

# University Academy Holbeach

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN



## Job Application Pack: Pastoral Support Worker

Part Time

Salary: £23,904.48 to £26,334.05 (actual)

Start date: 1<sup>st</sup> September 2026

# About the Role

Thank you for your interest in the position of Pastoral Support Worker at UAH.

To provide quality pastoral care and education support to all pupils within the designated year groups helping to meet the needs of all pupils.

Interested candidates can:

- Support our Heads of Year within school to provide first point of contact between parents' and school and liaising with colleagues and students.
- To assist Heads of Year in removing barriers for students' achievement.
- To assist Heads of Year with investigating pastoral issues between pupils.
- To communicate with parents / carers with respect to attendance, behaviour and safeguarding.
- Support the DSL and DDSL with year group specific safeguarding issues.
- To develop and maintain confident and sustained professional relationships with students.
- To administer the school's attendance and behaviour systems, adhering to school policy and procedure to investigate unauthorised absences.
- To ensure records are appropriately accurate, detailed and confidential.
- Supporting the School's Positive Behaviour and Attendance policies including supervising IEC, detentions, removal room and attending staff call outs.

*Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.*

*University Academy Holbeach is committed to the safeguarding and promoting welfare of children and young people. All pre-employment checks undertaken are in line with "Keeping Children Safe in Education".*

*All posts are subject to an enhanced DBS check and Child Protection screening.*



# How to Apply

If you wish to know more about this exciting opportunity, need further information or would like to arrange an informal discussion please contact Natalie Lamb using [natalie.lamb@uolat.co.uk](mailto:natalie.lamb@uolat.co.uk) who will arrange this.

Ambition | Inclusion | Integrity

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# Pastoral Support Worker

## Job Description

Ambition | Inclusion | Integrity

**Job Title:** Pastoral Support Worker

**Salary:** £23,904.48 to £26,334.05 (*actual*)

**Start Date:** 1st September 2026

**Reports to:** Vice Principal Behaviour & Inclusion  
Part Time

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### Job Purpose & Key Responsibilities

UAH is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

To provide quality pastoral care and education support to all pupils within the designated year groups helping to meet the needs of all pupils.

### Specific areas of responsibility and key tasks

#### Key Duties

- Support our Heads of Year within school to provide first point of contact between parents' and school and liaising with colleagues and students.
- To assist Heads of Year in removing barriers for students' achievement.
- To assist Heads of Year with investigating pastoral issues between pupils.
- To communicate with parents / carers with respect to attendance, behaviour and safeguarding.
- Support the DSL and DDSL with year group specific safeguarding issues.
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|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Summary of Responsibilities</b></p>     | <ul style="list-style-type: none"> <li>• Supports colleagues dealing with problems as and when they arise e.g. supervising students, and communicating actions to the relevant staff when necessary.</li> <li>• Liaises with Heads of Year, Head of Department, Teaching Staff, Learning Support Staff and Senior Staff, etc. as necessary.</li> <li>• Liaises with parents of students, regarding their behaviour and attendance.</li> <li>• Provide clerical and administrative support in meetings and case conferences, e.g. with external agencies, Attendance Officers, when planning/processing Pastoral Support Programmes.</li> <li>• Deals with all correspondence, preparation of standardised letters, other documentation and reports as required relating to student welfare, behaviour, attendance and general duties e.g. taking messages, making calls, arranging appointments, photocopying, filing, etc.</li> <li>• Deals with queries or problems relating to students, e.g. by interviewing students involved in incidents, by telephone, in writing or by liaising with relevant school staff and parent/carers.</li> <li>• Supports transition process for students when joining the school.</li> </ul> |
| <p><b>Requirements for all colleagues</b></p> | <ul style="list-style-type: none"> <li>• Employees are expected to comply with any reasonable request from a line manager, Senior Leader or Chief Executive Officer to undertake work of a similar level that is not specified in this job description.</li> <li>• To undertake other duties that are in accordance with the purpose and grade of the post, as agreed with the Chief Executive Officer.</li> <li>• To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.</li> <li>• To work positively with colleagues, pupils, parents and external agencies, regardless of their gender, ethnicity, sexuality, age or disability.</li> <li>• To attend staff briefings, meetings and training sessions as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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# Pastoral Support Worker Personal Specification



## Site Manager Person Specification

| a) Training, qualifications, skills and experience                                                                           | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| GCSE in Maths and English A*-C (or equivalent)                                                                               | Y         |           |
| Experience working in a school environment                                                                                   |           | Y         |
| Good command of formal English.                                                                                              | Y         |           |
| Knowledge of health and safety legislation.                                                                                  |           | Y         |
| Strong organisation and communication skills.                                                                                | Y         |           |
| Competent ICT skills e.g. excel and word                                                                                     | Y         |           |
| Be well organised, honest, reliable and flexible in your approach                                                            | Y         |           |
| b) Personal Attributes                                                                                                       | Essential | Desirable |
| Excellent communication skills, both written and oral                                                                        | Y         |           |
| Self-motivated, enthusiastic, optimistic and energetic                                                                       | Y         |           |
| Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations | Y         |           |
| An appreciation of the school environment and learning needs of pupils                                                       | Y         |           |
| Resilient / Emotional resilience                                                                                             | Y         |           |
| Flexible and positive approach to new challenges and opportunities                                                           | Y         |           |
| Ability and willingness to follow instructions                                                                               | Y         |           |

|                                                                                                                                              |                  |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Professional approach and dress                                                                                                              | Y                |                  |
| A willingness to undertake all training as required                                                                                          | Y                |                  |
| High attention to detail                                                                                                                     | Y                |                  |
| Excellent attendance, punctuality and organisation                                                                                           | Y                |                  |
| Ability to self-evaluate and reflect                                                                                                         | Y                |                  |
| Attention to detail and high standards of work                                                                                               | Y                |                  |
| Ability to be respectful and promote equality of opportunity, inclusion and diversity at all times                                           | Y                |                  |
| <b>c) Safeguarding</b>                                                                                                                       | <b>Essential</b> | <b>Desirable</b> |
| Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures | Y                |                  |
| A commitment to the welfare and safeguarding of children and young people                                                                    | Y                |                  |
| A commitment to promoting the welfare of young people                                                                                        | Y                |                  |
| Commitment to form and maintain appropriate relationships and personal boundaries with young people                                          | Y                |                  |

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



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