



**HARTLAND
HIGH SCHOOL**

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RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Hartland High School,
125 Hartland Rd,
Reading,
RG2 8AF

Email: contact@hartlandhigh.co.uk

Telephone: 01189 370200



**HARTLAND
HIGH SCHOOL**

Dear candidate

Thank you for your interest in the role of Pastoral Lead at Hartland High School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Hartland High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our Multisite HR Administrator, Doris Liu (dliu@hartlandhigh.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Emily Davey, Headteacher

ABOUT OUR SCHOOL

At Hartland High School, our goal is for every student to climb their own personal mountain to the very best universities in the country or careers of their choosing. To achieve this, we have built our school around five pillars.

Academic Excellence

All our students will leave us with excellent grades. We recognise that to be a true vehicle of social mobility, our students must have results that enable them to make choices about their futures and leave with opportunities in front of them. We know that learning is joyful and that all children are motivated to learn when they are provided with conditions in which they can experience success and classrooms in which they feel they belong.

Character Education

Our students are taught excellent character. Our mantra 'Work hard, be kind' underpins everything we do. Students have access to a broad enrichment programme and experiences beyond the classroom that will equip them with the character required to succeed.

Pastoral Care

We recognise that adolescence is a challenging period for our young people and that with a high proportion of disadvantage in the community we serve, many of our students will require pastoral support in order to thrive. Our pastoral leaders, exceptional safeguarding and mountain rescue provision means our school is a safe and caring environment.

Community Involvement

Our community is one of our greatest assets, from parents and carers, extended families often with multiple generations who have attended our school, and other local community members and activists. And we know that parents and carers are critical in our students' journeys up their mountains.

Investment in Staff

All members of staff deserve to be treated with respect at all times. We value incredibly highly the important work that our teams and individuals do. We commit to ensuring all staff receive high quality professional development so that they can grow their careers with us or within GLT.

Hartland High School is on a rapid journey of school improvement, backed by a trust with a track record of turning around failing schools in areas of historic underperformance. This is a hugely exciting opportunity to be part of the leadership team driving forward change in a school context with high proportions of socioeconomic disadvantage.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with support pay scale, points 21-25, £33,143 to £36,363 per annum, pro-rated to £30,102.84 to £33,308.51. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

Hours of work will be Monday to Friday 8.30 - 4pm. You will work 37 hours per week, during term time plus 3 weeks (41 weeks).

PLACE OF WORK

Hartland High School, 125 Hartland Rd, Reading RG2 8AF.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Pastoral Lead
Responsible to:	Deputy Headteacher

ROLE OVERVIEW

To work with colleagues, Trustees, School Council and parents/carers, in partnership, sustaining and improving the quality of education.

Key Responsibilities

- To enable all students to develop the habits of self - discipline required to climb their own personal mountain to University and beyond
- To fulfil our commitment to disruption free learning, every minute, of every day
- To lead the day to day running of RfL
- Provide student of concern with high quality interventions to reduce the risk of suspension
- Line manage Pastoral Heads of Year

MAIN DUTIES AND RESPONSIBILITIES

- To work with the senior leadership team to improve the self - discipline of students in the school
- To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of the well-being and discipline of all students
- To support the running of the Ready for Learning room; through covering the room during the day
- To support academy attendance systems, working closely with the attendance team and with families to improve student attendance
- To support the school induction programme for new students
- To actively engage parents in the school and in their child's development
- To support detentions, running them and following up on non-attendance; this will be supported through a working day of 8am - 4pm
- To target specific groups of children to improve self - discipline
- To develop rigorous tracking systems to monitor behaviour and intervene where necessary
- To work closely with the communities and families to improve behaviour
- To investigate and follow up on serious incidents, ensuring the academy behaviour policy is upheld
- To follow up relentlessly on any reports of bullying, ensuring all students feel safe coming to school

- To support the Senior Leadership Team in ensuring disruption free learning environments
- To undertake investigations into reported misbehaviours/incidents and implement sanctions according to the school policy; this will be done in conjunction with the Senior Leadership Team
- To support the managed move process; attending meetings, working with parents and carers, working with partner schools to give the child the very best chance of success
- To not allow excuses to become a part of the culture at Hartland High School
- To support the development of positive mental health amongst students at Hartland High School
- To perform particular assigned duties at the reasonable direction of the Headteacher or his/her designated representative(s)

General

- To participate fully in the school ethos and expectations
- To give and receive feedback as part of a regular developmental cycle
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations

Such other duties may be reasonably allocated by your line manager or Headteacher.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
GCSE Grade 4 or above (or equivalent) in English, Maths and Science	x	
A Levels or further Education		x
Experience of using data tracking systems	x	
Experience of working with young people, in a school or otherwise	x	
Experience working in the local community		x
A proven track record of working hard to reach families and children		x
Experience of working in a school with high expectations of behaviour		x
A First Aid certificate, or willingness to train as a first aider is desirable		x
A relevant qualification in safeguarding, behaviour or child development		x
Personal and Professional Qualities and Attributes		
Commitment to improving the life chances of students	x	
Commitment to establishing high and rigorous standards of discipline	x	
An understanding of a 'no excuses' culture	x	
A love for working with children	x	
An understanding of kindness and how high expectations and kindness are linked	x	
Experience of working with children	x	
An understanding of working with children with challenging behaviour	x	
An ability to address groups of students	x	
A desire to improve behaviour	x	
Commitment to working within the School's Safeguarding Policy and Procedures	x	
Professional Knowledge and Understanding		

Ability to communicate with a wide range of internal and external stakeholders	x	
Understanding of Child Protection/Safeguarding	x	
Understanding of behavioural policies and their implementation in a school setting	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59 pm on 23rd July 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post in September 2026.



GREENSHAW
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