with Keeping Children Safe in Education are required for shortlisted candidates which include self-declaration of criminal record and online searches. An enhanced DBS check and safeguarding checks in accordance with Keeping Children Safe in Education are required for successful candidates. This post carries safeguarding responsibilities in line with our child protection policy as detailed in the job description***

# Person Specification

Qualifications	Essential	Desirable	Method of Assessment A - Application / Letter I – Interview IT – Interview Tasks R – References
Good level of qualifications in English, maths and ICT	✓		A
Relevant degree, Qualified Teacher Status or National Vocational Qualification in supporting teaching and learning	✓		A
Qualification relating to children or qualification related to counselling of children/young adults	✓		A
<b>Experience</b>			
Experience working with young people, ideally in a school or sixth form setting	✓		A/I/IT/R
Experience working in a school environment with understanding of the education system	✓		A/I/IT/R
Experience and knowledge of child protection issues	✓		A/I/IT/R
Experience of liaison work with external support agencies, referral procedures and constraints	✓		A/I/IT/R
<b>Professional Development</b>			
Evidence of recent relevant professional development	✓		A/I
<b>Skills and Abilities</b>			
Ability to empathise with children, staff and parents	✓		A/I/IT/R
Ability to manage tasks effectively	✓		A/I/IT/R
Excellent written and verbal communication skills	✓		A/I/IT/R
Ability to solve problems creatively	✓		A/I/IT/R
Ability to communicate with students, staff and parents	✓		A/I/IT/R
Ability to maintain effective written and verbal communication with staff in other school teams such as pastoral, special needs and associate staff teams	✓		A/I/IT/R
Ability to articulate, form and maintain appropriate relationships and boundaries with children and young people	✓		A/I/IT/R
Ability to understand the concepts of excellent learning, independent learning and personalised learning	✓		A/I/IT/R
Ability to work under pressure and remain calm in stressful situations	✓		A/I/IT/R
Ability to prioritise work	✓		A/I/IT/R
Ability to travel within the school catchment area in Solihull and West Midlands. Valid driving licence with use of own vehicle for business purposes (reasonable adjustments will be considered for disabled applicants)	✓		A/I/IT/R
Commitment to and understanding of equal opportunities	✓		A/I/IT/R
To be able to work as part of a team	✓		A/I/IT/R
Ability to commit to safeguarding and promoting the welfare of young people	✓		A/I/IT/R
Ability to adhere to safeguarding legislation, policy and best practice (including KCSIE, Prevent and online safety) and recognise and respond appropriately to concerns, disclosures and risks to young people	✓		A/I/IT/R
Ability to commit to continuous professional development in safeguarding, maintaining up-to-date knowledge of statutory guidance and working collaboratively with colleagues and external agencies to promote the welfare of all young people	✓		A/I/IT/R
Commitment to promoting the health, safety and well-being of young people	✓		A/I/IT/R
<b>Personal Qualities</b>			
Professional, enterprising	✓		I/R
Outgoing, approachable, inclusive	✓		I/R
Positive, adaptable	✓		I/R
Enthusiastic	✓		I/R
Self motivated, self confident, reliable	✓		I/R
Generosity of spirit, sense of humour	✓		I/R
Committed to improving outcomes for all students	✓		I/R
Resilient, reflective and solutions focused	✓		I/R



## **The best from everyone, all of the time.**

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