



THE NORTON  
KNATCHBULL  
SCHOOL

The Norton Knatchbull School,  
Hythe Road, Ashford, Kent, TN24 0QJ  
Headteacher: Mr. B. Greene, BA (Hons), NPQH

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## SIXTH FORM PASTORAL MANAGER

TERM TIME – 37 HOURS PER WEEK

The Norton Knatchbull School is looking for a Sixth Form Pastoral Manager. This is a permanent full-time post, term time plus 10 days, (5 INSET days plus 5 days in the school holidays by arrangement with line manager). This role is paid at Kent Range 7 - £26,515 FTE / £23,598.35 pro-rata.

Our Sixth Form Pastoral Managers play a key role in supporting students' wellbeing. This involves liaising with colleagues across the school, families and external agencies, to ensure students receive the best possible care and support. Please see Job Description for full details.

The successful candidate will:

- contribute to raising standards of student attainment, achievement and personal development by providing effective pastoral support
- contribute to helping students achieve their “next steps” by supporting the Y11 into 12 Transition programme and post 18 planning (inc UCAS) and processes and applications
- contribute to a positive “climate for learning” within the school by maintaining high standards of attendance, punctuality, conduct and appearance of students
- enhance the productive partnerships between teachers, form tutors, parents and carers, students and external stakeholders by efficient and effective communication.

Please visit our school website for an application form at [www.nks.kent.sch.uk](http://www.nks.kent.sch.uk)  
Applicants should also submit a supporting letter of application, outlining their experience and how they meet the specific role elements of the person specification. Please send completed applications by email to Catriona Dunton (HR) - [cdunton@nks.kent.sch.uk](mailto:cdunton@nks.kent.sch.uk).

Deadline for applications: **9am – Friday 30<sup>th</sup> August 2024**  
Interviews will take place as soon as possible thereafter.

NKS is committed to the continuing Professional Development and Equal Opportunities for all our staff. We support our employees in career development and respect initiative and ambition. As such we are committed to using Performance Management; formal and informal training; coaching and mentoring; and peer support to ensure the progression of our staff. In return we expect commitment and a desire to improve and excel from our colleagues. It is important for our students to understand and experience the strength and depth of a diverse community and we aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To show our commitment to this, the school has recently achieved been awarded with the Race Charter Mark.

We are committed to safeguarding and promoting the welfare of children and young people.

**Only candidates who are shortlisted will be contacted.**

**Benefactorum Recordatio Jucundissima Est**

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