



HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

Sixth Form Pastoral Support Officer

ACHIEVEMENT & EXCELLENCE



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AND SIXTH FORM**
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March 2026

OFFICIAL SENSITIVE

Dear Candidate

Thank you for your interest in this position.

Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort it takes to prepare and make an application and I thank you in advance. When writing your application, please address the job description and person specification enclosed and explain why you are now equipped to move into this role, specifically at Hedingham School.

Should you wish to discuss the role prior to making an application please contact Mr David Nash hed.nashd@hedingham.essex.sch.uk Assistant Headteacher.

I look forward to receiving your application.

Yours sincerely

Paul Finch
Headteacher

Headteacher • Paul Finch BSc (Hons) PGCE NPQH

Yeldham Road • Sible Hedingham • Essex • CO9 3QH • Telephone 01787 460470

e-mail: enquiries@hedingham.essex.sch.uk • Website: www.hedingham.essex.sch.uk • Registered Company No. 8330173



Hedingham School and Sixth Form

Context

Hedingham School and Sixth Form is an over-subscribed, independent Academy situated in an attractive village in North Essex (within easy reach of Braintree, Chelmsford, Colchester and South Suffolk). Our students are polite and engaged and love to learn and our parental body is highly supportive. As one student recently put it when speaking to an Ofsted inspector, “The school values shape us into adults.”

We are a school that values its history, maintaining traditional events and initiatives that are deep rooted in the local community whilst embracing new technologies. There has been recent central investment in the school building and an expansion of facilities including a new T Level block, Vocational Centre and Sixth Form Café.

Hedingham School provides a high-quality educational experience for all students and strives to ensure that each individual’s academic and personal development is fulfilled.

We offer a vibrant learning environment where students are encouraged to ‘think’ and explore strategies to grasp and apply knowledge.

The curriculum offered is purposeful and stimulating, allowing students to build a range of skills as they progress through school.

We want our students to be resilient and take on the challenges of the 21st century. We encourage them to approach school with confidence and participate fully in all aspects of school life.

At Hedingham School, our students support and care for each other and display high levels of respect for all members of the community. Hedingham School has a strong ‘culture’ which actively promotes equality of opportunity, allowing all students to pursue their ambitions.

We believe in building strong partnerships with parents, based on trust and confidence.

Ofsted 2023





MISSION STATEMENT

'Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21st century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community.'

OUR SCHOOL MOTTO IS:

READY RESPECT SAFE

VISION

This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:

To provide the **knowledge and skills** required to be successful learners

To create **resilient and independent** learners who are able to meet the challenges of the 21st century

To prepare learners for the **next step** in their education

To **broaden** their horizons through a rich and varied enrichment programme

To encourage learners to be **active citizens** who contribute positively to the community

JOB DESCRIPTION and PERSON SPECIFICATION

Sixth Form Pastoral Support Officer

Salary LGS Scale 6 Points 14-18 £23,312 - £24,888 (Actual salary PA)

Effective Date ASAP

Reports to: Leader of Sixth Form

Pastoral Care & Student Support

- Provide day-to-day pastoral support to sixth form students, offering a safe, approachable and supportive point of contact.
- Support students with personal, social or academic concerns, escalating issues where appropriate.
- Promote student wellbeing and contribute to a positive, respectful sixth form environment.

Safeguarding & Student Welfare

- Routinely monitor safeguarding entries on MyConcern, ensuring timely oversight of all new concerns.
- Triage and assess the severity of concerns, taking appropriate action in line with school safeguarding procedures.
- Escalate issues to the Designated Safeguarding Lead (DSL) or senior staff where necessary.
- Maintain accurate, confidential records and contribute to a culture of vigilance and student safety.

Advice, Guidance & Post-16 Progression

- Provide high-quality advice and guidance on careers, apprenticeships, university pathways and post-18 options.
- Support students with UCAS applications, apprenticeship searches and personal statements.
- Signpost students to relevant opportunities, events and external agencies.

Tracking & Monitoring Student Progress

- Monitor academic progress, behaviour, punctuality and engagement across the sixth form.
- Maintain accurate records and contribute to intervention strategies for students requiring additional support.
- Work with teaching staff and tutors to ensure students remain on track to meet their targets.

Events & Enrichment

- Assist in planning and delivering sixth form events such as:
 - Open Evenings
 - University visits
 - Careers fairs
 - Induction activities
- Support the organisation of enrichment programmes that enhance the student experience.

Attendance, Admissions & Administration

- Monitor and follow up on sixth form attendance, punctuality and absence.
- Support the sixth form admissions process, including managing applications, interviews and enrolment.
- Maintain accurate administrative records in line with school policies.

Communication & Liaison

- Build positive relationships with parents and carers, providing updates and support where needed.
- Liaise with teaching staff, pastoral teams and senior leaders to ensure a coordinated approach to student support.
- Work with external agencies when required to support student wellbeing, safeguarding and progression.

Culture & Environment

- Contribute to a positive, purposeful sixth form culture that is conducive to learning, progress and personal development.
- Model high expectations and promote the values of the school community.

Person Specification

Personal Qualities

- Warm, approachable and student-centred
- Empathetic and able to build trust quickly
- Calm under pressure, especially when dealing with sensitive issues
- Resilient, patient and able to maintain professionalism at all times
- Discreet and able to handle confidential information appropriately

Professional Skills & Attributes

- Strong organisational skills with the ability to prioritise competing demands
- Excellent attention to detail, particularly when monitoring progress, attendance or safeguarding concerns
- Confident using digital systems (e.g., MIS platforms, safeguarding software such as MyConcern)
- Able to work independently while also contributing effectively to a team
- Proactive, solution-focused and able to take initiative

Communication & Interpersonal Skills

- Clear, confident communicator with students, parents, staff and external agencies
- Skilled at de-escalating situations and offering supportive guidance
- Able to give constructive feedback and hold students to high expectations
- Strong written communication for record-keeping, reports and guidance materials

Safeguarding & Welfare Awareness

- Strong understanding of safeguarding principles and student welfare
- Ability to triage concerns, assess severity and escalate appropriately
- Vigilant, observant and confident in recognising early signs of concern
- Committed to maintaining a safe, supportive environment

Student Development & Aspirations

- Genuine interest in supporting young people's academic and personal development
- Knowledge of post-16 and post-18 pathways (university, apprenticeships, careers)
- Encouraging, aspirational and able to motivate students to achieve their goals

Teamwork & Collaboration

- Collaborative mindset, working effectively with pastoral teams, teachers and senior leaders
- Willingness to engage with parents and external agencies professionally
- Flexible and adaptable to the changing needs of a busy sixth form environment