



INFORMATION FOR APPLICANTS

PASTORAL SUPPORT WORKER (LOWER SCHOOL)

37 hours per week

Term Time Only plus INSET days

(Monday –Thursday 8am – 4pm, Friday 8am – 3:30pm)

Salary Scale 6, points 19 – 22

(£32,061 – £33,699 FTE)

Actual salary £27,915 - £29,341 per annum



Dear Candidate



Welcome to All Saints Academy Dunstable.

As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests.

The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school.

Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish. The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people.

All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school.

Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour."

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Executive Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint an outstanding Pastoral Support Worker for the Lower School to join our team at All Saints Academy Dunstable. The role will be challenging as well as highly rewarding and will give the right person a chance to be a key part of a busy secondary school and make a real difference to the lives of our students. The successful candidate will have strong experience in a pastoral role, possess drive and determination and will be proactive and show initiative. They will have high levels of emotional intelligence and will be able to work one-to-one with a student. They will have excellent communication skills and full working knowledge of relevant policies/codes of practice/legislation.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential.

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.









Across the Academy as a whole, the accommodation includes:

- Five Science labs and a Science Studio Room
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

- The Inclusion Bungalow
- Management Suite
- Spacious staff room with outside area
- Separate Departmental staff workrooms

BENEFITS

Benefits of working at the academy include:

 Training & support	 Generous pension schemes (TPS & LGPS)
 Free Car Parking	 Access to Occupational Health Services (where required)
 Free access to the gym	 Staff social committee
 Employee Assistance Programme	 Regular staff well-being initiatives

JOB DESCRIPTION

PASTORAL SUPPORT WORKER

Hours of work: 37 hours per week, Mon – Thur 8am – 4pm & Fri 8am – 3:30pm (30-minute unpaid lunch break per day)

Term Time Only plus INSET days

Responsible to:

Assistant Principal – Behaviour & Attitudes

Core purpose:

To oversee the pastoral and academic progress of students across Lower School, working with an existing team of teaching Heads of Years.

Job description:

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

Specific duties and responsibilities:

Main responsibilities – there is no teaching commitment

- To lead a team of tutors and a cohort of students
- Promoting good attendance (100%) and punctuality
- Promoting positive behaviour in Lower School
- Maintaining high expectations in line with the school code of conduct
- To be a positive role model to students, parents/carers and colleagues by maintaining a calm and level headed approach to behaviour management
- To establish and maintain positive and professional relationships with parents/carers and students
- Identify strategies to help overcome individual pupils' barriers to learning
- Use systems to monitor the behaviour and progress of pupils who are on targeted interventions

Leadership and Management

- To act as a role model for tutors by demonstrating high expectations and being a calm and assertive presence around the Academy
- To uphold the professional standards of the Academy
- To ensure all tutors understand and are actively implementing school policies including: behaviour, attendance, uniform/equipment, form time programme and safeguarding
- To have an overview of all the different pastoral needs and support of students e.g. LSA's, Mentors, SENCo, external agencies
- To provide a link for parents/carers, tutors, SENCo, teachers, mentors, SLT and external agencies
- To support Parents Evenings, ensuring good parental/carers attendance and engagement
- To monitor student attendance and punctuality daily and take appropriate steps to ensure that attendance and punctuality in the year group is at the highest levels – Liaison with the Attendance Officer
- To supervise students in isolation
- To monitor student behaviour using Behaviour Watch and ensure appropriate sanctions are issued
- To lead year group detentions and to ensure all students attend year group detentions
- To oversee students on report (Form Tutor and Head of Year) and liaise with parents/carers regarding progress
- To contribute to the management of school events; Open Evenings, parent's evenings, Year 6 into 7 evening, school trips, extra-curricular and social events

Administration

- To plan and implement weekly tutorial activities in line with the weekly theme to ensure tutors are carrying out daily checks e.g., equipment/uniform checks, homework checks
- To maintain and monitor student records/files and ensure they are kept up to date
- To support the Admissions Officer with in year admissions by ensuring students are welcomed and that appropriate support is put in place to encourage a successful transition
- To complete daily monitoring records for learning walks
- To ensure the report card process is followed in line with the Academy's behaviour policy
- To lead and manage the Head of Year report and Pastoral Support Plan (PSP) process
- To record progress of students who are on report through good record keeping and information gathering from staff

