



Educational Teaching Manager

Pastoral support

Applicant Welcome Pack



Huddersfield
HD5 9PG
Tel: (01484) 382140
Email: info@nlconline.org.uk

Letter from the Head of School

Dear Applicant,

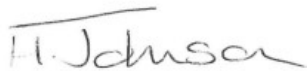
Welcome and many thanks for your interest in the vacancy at our school. This information pack will provide you with an outline of the role for which you are considering applying and I would encourage you to undertake further research into our school and its community to make sure this is a role in which you can make a significant, positive impact on the lives of our students. Additionally, it needs to be the right place for you to develop professionally and to be happy in the next stage of your career.

Netherhall Learning Campus consists of four schools, covering the full age range from 3 – 19 years, each with its own distinctive ethos; each with its own individuality and each catering to the specific needs of its students. Whilst the four schools share a common philosophy and by common expectations, each school has its distinctive characteristics that offer all students a continuous journey from Early Years entry through Key Stages 1 to 4 and beyond to Key Stage 5 via the Studio School. We are made up of a diverse community, yet we are all Netherhall.

Our ethos of '*Success for All*', caring for each other and achieving excellence, underpin everything that happens in our school. I believe education should have a positive impact on all students and that Netherhall is the right place for this to happen. We have the highest expectations of all our students in every area of school life. Our school is a caring, nurturing and ordered community with an atmosphere of calm and purposeful learning. Students are treated as individuals and we recognise and celebrate different abilities, aptitudes and interests and believe that everyone can develop through dedication and hard work. We aim to create an enjoyment for learning and a resilience that is essential for achieving excellence. We work hard to ensure every young person is happy, safe and successful – a credit to themselves, their family and Netherhall. We aim high.

A culture of excellent teaching and learning is at the heart of everything at Netherhall Learning Campus and it isn't just for students; we invest heavily in the continuing professional development of all our staff to improve the student experience. Success is not down to one thing but needs some key ingredients: strong classroom practice, an appropriate and personalised curriculum, rigorous tracking and monitoring of progress, commitment and positive behaviour for learning from students and support from home. These coupled with a love for learning and a passionate belief that all can achieve are crucial so that every student can be the best that they can be.

We look forward to welcoming you into our school community.



Heather Johnson
Head of School

Our Vision

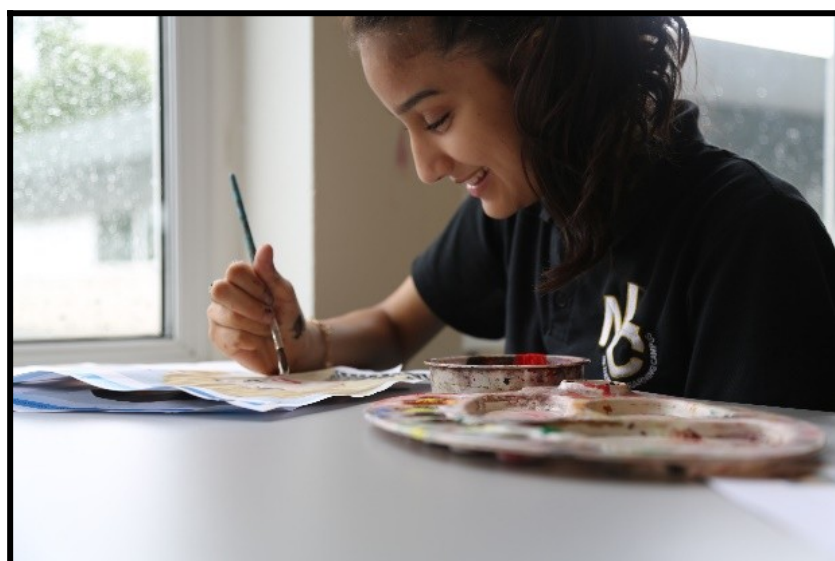
The vision of the Campus is one where everybody will aim to achieve the highest standards and where the Campus will maximise everyone's potential.

