



**ATHENA**  
LEARNING TRUST

## Pastoral Support

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Applicant Pack

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**Closing date:**

Tuesday 9th June 2026

**Interview date:**

TBC

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## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

<b>Job Title:</b>	Pastoral Support
<b>School Base:</b>	The Ilfracombe Academy
<b>Closing Date:</b>	09/06/2026
<b>Interview Date:</b>	TBc
<b>Vacancy Start Date:</b>	September 2026
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£13.45ph



## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Car Schemes:** car schemes that cater to your commuting needs

**Perkbox:** discounts, benefits, and rewards to enhance your lifestyle

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

## People

passionate about making a difference in the lives of each other and our students

## Development

investing in our employee's growth and development

## No burn out

cut low-impact workload and champion staff wellbeing

## Support

valuing our employee time and impact by investing it well and providing wrap around support

## Flexibility

flexible working to promote work-life balance where possible



## Role Summary

The purpose of this role is to provide all pastoral support to our students with a focus on essential behaviour and safeguarding support with the primary goal of promoting their overall development and progress.

This role will embody the Athena values and take responsibility for their part in delivering world class education for our students. You will look forward and dream big so that we continually learn to provide the very best support to our students.

A young woman with long brown hair is playing a cello. She is looking down at the instrument with a focused expression. The cello is a rich, warm brown color. The background is dark and out of focus.

## What you will be doing

### **Build Knowledge:**

- Work closely with the Safeguarding team, attendance team and HOY to gain a deep understanding of the students' needs and the support required for their well-being.
- Stay informed about relevant policies, procedures, and legislation concerning student welfare, safeguarding, and data protection.
- Collaborate with external agencies such as Social Services, Kooth, CAMHS, and the School Nurse to enhance the support network available to students.
- To attend staff meetings and school-based INSET as required.

### **Build Trust**

- Play a major role in caring for and guiding students ensuring a safe and supportive environment.
- Prioritise the well-being of vulnerable students, including pupil premium and SEN students, within the assigned responsibility area.
- Develop open and positive channels of communication with students to gain their trust and encourage them to share their concerns.

### **Prioritisation**

- Respond promptly to identified concerns from staff or students themselves, addressing urgent issues effectively.
- Support great attendance for our students with prompt and thorough follow up, including liaison with parents/carers and advising on interventions.
- Provision of early help support, attendance to TAF meetings and keeping accurate records of these cases.

### **Clarity and Energy**

- Foster a welcoming and encouraging atmosphere for students showing genuine care and empathy in interactions.
- Assist tutors and other staff members in maintaining strong communication with parents/guardians to create a supportive partnership in students' development.
- Work with the safeguarding team to support meetings with students and parents/guardians as necessary, providing clear guidance and support tailored to their needs.

### **Follow Up**

- Maintain accurate and up-to-date records of student information, incidents, and progress using the school systems.
- Undertake administrative tasks related to behaviour support and handle general inquiries related to the academy efficiently.
- Monitor CCTV and promptly report any incidents or concerns to the relevant parties.
- Facilitate the college detention system and collaborate with Heads of Year, Tutors and pastoral staff for cohesive student support.
- Ensure students have the correct equipment and uniform through greeting.

## How you will be doing it

### **Dream Big**

- Deliver value opportunities for world class education for all students
- Encourage students to explore career opportunities and experiences

### **Take Responsibility**

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.
- Championing and supporting students attendance through regular routines
- Support disruption-free learning in every lesson

### **Be Kind**

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.
- Support exceptionally positive culture of year group.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





### **Qualifications**

- GCSE C or above (or equivalent) in Maths and English
- A relevant qualification in pastoral support (desirable)

### **Experience**

- Practical skills supporting students in a learning environment
- Experience in specialist support for students
- Ability to support learning through ICT
- Strong ability to build relationships with students, parents and peers
- Able to work alone and as part of a team
- Emotionally resilient with a positive approach to your role

### ***Desirable***

- Experience in a similar role

## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference in a rewarding and meaningful career in education.