



# The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE



## Post of

Pastoral Support – Secondary Phase

Start date: September 2026

Information for Candidates



# Welcome to the Aylesbury Vale Academy

Thank you for expressing your interest in the post of Pastoral Support, Secondary Phase. This is a school where we aim to go beyond the expected to ensure that students' life chances are enhanced.

We are proud of our non-selective, fully inclusive status and believe that children and young people, regardless of their background, ability or circumstances can thrive and succeed here. That is why we place **respect**, **aspiration** and **resilience** at the heart of everything we do.

As a large all-through school, we can offer learners an ambitious range of opportunities in and beyond the classroom. We place significant importance on academic excellence through high expectations but value, just as highly, the wide range of experiences learners can access. It is this balance which helps to ensure that learners are fully rounded individuals who can make a positive contribution to society.

To improve the life chances of all the learners we serve at AVA we:

- Ensure our **teaching** and **all our work** with young people is grounded in **high expectations** so that learners achieve exceptionally well.
- Deliver a **broad, ambitious and rich curriculum**, going beyond the expected.
- **Close all gaps** between the performance of different groups of learners.
- Empower learners by developing their **character** so that they are **resilient, aspirational, respectful** and have excellent attitudes to their learning.
- Inspire **attendance** to be consistently above the national average.

We look forward to welcoming you for an informal visit prior to your application. Please do contact us if you would like to arrange one or if you have any questions about the post.

**Mr Gavin Gibson**  
**Academy Principal**



## Our Staff Community

The Aylesbury Vale Academy is a large, vibrant and warm community of over 200 staff. Staff wellbeing, happiness and job satisfaction is essential to ensuring the school achieves its goals. We value our staff and provide a welcoming and supportive working environment in which they can develop as professionals and progress in their careers. We are committed to our status as a workplace signed up to the DfE Wellbeing Charter and continuously review our practices to improve school culture and workload.

We look for staff who want to share in our vision for children and young people but who also want to work as part of a close-knit caring and supportive staff team. Personalised CPD is important to us and we provide all staff with free access to courses through our subscription to the National College.

## How to Apply

All applicants are asked to complete the MyNewTerm application.

For further information contact Mrs E Perrin, HR Manager at [vacancies@theacademy.me](mailto:vacancies@theacademy.me).

Closing date: **Noon, 22 May 2026**

Our commitment to safeguarding and promoting the welfare of our children will be reflected throughout the recruitment process and the successful applicant will be subject to an enhanced DBS check and an online screening check.

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

## The Post – Pastoral Support, Secondary Phase

We are a highly supportive school with strong subject and senior leadership to help you develop. We are looking for a highly ambitious, committed and dynamic professional to join our Pastoral Team; someone who communicates well with young people and makes a positive impact on their learning.

Pastoral Support assistants fulfil a vital role in our school support system. Working alongside an Achievement Director and Assistant Achievement Director, they provide administrative support for a year group of students.

If you are adaptive and able to be flexible in your approaches, have good listening and communication skills, a positive attitude towards young people and good organisational skills, then this may be the position for you.

# Pastoral Support Team Member Job Description

## JOB PURPOSE

To provide support to students, Tutors, Achievement Directors and Assistant Achievement Directors.

To follow the Academy's Safeguarding policy and procedures and ensure the wellbeing of all students in their care is their highest priority.

## ACCOUNTABILITY

The Pastoral Support team are line managed by the Achievement Directors and should ensure they meet regularly with them in order to ensure clear communication and the maintenance of an appropriate workload. An Assistant Principal will oversee the Pastoral Support function of the Academy.

## DUTIES AND RESPONSIBILITIES

The clear focus for each year group is to achieve the highest levels of achievement and progress, to maintain high attendance and standards of behaviour. The work of the Pastoral Support team will be targeted towards achieving these goals in an appropriate and professional manner.

## DUTIES AND RESPONSIBILITIES:

- Monitoring, supporting and mentoring individual students as requested by the Achievement Director of SLT (areas could include achievement, progress, attendance, behaviour, emotional wellbeing, safety). This should be arranged so that it does not impact on the time spent by the student in lessons.
- Pastoral support for individual students – this may be required if a student is experiencing friendship or family circumstances. Issues arising from these circumstances should be treated sympathetically and with respect for the privacy of the student. This should not impact on the learning time of the student and Pastoral staff should be available to the students at break and lunchtimes.
- Administration support for the year group and the Academy as required eg preparing reduced timetables, preparing referral forms, assisting with Academy mailshots (according to Year Group). Managing student files, including archiving.
- Logistical support with year group events such as photographs and immunisations.
- Organise 'Round Robins' – to be co-ordinated by the Achievement Director.
- Management of Behaviour and Achievement Reports, as requested by Form Tutors, Achievement Directors or members of SLT.
- Monitoring Behaviour and Achievement logs on a daily basis, reporting key headlines to Achievement Directors and SLT as required.
- Monitoring student support cards, either electronically or paper-based.
- Arranging and monitoring Time-Out cards, only as requested by Achievement Directors, members of SLT or the Safeguarding or SEN Team.
- Pastoral RJ meetings between students – these should not take place during formal learning time.