“Success For All”

We will:

- provide relevant learning experiences that will enable students to acquire the essential knowledge, understanding and intellectual, physical and creative skills to equip them for later life.

- leave students at the end of their formal and full-time education with an appetite for acquiring further knowledge, skills and awareness throughout their lives.
- create high expectations of work and behaviour so that each student achieves maximum potential.
- create a caring community whose basis is tolerance, understanding and concern for all people.
- create an inclusive and supportive environment which helps students become informed, confident, independent, involved and responsible citizens.
- encourage attitudes that enable children to be responsible members of both the school and local community and grow into well-adjusted adults and useful members of society
- recognise our responsibility to provide a safe environment in which all students feel included and valued, and in which there is celebration of all personal achievements and acceptance of diversity.
- broaden students' horizons and increase their awareness of the world.



About the Campus



Among Kirklees schools, only Netherhall Learning Campus offers children young adults with a continuous journey from Early Years entry through Stages 1 to 4 and beyond to Diploma, AS and A level studies, via the Studio School.

A continuous journey

Pupils may join any of the schools at any time. Regardless of the stage at which they start to attend, all students will experience the unique benefit of an education that has been planned by specialist teachers for all stages of a child's learning journey.

A common standard and expectation of dress, behaviour and standards of presentation:

- All students, regardless of age, are expected to observe common rules of courtesy, respect, honesty and reliability.
- Uniform is the same across the campus.
- From the start of their school career, all pupils are expected to arrive on time and with the correct equipment.
- Work is always to be presented to the best of the pupils' ability and books are to be respected and kept in good condition.

A recognition of the importance of parents and carers as partners in the learning journey of our children. A dedicated community team works across the campus to:

- Work with parents to help support their children.
- Encourage greater parent and carer participation in school.
- Support adults who may have had a career break, back into learning and into the workplaces.

High quality teaching

- Teachers across the campus meet regularly to share ideas and good practice.
- They share their expertise and help identify and meet the needs of pupils with special aptitude in their subject area.

Innovative curriculum development

- The curriculum is jointly planned by specialist teachers across the campus to prevent unnecessary repetition and stalling of progress at change of school.
- Creativity and opportunities for artistic and musical development are actively promoted and encouraged.

Information

Thank you for taking the time to read this pack where you will find information about t and the school.



If you would like to be considered for the post, please complete the application form alongside a letter of application, no more than two sides, outlining your relevant experience to date and the contribution you feel you could make to our school.

Please be assured that we take the time to read and consider all applications we receive. However, it is not possible to give feedback to candidates who have not been shortlisted.

We are committed to safeguarding and promoting the welfare of children and young people we expect all our staff to share our commitment. Further information regarding our safeguarding approaches can be found on our website. The successful applicant to this post will be subject to an enhanced DBS check and other pre-employment checks before the appointment is confirmed. **Please note CVs will not be accepted.**

Position: Educational Teaching Manager, pastoral support
Closing Date: Monday 29th June 2026 at 12pm
Interviews: w/c Monday 6th July 2026
Contract: Permanent
Grade 9
37 hours, term time plus 3 days

Completed application forms should be returned to: admin@nlconline.org.uk

For a tour of the school, please contact admin@nlconline.org.uk

Joining Netherhall Learning Campus

- Netherhall Learning Campus High School is committed to developing all staff within their roles and creating opportunities for further career progression
- **Pension** – Every employee has access to the Teachers' Pension Scheme or West Yorkshire Pension Fund.
- **Emotional Wellbeing Support** via Employee Healthcare Service including Care First a free confidential counselling service
- **Wellbeing Benefits** include annual flu vaccination, staff gym and exercise classes
- **Cycle to work scheme**
- **Corporate gym membership** – as a Kirklees employee you are entitled to the corporate rate at all Kirklees Active Leisure gyms
- **Vivup** - discounts across hundreds of the UK's high-street and online retailers
- **Totum Pro** – NUS card for professionals