- To record minutes of all meetings (tutor briefings, parent meetings, external agency meetings) and ensure copies are filed with the student files
- To provide a weekly report to the Senior Leadership Team line manager on; behaviour, attendance, punctuality, detentions, students on report and form time monitoring
- To provide reports for individual students for Inclusion and Safeguarding teams when required
- To support the administration team in efficient filing systems for student records

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Maintaining high expectations of Students

- Visual presence in classroom during lessons and corridors /canteen during transition times including break and lunchtimes
- Regular learning walks to check on student engagement/behaviour and to positively intervene to encourage good learning habits
- Supporting Classroom Teachers and Directors of Learning in resolving B3 incidents
- Working with progress leaders to ensure students make good academic progress
- Regular liaison with parent/carers through email, telephone or meetings

General duties and responsibilities:

- Miscellaneous duties of a practicable nature as circumstances demand, or at the reasonable request of the Executive Principal
- Attending INSET sessions and meetings as necessary and appropriate
- To be flexible in working hours, due to the nature of the work
- Carry out duties with due regard to current and future Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy communications.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs. The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

.....	
Post holder	Date	
.....
Line Manager	Date	Position

Safeguarding

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure check to be undertaken. Therefore it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions) (amendments) order 1986. Therefore applicants are not allowed to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION

PASTORAL SUPPORT WORKER

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level at grade A*-C or equivalent including English and Maths or be able to demonstrate ability to work at this level • NVQ Level 3/degree or equivalent work-based qualification • Safeguarding qualifications 	<ul style="list-style-type: none"> • Evidence of recent and relevant professional development including pastoral and therapeutic interventions • Mental health trained • DSL trained
Experience	<ul style="list-style-type: none"> • Experience of working in a secondary school environment • Experience of mentoring and one to one support with pupils • Experience of supervising and coordinating the work of staff • Experience of working with professionals from other agencies and in multi-agency context • Experience of working in a pastoral/attendance role • Experience of working with teenagers in difficult circumstances • Experience of working with families who are reluctant to engage 	<ul style="list-style-type: none"> • Experience of de-escalation and behaviour management strategies
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> • Written communication and ICT skills in order to produce detailed reports/records and contribute to policy development as well as maintain and develop data bases 	<ul style="list-style-type: none"> • Proficient with school online systems: SIMS, CPOMS • Knowledge and understanding of some of the current research pertaining to the field of mentoring and learning

	<ul style="list-style-type: none"> • Good working knowledge of Child Protection Procedures • Understanding of Equality and Diversity and how this relates to the duties of the job • Understanding of child development and learning including Special Educational Needs • Understanding of school systems and of the issues affecting truancy and non-attendance • Understanding and knowledge of the social and emotional factors that affect a young person's behaviour and attendance • Understanding of relevant policies/code of practice and awareness of relevant legislation • Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these • Able to handle sensitive information and maintain confidentiality 	<ul style="list-style-type: none"> • Training in relevant behaviour/attendance strategies • First aid skills • EHCPs • Permanent exclusion process • Producing risk assessments for pupils
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate to children/young people from diverse backgrounds • Ability to work under own initiative and as part of a team • Ability to effectively communicate, both orally and in writing especially with children/young people, parents/carers, school staff and outside agencies • Ability to persuade and negotiate as well as good interpersonal/communication skills • Ability to work with children/young people 	<ul style="list-style-type: none"> • Experience of managing and motivating a team

	exhibiting challenging and severe behavioural difficulties <ul style="list-style-type: none"> • Demonstrate an ability to cope with stressful/conflict situations • Develop good relationships with others by behaving with integrity, treating people with respect and leading by example • Reliable, approachable and non-judgemental • Resilient and ability to challenge, motivate and manage people • To work at pace • Good level of self-reflection and be able to respond to positive criticism to develop professionally 	
Motivation	<ul style="list-style-type: none"> • Willingness to be flexible and understanding of the Academy's ethos • Commitment to ongoing training and development 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding the welfare of young people in the Academy • Enhanced DBS clearance with barred list check and if required a Certificate of Good Conduct/Police Check • Full UK Driving Licence and car with business insurance as role involves travel 	

TIMELINE FOR RECRUITMENT PROCESS

Closing date for applications **30th January 2026 at 9.00am**
Interviews **As soon as possible**
Start Date **As soon as possible**

HOW TO APPLY

Please apply by completing the online application form via MyNewTerm. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview

and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

REFERENCES & PRE-EMPLOYMENT CHECKS

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)

- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance