

# INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



## INTRODUCTION

Application for the Post of: Pastoral Director

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **8.30a.m. on Friday 17 April 2026**. Included in this pack is some information about the department, an outline job description and a person specification.

For further details and to access the application portal please see below or visit [www.wyke.ac.uk/about-wyke/staff-vacancies](http://www.wyke.ac.uk/about-wyke/staff-vacancies). If you have any queries about applying for the role, please contact [personnel@wyke.ac.uk](mailto:personnel@wyke.ac.uk), or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Jenny Anderson

H.R. Manager

# WORKING AT WYKE

Wyke is a popular and highly ambitious Sixth Form College whose aim is to be the best college in the country. The college is graded outstanding by Ofsted and draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2500 students and around 230 members of staff. We offer a wide range of A Level courses as well as some highly successful vocational courses and GCSE Maths and English.

Each A-level, GCSE or vocational qualification is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. Some development activities take place on one of the Development Days spread across the year while other sessions are during afternoon workshops or activity which happens whenever is convenient for those involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

# STAFF BENEFITS

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Employee Assistance Programme
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips

# PASTORAL CARE AT WYKE SIXTH FORM COLLEGE

Wyke is an amazing place to work and study and we are immensely proud of the pastoral systems that we have in place at the College. Everything that we do here is built around our four core values of Pride, Academic Excellence, Ready for the World, Thriving in a Caring Community. We want all of our students to be the very best versions of themselves, achieve amazing results, progress into professional destinations and make a positive contribution to society. To achieve this we have invested significantly into a support infrastructure that can respond to the varied and often complex needs of our students. A system that promotes resilience, but does so in a supportive, caring and understanding way.

The Pastoral Director holds a key role on the College Leadership Team and includes responsible for:

- The line management of two of the four Progress Leads (who in turn line manage a caseload of Progress Tutors).
- Teaching in their subject area (four lessons per week).
- The design of the tutorial scheme of work (including PSHE, citizenship and careers IAG).
- Chair team meetings and attend College Leadership meetings.
- Design and manage quality assurance processes and reporting and ensure compliance for your area of responsibility.
- Manage systems and processes including behaviour management, attendance and student retention, destinations,
- Acting as a Deputy Designated Safeguarding Lead.

You will work alongside the Tutorial, Safeguarding, Additional Learning Support, Curriculum and Careers teams to ensure all students are provided with an outstanding level of support whilst they are at the College.

# JOB DESCRIPTION

<b>Job Title :</b>	Pastoral Director
<b>Reporting to :</b>	Vice Principal Pastoral
<b>Member of:</b>	Tutor team, CLT and other meetings as agreed
<b>Overall Purpose:</b>	<p>As a Pastoral Director you are responsible for ensuring the quality of Pastoral support offered to all students at the college. You will act as a Deputy Designated Safeguarding Lead, ensuring you have up to date training to carry out the role.</p> <p>You will line manage the Progress Leads, intervening and supporting them with the management of their tutors and students.</p> <p>You will be responsible for Quality Assurance across the Progress Tutor Team, including Behaviour Management, FTS, SoW, Attendance, Destinations, programme of study and retention (student leavers). You will be responsible for the data management of these areas and the systematic and timely reporting of this to various audiences.</p> <p>As a tutor and advocate, you offer academic, learning, and personal guidance to groups of students. You are the key guide to your students in achieving success in their programme of study, helping them to develop the means of success. You will act as the advocate of the student in representing their best route to success within the scope of their learning agreement.</p> <p>Included in this job description are the duties which shall be deemed to be included in the professional duties which a teacher employed by Wyke Sixth Form College may be required to perform.</p> <p>You will take on the role of Lead Teacher for Children who are looked after.</p>
<b>Policy and Procedure:</b>	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.