Job Description

DUTIES AND RESPONSIBILITIES

1. Pupil Support/Welfare

- 1.1 Responsible for identifying any issues regarding the year group pupils and working collaboratively with both the Head of Year and SLT link.
- 1.2 Responsible for discussing sensitive issues with parents/carers, for example, behaviour, uniform, attendance, etc.
- 1.3 To promote, encourage and maintain high standards of behaviour, attendance, health and safety and uniform.
- 1.4 To observe the school's child protection and safeguarding procedures.
- 1.5 To assist in carrying out the school's behaviour for learning policy
- 1.6 To support the school's health and safety policy.
- 1.7 To provide welfare and first aid support to students at the school
- 1.8 Ensure correct storage of medications and issue the same to pupils whilst keeping appropriate records.
- 1.9 To ensure that effective and appropriate systems are developed, implemented, maintained and monitored when supporting the school's practices and procedures whilst ensuring the medical policy, first aid records and care plans are up to date.
- 1.10 Collate and provide first aid kits for all school trips and departments as necessary
- 1.11 Maintain records of student health concerns and train staff as appropriate (eg epi-pen, procedures for asthma attacks etc)
- 1.12 Liaise with immunisation team to co-ordinate sessions
- 1.13 Complete personal emergency evacuation plans for staff and pupils where necessary
- 1.14 Ensure appropriate support is in place when pupils return to school following injury, prolonged illness or operation. Ensure risk assessments are carried out.
- 1.15 Liaise with school staff regarding health issues/concerns relating to pupils.

2. Teaching Support

- 2.1 To liaise with the SENCo and attend Inclusion meetings and year group meetings to ensure that pupils' behaviour, attendance and learning is adequately supported in the year group.
- 2.2 To liaise with the Head of Year and SLT link to monitor progress of identified pupils.
- 2.3 Liaison with parents/carers.
- 2.4 To liaise with Head of Year regarding specified pupils, discussing progress, behaviour, etc. Disseminate information to teachers as necessary/appropriate.

3. Curriculum Activities

- 3.1 Co-ordinating the collection of relevant student data for a year group to provide tutors and Assistant Head with information to assist academic and personal monitoring.
- 3.2 Responsible for supporting the year group's decision making by providing and advising on relevant data.
- 3.3 Responsible for collecting, collating and monitoring relevant data.
- 3.4 Collating information on the behaviour of the year group via Arbor.
- 3.5 Co-ordinate for the year group the provision of information regarding late to lessons by pupils and provide advice to specific pupils.
- 3.6 Co-ordinate the tutor team to provide effective and efficient timetabling within the year group.
- 3.7 To organise and attend parents evening for the year group, communicating the evening to parents and staff, organising appointment sheets and liaising with caretaking teams.

4. General

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Person Specification

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children age (state relevant age), preferably in a school environment.	Application Form/ Selection Process	A
		1.2	Experience of promoting high standard of attendance.	Application Form/ Selection Process	B
		1.3	Experience of dealing with sensitive issues.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level or above including English and Maths or be able to demonstrate equivalent experience.	Application Form/ Selection Process	A
		2.2	Training in relevant learning strategies.	Application Form/ Selection Process	A
		2.3	A current first aid qualification or willing to complete	Application Form/ Selection Process	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of Child Protection Procedures.	Selection Process	B
		3.2	Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	B
		3.3	Understanding of and commitment to Health and Safety Issues.	Selection Process	B
		3.4	Understanding of child development and learning including Special Educational Needs.	Application Form/ Selection Process	A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to contribute to the effective use of ICT to support learning.	Selection Process	B
		4.2	Ability to communicate effectively with children and adults.	Application Form/ Selection Process	A
		4.3	Ability to relate to children/young people from diverse social backgrounds.	Selection Process	A
		4.4	Ability to work in a team and on own initiative.	Selection Process	A
		4.5	Ability to collect, collate and monitor relevant data.	Application Form/ Selection Process	A
		4.6	Effective organisational skills.	Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing training and development.	Selection Process	B
		5.2	Understanding of relevant policies/code of practice and awareness of relevant legislation.	Selection Process	B
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.