



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Required as soon as possible:

Pastoral Manager

Grade 5, 37 hours per week term time

Full-time equivalent salary £26,403 - £27,254. Pro-rata paid salary £22,927-23,666.

Cannock Chase High School is a vibrant and ambitious learning community. We are seeking to appoint a Pastoral Manager with excellent ability to support the welfare and promote the holistic development, academic achievement and extra-curricular participation of all students in specific Year groups in liaison with the Pastoral Team. The successful candidate will be supporting students with personal, social, developmental and behaviour problems to help them identify and realise their potential both inside and outside of school. You will have a solution focused aptitude and will liaise with colleagues across the school to resolve any challenges effectively and efficiently.

The successful candidate will be part of the wider pastoral team and will contribute to ensuring high standards of behaviour, personal presentation with regards uniform, attendance and punctuality, by each student, and ensure that the school Behaviour Policy is adhered to at all times.

You will have experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances. You will be able to communicate effectively with staff, parents, carers and external agencies, and use Microsoft Office based systems. Experience using SIMS is desirable, however, full training will be given. You will be able to prioritise your workload and work accurately in a busy school environment. We are looking for someone who is dedicated and hard-working and will put the needs of all students and the smooth running of the school at the heart of what they do.

Cannock Chase High School is an 11-19 state funded comprehensive school with Academy Status and over 1,100 students on roll. We have been judged as 'good' by Ofsted in our latest inspection. Our school has a relentless focus on the highest standards of academic achievement, personal development and equality of opportunity. In everything we do, we are dedicated to reaching our school goal: 'Achievement for All'.

Once candidates have been notified that they have been invited for interview, references will then be requested.

How to Apply

- Complete an Application Form (*please ensure you complete all the question in full*) along with an accompanying letter of application.
- Applications are to be sent to reach the school by the closing date and time (e-mail applications are welcomed: headteacher@cannockchasehigh.com).
- Within your letter of application, please state what experience you have of working with children and adults, any qualifications you have gained and why you would like to work in our school in this particular role.
- The post is subject to enhanced DBS clearance, medical clearance and receipt of two positive references. Your referees should be easily accessible, including by e-mail, to help with the selection process.

Please refer to the full job description and person specification, which is available from the Headteacher at the school or via the website: <https://www.cannockchasehigh.com/about-us/jobs-at-cchs>. All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. If you would like to discuss this role or arrange a tour of the school, please contact Mrs Mills, 01543 502450 ext 231 (c.mills@cannockchasehigh.com), in the first instance.

Cannock Chase High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safer recruitment practices and the successful applicant will be required to apply for an Enhanced Disclosure and Barring Service check.

Closing Date: Friday 26 June 2026, 1pm (interviews will be held as soon as possible thereafter)

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Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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INTEGRITY

TEAMWORK

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RESILIENCE