## Key Duties

<b>Quality of Tutorial Provision</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>• Line manage allocated Pastoral Leads, overseeing the Progress Tutors they manage and students in their groups as well as their own. You will also manage the Student Support Officer.</li> <li>• Quality assure the UCAS process, liaising with the Vice Principal and Head of Careers.</li> <li>• Quality assure the progress log system throughout the year and at set Progress Points with SLT and the TLA Assistant Principal.</li> <li>• Lead high level parental meetings where required.</li> <li>• Co-lead the Tutor meetings with the other Pastoral Director</li> <li>• Liaise with the Vice Principal in charge of safeguarding and the Safeguarding Officer where necessary</li> </ul>
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# JOB DESCRIPTION

- Meet weekly with the Vice Principal in charge of pastoral care
- Ensure schemes of work are written, followed, and updated.
- Liaise with SLT and curriculum colleagues on the Behaviour Management System and policy.
- Assist with pastoral voice procedures.
- Work cohesively with the other members of CLT to ensure that the College middle management team are effective.
- Review and regularly monitor attendance strategy within the college, using appropriate data to increase attendance and engagement levels.
- Ensure all students destination data is tracked and monitored.
- Ensure robust leaver processes are in place to maximise student retention .
- Oversee the Change of Course and Transition process to ensure students are on the most beneficial programme of study.
- Quality assure the Fit To Study process.

## Tutoring / Advocacy

### You

- Enrol students, guiding them to the most appropriate programme of study.
- Guide students to success in their programme of study.
- Exemplify respect in all your interactions with students and others.
- Monitor student progress in ways which will inform and facilitate guidance for success.
- Work with the Wider Pastoral Management team and other relevant colleagues to
- Continuously review and improve processes of guidance and support of students which optimise success
- Plan effective ways of meeting the needs and developing the aspirations and personal autonomy of students
- Develop progressively more responsive and effective communication concerning guidance of students, including communication with parents/ advocates.
- Interview your tutees individually to an agreed programme of frequency, using the interviews to guide the student in their planning of learning.
- Act upon your understanding of your tutees' readiness for learning to assist and support them in being successful.
- Receive, respond to and act upon referrals by teaching and other staff.
- Interact continuously with teaching and other staff to ensure your tutees' needs are fully addressed.
- Consult with and inform parents/advocates concerning tutees' progress, both through the College programme of consultation opportunities and responsively, as necessary.
- Support students in
  - being healthy
  - staying safe
  - enjoying and achieving
  - making a positive contribution
  - achieving economic well-being.

# JOB DESCRIPTION

	<ul style="list-style-type: none"> <li>• Refer students to other agencies and sources of guidance appropriate to their needs.</li> <li>• Guide students through induction to the College and the opportunities and expectations available within it.</li> <li>• Advise students regarding their progression aims and the means of attaining them.</li> <li>• Write references for all your tutees and guide them in making applications for progression.</li> <li>• Guide students through the UCAS process, ensuring that they make the most appropriate choices to meet their aims and produce the highest possible quality of application, co-ordinating your work with the Head of Careers.</li> <li>• Work with MIS/Office staff in the keeping and sharing of records concerning progress, achievements, guidance and significant interactions for your tutees.</li> </ul>
<p><b>Teaching:</b></p>	<p>You</p> <ul style="list-style-type: none"> <li>• Teach a group tutorial programme, participating in planning and the design of materials.</li> <li>• Facilitate a rolling programme of 1 to 1s with your tutees to track and monitor and support their engagement at the college.</li> <li>• For this and other subject teaching, you:</li> <li>• plan and prepare courses and lessons.</li> <li>• teach, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere.</li> <li>• assess, record and report on the development, progress and attainment of students, in each case having regard to the curriculum for the College.</li> </ul>
<p><b>Other activities:</b></p>	<p>You</p> <ul style="list-style-type: none"> <li>• record and update any Safeguarding concerns via CPOMS.</li> <li>• work with the liaison team to interview and offer course guidance to prospective students.</li> <li>• promote the general progress and well-being of individual students and of any class or group of students assigned to you.</li> <li>• provide guidance and advice to students on educational and social matters and on their further education and future careers; including information about sources of more expert advice on specific questions; making relevant records and reports.</li> <li>• make records of and report on the personal and social needs of students.</li> <li>• communicate and consult with the parents of students including attending consultation evenings, new parents' evenings, and open evenings as required.</li> <li>• communicate and co-operate with persons or bodies outside the college.</li> <li>• participate in meetings arranged for any of the purposes described above.</li> <li>• undertake continuing professional development as appropriate .</li> </ul>

