



Westfield School

Pastoral Assistant – x3

Applicant Pack



Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	5
Support for Students.....	5
Support for Teaching and Learning	5
Support for the trust/school	6
Changes to these duties.....	6
Person Specification	7
Job Title: Pastoral Assistant.....	7
Experience.....	7
Knowledge and skills.....	7
Personal Attributes.....	7
Westfield School.....	9
Chorus Education Trust	10

The vacancy

Post advert

Deadline for applications:	11.59pm on 11 December 2025
To start:	ASAP

We are looking to appoint 3 x pastoral assistants

These roles will support pastoral and inclusion work within school. It is predominantly a student facing role working with colleagues to support our students to succeed and achieve. The roles will assist in implementing the behaviour management systems in school, including being 'on call' and collecting students from classrooms. It will also include contributing to the smooth running of our internal behaviour intervention room, including supporting and intervening with students. Staff will also be assigned to a year group to promote positive working relationships between school and home.

Adopting a confident and compassionate approach, you will provide students with information, advice and support to enable them to make positive decisions in relation to their attitude to learning, progression, behaviour, punctuality attendance.

The successful candidate will need excellent communication skills and experience of working with students aged 11-16 years.

The successful candidate will also need to establish productive working relationships with students, acting as a positive role model and setting high expectations, as well as working closely with teaching staff and pastoral teams.

If you want to work in an inspiring, fully inclusive environment with students who want to succeed and alongside friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team, a school with strong leadership, and a Trust who is committed to providing professional development and opportunities for all colleagues.

Role summary

Post title:	Pastoral Support Assistant
Profile:	LD 3
Grade:	Grade 4
Grade spinal point range:	SCP 7 to 12
Salary:	£26,403 – £28,598 (pro rata £22,709 - £24,597)
Accountable SLT post:	Asst Head - Inclusion
Line manager (if different):	Head of Key Stage
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Students and other Teaching and Support staff

Holiday and sickness relief:	By and for other pastoral staff
Purpose of post:	To provide support to pastoral teams including supporting the implementation of the behaviour management systems in school and contribute to the overall effective administration of the school
Version revised:	January 2023
Contract:	37 hours/39 weeks permanent

Job description

The post holder must at all times carry out his/her responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Support for Students

- Provide pastoral support to students
- Promote punctuality and positive lesson attendance with identified cohorts of students
- Support the implementation of the schools behaviour management system for example supporting 'on call' and 'lesson remove'
- Supervise students at unstructured times to ensure respectful behaviour
- Receive and supervise students excluded from, or otherwise not working to, a normal timetable (by arrangement with the KS4, KS3 and Y7 Leaders)
- Attend to students' personal needs and provide advice to assist in their social, health & hygiene development
- Participate in the identification of students to determine those in need of particular help
- Respond to emotional, social, health and well-being issues of students, and their families, where difficult or challenging making the appropriate referral
- Support in resolution of conflicts/issues that may be a barrier to student learning and engagement
- Assist the KS4, KS3 and Year 7 Leaders with the implementation of plans such as - Individual Education/ Behaviour/ Support/ Mentoring
- Establish productive working relationships with students, acting as a role model to challenge and motivate students, promote and reinforce their self-esteem
- Provide support for distressed students
- Assist the speedy/effective transfer of students across phases/integration of those who have been absent

Support for Teaching and Learning

- Support Teachers and cover teachers to start and teach effectively by promoting punctuality, attendance and routines
- Support with pastoral admin, for example updating records in the appropriate management information systems (MIS), as agreed with other staff, and contributing to reviews of systems/records as requested
- Dealing with highly confidential and sensitive information about students and parents/carers – including disclosures, safeguarding, information from primary or previous schools about student's home life, illnesses, special educational needs.
- Assist in the development and implementation of appropriate behaviour management strategies
- Assist in the development, implementation, monitoring and administration of systems relating to attendance and integration. Including identification of groups and working with appropriate parents, carers, Education Welfare Officer etc to encourage improvement.
- Assist in the production of relevant key stage marketing materials for events, prospectus, including organisation of open evenings and other appropriate events.

- Working to the standards set for the whole school administration team - provide Key Stage Leaders with admin support e.g. dealing with correspondence, enquiries, making phone calls, compilation/ analysis/reporting on attendance, exclusions, etc
- Covering Key Stage office duties when Key Stage Leaders teaching etc and unavailable
- Support extracurricular and enrichment activities

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Pastoral Assistant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Experience			
Experience of working in a school environment with pupils of a relevant age		✓	A/I
Experience of working with young people who have emotional or behavioural difficulties		✓	A/I
Qualifications			
Grade 4 or above at GCSE in English or equivalent qualification	✓		A
Grade 4 or above at GCSE Maths or equivalent qualification		✓	A
Knowledge and skills			
Good inter personal skills that enable good relationships with young people and their parents/carers	✓		A/I
Can manage the behaviour of pupils in an effective manner	✓		A/I
An ability to convey authority and earn pupils respect, to treat them with respect, apply boundaries and motivate	✓		I
The ability to work both independently and as member of a team	✓		A/I
Experience of working with students to make positive choices about their attitude to learning, progression, behaviour or attendance	✓		A/I
Good organisation skills and efficient working practices	✓		A/I
Effective positive and proactive communication both orally and in writing	✓		A/I
Can use ICT effectively including utilising a wide range of data		✓	A/I
Personal Attributes			
Confident and effective approach to working with young people	✓		A/I

Flexibility and willingness to support whole school as when required.	✓		A
Be able to work calmly under pressure	✓		A/I
To be a good role model	✓		A/I
Child Protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		A/I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.