

Secondary

Academy
Transformation
Trust

Pastoral Support Officer

Application Pack

Bristnall Hall Academy

Oldbury, West Midlands



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01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



Bristnall Hall Academy is part of the Academy Transformation Trust family of academies.

Bristnall Hall Academy is an 11-16, unique community academy with an extensive offering supported by a strong reputation for partnerships and inclusivity. We are a thriving and oversubscribed academy with a well-established reputation for outcomes for students. In August 2024, our Progress 8 of +0.59 made us the highest performing Academy in Sandwell again.

We are very pleased to be an Outstanding academy, following on from our inspection in November 2023. Inspectors stated that Bristnall Hall Academy is a “truly inclusive and harmonious school” and that “everyone is proud to be part of a close-knit school community that is working together with a common purpose.” Our staff “feel valued” and our classrooms “ooze enthusiasm and productivity”.

We have a key focus on staff well-being, with a number of initiatives in place across the academy including bespoke departmental marking and assessment policies which have dramatically reduced teacher workload. If you want to inspire, aspire and achieve, come and join something special and make your mark.

We aim to provide our young people with the qualifications, skills and attributes to have a successful and happy life.

Benefits include:

- Extensive ECT support programme
- Individual CPD package for every member of staff
- Access to the staff benefits portal
- Education Enterprise Specialists
- Friendly, supportive staff
- Outstanding behaviour
- Flexible working
- Proud to promote diversity, equality and inclusion within our academy

All visitors to the academy are welcome at any time of the day. To find out more, please visit www.bristnallhallacademy.attrust.org.uk



04. Job Description

Job Description

Pastoral Support Officer

Purpose of the Role:

Reporting to the Achievement Coordinator, collaborate with the wider pastoral team and other colleagues to improve attainment and progress for all students. This will include leading on behaviour, attendance and welfare issues for identified year groups and being one of the first points of contact for parents and external agencies.

Key Responsibilities and Duties:

Safeguarding

- Support with leading on all aspects of pastoral care, safety, behaviour and attendance for a designated group of students.
- Act as an Additional DSL, undertaking DSL training and managing safeguarding cases under the direction of the DSL and DDSL. Access ongoing training to keep up to date and develop expertise in safeguarding and multi-agency work.
- Have a visible presence around the Academy; meeting & greeting students at the start of the day, having a presence during student break and lunch times to promote good behaviour and to support duty staff. Attend and contribute to assemblies as required.
- Be one of the first points of contact for parents/carers regarding issues relating to pastoral care, safety, behaviour and attendance for a designated group of students. Build positive, trusting and lasting relationships with parents/carers to prevent escalation of any difficulties. Arrange and lead parental meetings as necessary, helping to promote the professional reputation of the Academy.
- Counsel and mentor students to facilitate inclusion.
- Implement the Academy's Behaviour Policy. This includes monitoring uniform and equipment and having an overview of sanctions and recognition.
- Proactively work to promote non-tolerance of bullying behaviours by dealing swiftly with potential problems and acting within the Academy policy and procedures.
- Implement the Academy's Attendance Policy. Monitor punctuality and attendance daily and regularly liaise with tutors and the Attendance Officers to implement intervention when necessary. Proactively work with students to consistently improve their attendance. Lead and contribute to truancy sweeps, detentions & monitoring registers.
- Keep accurate records using the appropriate software responding to any referrals, and taking appropriate actions. Track and analyse patterns of behaviour for individuals and groups. Take action as appropriate.

- Contribute to student focus meetings, preparing and using data to identify concerns and taking a lead role in implementing and coordinating interventions to support student attainment and progress.
- Contribute to (and lead where appropriate) the development of behaviour and attendance intervention plans, identifying and implementing appropriate interventions. Work with staff to evaluate the impact of these plans
- Attend all designated year Parents' Evenings, assisting in the organisation & greeting of parents.
- Attend training linked to appropriate professional development.
- Liaise with external agencies as appropriate to represent Bristnall Hall Academy as part of the team around a vulnerable child.
- Undertake the duties of a First Aider.
- Actively promote and comply with all Academy policies and procedures.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

Job Context

- Improving the behaviour, attitudes, attainment and progress of all students by working as part of a team: this will involve collaborating with Senior Leaders and the Achievement Coordinator as well as regularly liaising with tutors, other staff, external agencies & extensive interaction with parents.