# JOB DESCRIPTION

<b>Assessments and reports:</b>	The Pastoral Directors will have formal reviews with SLT. A formal report will be presented during these reviews. These will be presented to the curriculum SLT (SAR and QIP).
<b>Appraisal and Staff Development:</b>	<p>You</p> <ul style="list-style-type: none"> <li>• Participate in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government;</li> <li>• Review from time to time your methods of teaching and programmes of work.</li> <li>• Participate in arrangements for your further training and professional development.</li> <li>• Support team members in maintaining positive mental health and well-being in relation to work, accessing training and advice when needed and signposting on as appropriate.</li> </ul>
<b>Educational methods:</b>	<ul style="list-style-type: none"> <li>• You advise and co-operate with the principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.</li> </ul>
<b>Discipline, health and safety:</b>	<ul style="list-style-type: none"> <li>• You maintain good order and discipline among the students safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.</li> </ul>
<b>Staff meetings:</b>	You participate in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.
<b>Cover:</b>	<p>You supervise and so far, as practicable teach any students whose teacher is not available to teach them, provided that no teacher shall be required to provide such cover,</p> <p>a) After the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or</p> <p>Where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced: unless:</p> <ul style="list-style-type: none"> <li>i) they are a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher'); or</li> <li>ii) the college have exhausted all reasonable means of providing a supply teacher to provide cover without success; or</li> <li>iii) they are a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the college.</li> </ul>

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<b>Public examinations:</b>	<ul style="list-style-type: none"> <li>You participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.</li> </ul>
<b>Management:</b>	<p>You</p> <ul style="list-style-type: none"> <li>Contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers and progress tutors / progress leads.</li> <li>Co-ordinate or manage the work of other staff.</li> <li>Take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.</li> </ul>
<b>Administration:</b>	<p>You</p> <ul style="list-style-type: none"> <li>Participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials.</li> <li>Attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after college sessions.</li> </ul>
<b>Other duties:</b>	<p>This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the principal and the job description itself may be revised from time to time (after discussion with the principal) as the needs of the College change.</p>

# PERSONAL SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>EDUCATION</b>		
	Educated to degree level	
	Teaching qualification appropriate for the sector	Participation in professional development in the fields of tutoring / guidance / learning support/teaching.
		Training to Level 2 in Safeguarding
<b>KNOWLEDGE AND EXPERIENCE</b>		
	Previous experience of successful tutoring and/or teaching	Experience of leading a large area of provision/team in curriculum or pastoral
	Knowledge of educational and career guidance for progression	
	A developed knowledge of the educational curriculum at levels 2 and 3	
	Experience in negotiation with parents and other advocates	
	Understanding of how to keep young people safe and ensure equality of opportunity for all learners	Understanding of statutory policy and process in relation to New Ofsted Framework/safeguarding/
<b>SKILLS &amp; APTITUDE</b>		
	Sound judgement and ability to respond appropriately to challenging situations	
	Ability to think and plan empathetically in the guidance of students	Ability to transform the prospects of young people experiencing significant personal difficulties
	Ability to drive quality improvement and challenge underperformance	
	Excellent interpersonal skills when liaising with students, parents, and colleagues	
	Excellent time management in a context of diverse and always varying activity	
	The skills necessary to ensure successful teamwork and excellent motivational skills	
	Creativity and organisation in the design and teaching of programmes of learning	
	A seeker of effective routes and solutions to complex problems.	
	Evidence and experience of successfully managing complex parental queries and concerns	
	An ability to analyse data and produce reports in a timely manner.	Previous responsibility for writing and presenting Self-Assessment Reports
<b>PERSONAL QUALITIES</b>		
	Confident and able to liaise and build relationships effectively at all levels	
	Resilience, in the face of contentious, sometimes emotionally disturbing, challenges	
	Proven ability to work on your own initiative and as a member of a team	

## FURTHER INFORMATION CONTACT

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**Wyke**  
SIXTH FORM COLLEGE

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