

MALMESBURY SCHOOL

Happy, caring, excellent



PASTORAL ASSISTANT





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

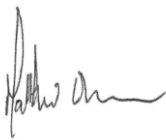
Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,



Matthew Evans

Chief Executive Officer

The Athelstan Trust





Dear Colleague,

Thank you for your interest in working with us at Malmesbury School. It is a wonderful opportunity for an ambitious and talented individual to join a forward thinking and invocative school with exceptionally high levels of achievement, behaviour and performance.

At Malmesbury we endeavour to ensure our school is a Happy, Caring and Excellent environment in which all students can thrive. We are proud to be a truly comprehensive school, and our provision matches the needs of our truly comprehensive and rural in-take.

As you visit the school, walk the corridors and speak to our staff and students, you will see our mantra embodied in everything we do, including our recruitment process. We are recognised regionally for our superb outcomes for students with significantly positive Progress 8 year-on-year. We are also proud of the development the students make personally during their time with us, the destinations of our leavers and the numbers attaining exceptionally well after leaving Malmesbury in Higher Education.

Our offer goes beyond the classroom and we are proud of our extensive extra-curricular offer, whether that be our exchanges and foreign links with Denmark and South Africa or vast range of clubs and societies. We believe strongly in developing all our students culturally and exposing them to range of opportunities that best prepare them for being Happy, Caring and Excellent adults.

This letter provides a flavour of Malmesbury School. There is much more to see on our website and if you would like any further information/clarification then please contact Lisa Bailey, our HR officer, lbailey@malmesbury.wilts.sch.uk who will be only too happy to help.

I look forward very much to hearing from you and wish you the very best of luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "B Jouny".

Mr Brett Jouny
Headteacher





Pastoral Assistant

- Start date:** 1st September 2026
- Salary:** NJC scale point 9-12 (£27,254 to £28,598 FTE per annum) Actual Salary - £23,938.65 - £25,119.16 per annum.
- Contract:** Permanent, either full time or part time, 40 weeks a year (term time plus TD days and one additional week per year).
- Location:** Malmesbury School
- Closing date:** Wednesday 17th June 2026 at noon.

NB: Should a suitable applicant be found then the vacancy may be closed to applications ahead of the advertised closing date.

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire, and South Gloucestershire. We currently employ over 700 people and educate 5000 pupils and plan to expand further over the coming years.

At Malmesbury School our vision is to be a Happy, Caring and Excellent community. We are proud to be a truly comprehensive school providing an education of the highest quality for all the students within Malmesbury and the surrounding area. We are proud to have been judged outstanding in all areas of Ofsted in our inspections in 2012 and 2024.

We are looking for a full time Pastoral Assistant to join our caring, collaborative and supportive team of student support staff. The post involves working closely with the Heads of Year and student support team, with a specific focus on supporting the pastoral needs of disadvantaged and vulnerable learners across years 7-11. The successful applicant will have excellent organisation and interpersonal skills and a relentless commitment to providing the highest quality of pastoral care for our students. The ability to build positive and effective working relationships with parents/carers and staff including tutors, teachers, Academic Leaders and the Learning Support team will be essential. Please read the job description for more details.

The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

We are a flexible working employer and we are willing to make any reasonable adjustments you require during your interview so please ask us.





**MALMESBURY SCHOOL
JOB DESCRIPTION**

POST: Pastoral Assistant Student Support

REPORT TO: Head of Year

SALARY: NJC SCP 9-12

HOURS: 37 hours per week
40 Weeks (Term time + 2 Weeks)

GENERAL DESCRIPTION OF THE POST:

The Postholder is responsible, for the duties shown in the list below, to ensure the smooth running of the school. Direct line management through the Heads of Years 7-11.

NOTE: The Student Support Office should provide a single point of contact to co-ordinate the flow of student information.

Main duties:

1. Work with Heads of Years regarding incident investigation and reporting.
2. Staff both the student isolation room (MC12) and Student Services.
3. Triage for behaviour management procedures.
 - 3.1 Oversee the removal of students from the classroom in line with school policies.
 - 3.2 Supervise and ensure work is provided for students in the isolation room.
 - 3.3 Oversee the isolation room.
 - 3.4 Enter incidents/events onto ClassCharts and print ClassCharts reports as required.
4. Liaise with tutors, Academic Leaders and Learning Support regarding the pastoral wellbeing and attendance of disadvantaged learners in Years 7 – 11.
5. Carry out proactive and reactive pastoral intervention work with students with a focus on the wellbeing and attendance of disadvantaged learners.
6. Set up and undertake Intervention Programmes – liaising with Heads of Years, students and parents with a focus on disadvantaged learners.
 - 6.1 Collate feedback from teachers.
 - 6.2 Produce documentation and review programmes with individual students.
 - 6.3 Evaluate and circulate documentation to teachers and parents.





7. Support Heads of Years in TAC meetings and reviews. Assist in the completion of CAF paperwork as required.
8. Attend Parent Consultation Evenings/Tutor Evenings and Parents Evenings in support of Head of Year, if required.
9. Attend pastoral team meetings as necessary.
10. Carry out general office duties as required for the Student Support Office.
11. Administrative assistance to Heads of Years and to Student Support Office:
 - 11.1 answer telephone and record messages;
 - 11.2 type letters, Individual Behaviour Plans, Form Bs, as required;
 - 11.3 filing, photocopying etc.
12. Maintain student files.
13. Maintain the Isolation Record of attendance.
14. Complete Fixed Term Exclusion paperwork as required.
15. Administer First Aid to Students and arrange transfer of pupils to hospital where necessary. Ensure completion of Incident Form/ Accident book and notify parents.

Note: Student Support staff work as a team and the roles and duties carried out by members of the team should be regarded as interchangeable.

Other Duties:

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Malmesbury School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all staff.

Trust:

There is an expectation of collaboration and resource sharing with other colleagues across the Trust

June 2026





Pastoral Assistant

Person Specification

Qualifications	Essential	Desirable
Minimum 5 GCSE's (A*-C) or equivalent, including English and Mathematics	✓	
Evidence of Continued Professional Development		✓
Educated to degree level		✓
Experience		
Experience of Pastoral Administration		✓
Demonstrable previous responsibility for the planning, organisation and co-ordination of a number of time-critical processes		✓
Experience of working in a senior administrative position ideally in an educational environment (and in a larger educational establishment)		✓
Knowledge, Skills and Abilities		
Excellent interpersonal and communication skills with a very high standard of written and spoken English	✓	
Proficient in MS Office (MS word, MS Excel and MS Outlook)	✓	
Excellent organisational skills and knowledge of office systems and procedures	✓	
Ability to use initiative and successfully work independently	✓	
Ability to work effectively with others as part of a professional team	✓	
Attention to detail and problem-solving skills	✓	
Ability to deal with sensitive matters professionally and confidentially	✓	
High level of accuracy and attention to detail	✓	
Personal Attributes		
A calm, flexible, confidential person who can inspire confidence	✓	
Flexible around the evolution of the role	✓	

