



May 2025

Dear Applicant,

On behalf of the Governors of Lytham Hall Park Primary School, I would like to thank you for your interest in the position of Pastoral Lead.

Lytham Hall Park is an over-subscribed community primary school catering for over 400 children between the ages of three and eleven years. We are a school housed in a modern building, with beautiful grounds, which we use regularly. We have a forest school onsite which is led by a member of our team. We are a two-form entry primary school with an admission number of 60 pupils each year and a nursery.

The appointed candidate will be a highly motivated Pastoral Lead, who will work with our Senior Leadership Team to support our children and families. We value positive relationships between home and school, knowing that this is the key to our children's happiness and confidence in school, resulting in their achievement. The successful candidate will have the ability and commitment to build, maintain and nurture these important relationships.

As our Pastoral Lead, you will play a vital role in our school team. The successful candidate will be resilient, confident, able to communicate effectively, able to work calmly under pressure and have the ability to relate to both children and adults.

Our expectations for the role of Pastoral Lead:

- one to one support for children with social, emotional or behavioural barriers to learning
- parenting advice and support
- signposting families to services and external agencies
- small group support to deliver targeted interventions
- leading the Early Help Assessment (EHA) process
- being Lead Professional for some Team Around the Family (TAF) plans
- leading attendance and punctuality
- liaising with the Senior Leadership Team and holding Pastoral Support Reviews
- liaising with the SENCO and external support agencies
- providing behaviour support over lunch time from 12-1.15pm
- undertaking home visits as required and attending meetings in family homes
- act as Deputy DSL contributing to the development and monitoring of safeguarding policies, practices and procedures

We are looking for someone with experience and a proven track record in demonstrating positive outcomes for families. This could come from a school background or from work in Children's Centres or family support work through Children's Social Care. We look forward to hearing about your experience in your letter of application.

The successful candidate must have flexibility in the hours they work and an understanding that the hours must reflect and respond to the needs of our children and their families. The position is 37 hours. However, a standard week would be:

Monday 8.30am – 4.30pm  
Tuesday 8.30am – 4.00pm  
Wednesday 8.30am – 4.30pm  
Thursday 8.30am – 4.30pm  
Friday 8.30am – 4.00pm

Lunch is 30 minutes daily and will be taken outside the children's lunch hours which are 12pm-1.10pm. This position is term time only plus 37 hours during school holidays. If successful, the salary received will be paid on a pro-rata basis.

A driving license is essential as you may accompany parents to meetings and will be expected to attend meetings. Training will also be organised for the role of Designated Safeguarding Lead (DSL).

If you would like to visit our school prior to making an application please contact the office to arrange a visit on 01253 738864

**Dates for school viewings are available:**

Monday 2<sup>nd</sup> June at 1.30pm  
Tuesday 3<sup>rd</sup> June at 9.30am

**Closing date for applications:**

Monday 16<sup>th</sup> June at 12noon

**Proposed Interview Date:**

Wednesday 25<sup>th</sup> June

**For an informal discussion please contact:** [enquiries@hallpark.lancs.sch.uk](mailto:enquiries@hallpark.lancs.sch.uk)

Lytham Hall Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the appointment and interview process will thoroughly explore issues relating to safeguarding and promoting the welfare of children.

Thank you for your interest in our school and I look forward to receiving your application and wish you every success.

Yours sincerely,

Kerry Ainsworth  
Headteacher