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Support the Academy in meeting its responsibilities for assemblies.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

This role descriptor is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The job holder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This role must reflect the expectations within KCSIE (latest version).

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment. Bristnall Hall Academy 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 by observing the academy's Safeguarding policies and procedures.

05. Person Specification

Person Specification

Pastoral Support Officer

| | Essential | Desirable | How will this be demonstrated |
|--|--|--|---|
| Professional Qualifications and learning | <ul style="list-style-type: none"> • Good academic standard of general education to GCSE (grade C/4 in English & Maths). • Strong literacy and numeracy skills • Hold or be willing to undertake basic first aid qualification | <ul style="list-style-type: none"> • Relevant professional level 3/4 qualification. • Relevant qualification in IT applications. Willingness to undertake additional training as and when required. | <ul style="list-style-type: none"> • Application Form/Checking and original copy evidence |
| Experience | <ul style="list-style-type: none"> • At least 3 years experience of working with young people in a secondary school. • Experience of working as part of a team and liaising with colleagues. • Experience of liaising with parents and external agencies. • Computer literate with a high competency of IT skills including Microsoft Word, Excel, Outlook and internet skills. | <ul style="list-style-type: none"> • Experience of working with BROMCOM • Knowledge of safeguarding/keeping children safe in education. • Knowledge and understanding behaviour techniques. | <ul style="list-style-type: none"> • Application Form • Interview • References |
| Knowledge that supports the role | <ul style="list-style-type: none"> • Able to work in an independent way. • Good personal organisation and administration. • Ability to multi task and carry out a variety of work activities. • Good interpersonal and communication skills in dealing with staff, students, parents and external organisations and provides a professional image. • Able to motivate and inspire with a creative approach to problem solving. • Has a patient, caring and sympathetic personality. • Must have excellent verbal and written communication skills | <ul style="list-style-type: none"> • Has a variety of interests • Ability to manage students with a range of abilities • Willingness to continually develop knowledge and learn new skills to respond to the varied needs of the academy. • Rapidly learns new tasks and quickly commits information to memory. • Ability to deal with challenging behaviour. • Ability to deal with challenging situations in a positive, calm and composed manner. | <ul style="list-style-type: none"> • Application form • References |

| | Essential | Desirable | How will this be demonstrated |
|----------------------------------|--|--|--|
| Knowledge that supports the role | <ul style="list-style-type: none"> • Ability to form good working relationships with a wide range of site and external personnel • Maintains confidentiality and discretion. • Ability to work in a child centred environment having respect for young people and their needs • Ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations • Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils. Competent and confident in the use of ICT. | <ul style="list-style-type: none"> • Flexible working | <ul style="list-style-type: none"> • Application form • References |
| Values | <ul style="list-style-type: none"> • Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils. • Willingness to ensure that facilities are kept to a standard that complies with health and safety guidelines. | | <ul style="list-style-type: none"> • References • Interview |



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Pastoral Support Officer

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Permanent

37 hours per week

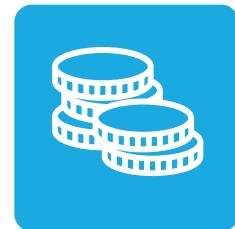
39 weeks per year (term time only)

Salary:

NJC Scale Point 9 - 17

Actual salary £23,441 - £26,682 per annum

FTE Salary £24,795 - £31,021 per annum

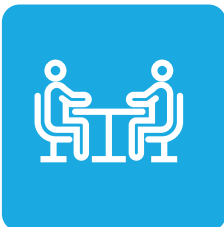


Closing Date:

Monday 29 June 2026

Start Date:

01 September 2026



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.