- Collecting student statements as required by Achievement Directors or SLT.
- Supporting with the preparation of Permanent Exclusion files.
- Liaising with outside agencies – as advised by the Achievement Director or member of SLT.
- Preparing student certificates eg student of the week and being involved in Celebration Assemblies.
- Monitoring attendance – to support the Achievement Director and Attendance Officer.
- Attending Year group meetings, where those meetings fit within the hours worked by the Pastoral Support Team.
- To undertake any reasonable task as directed by the Academy Principal.

Members of the Pastoral Support Team may reasonably be requested to carry out other responsibilities as appropriate to provide support for their year groups by the Academy Principal, Vice Principal, Assistant Principal or relevant Achievement Director. For example, photographs, Transition to Year 7, Transition to Year 12, Options, Work Experience.

Appropriate CPD will be provided to ensure that the training needs of the Pastoral Support Team are met.

These responsibilities are subject to review on an annual basis.

## How We Look After Staff Wellbeing

At Aylesbury Vale Academy we see the importance in Wellbeing. To us Wellbeing means having a sense of community, being listened to and heard, and having a sense of purpose. When we prioritise wellbeing we feel positive, respected, happy and appreciated. This allows us to achieve our tasks and work together to achieve a common goal.)

We have a Staff Wellbeing Party that meets regularly to discuss staff wellbeing as well as a regular staff voice throughout the year. Staff also have access to a 24/7 helpline if required – Employee Assistance Programme.

## What Staff Benefits Are Available?

There are a wide range of staff benefits that are available to all members of staff employed directly by The Aylesbury Vale Academy. Some of the benefits include:

A few of the things we can offer you:

- A workplace fully committed to the principles of the DfE Wellbeing Charter
- Opportunity to take one paid day off per academic year as a Wellbeing Day (subject to prior approval).
- Priority admissions for school staff
- Bespoke CPD that is often self-directed
- Free employee assistance programme – 24/7 phone line for free emotional, bereavement and financial concerns
- Well-embedded systems that provide clear structures at the same time as allowing individuals to work with autonomy
- 10% discount on pre-school places
- 10% discount on Primary wraparound care
- 25% discount on the use of the Lettings facilities (sport pitches, sports hall, drama studios, Community suite, party rooms)

## Quotations from the last Ofsted visit May 2024:

- “Staff feel positive about the school’s approach to workload.”
- “Leaders and governors prioritise making the school’s improvement sustainable. As a result, everyone within the school is committed to achieving success for pupils.”
- “Pupils of all ages enjoy their time at school here. They are polite and courteous.”
- “The school is ambitious for every pupil to learn and achieve.”
- “Pupils achieve well and perform well in national tests and examinations.”
- “Pupils’ conduct supports the learning ethos of the school”.
- “Staff set clear boundaries for how pupils are expected to behave.”

## Testimonials

“The school has been very helpful and supportive in helping us to catch up with work whenever we are training or competing during term time. I would highly recommend the school as it has great facilities and members of staff, making it a wonderful place to learn.” Jessica and Jennifer Gadirova, Olympic and European gymnastics medallists and Year 13 AVA students.



“There is an atmosphere of mutual trust and respect across the school. Pupils’ conduct is calm and orderly.” (Ofsted 2019)

“Primary and secondary teachers know their classes very well.” (Ofsted 2019)

“We believe that the Aylesbury Vale Academy will create an achievement climate where our daughter can be an active participant in their learning and have opportunities to flourish.” (Year 7 Parent)

“I made this choice because my daughter is very good at performing arts and this school has an exceptional drama, dance and music department. The teachers are lovely and friendly and the atmosphere is very positive. My daughter felt really happy when we went to visit it.” (Year 7 Parent)

“The Academy takes Staff Wellbeing seriously – it isn’t an add on or after-thought” (Current Staff Member)



“I like the way the lessons are planned; it helps me to learn and progress in the subject we are studying. The teachers are understanding and obviously care for our education and that is something I am truly grateful for.” (Current student)

“My favourite thing about the lessons is that they are fun and interesting and a good learning environment for me to develop my skills.” (Current student)

“The things I like about AVA is that there is always a teacher you can go to.” (Current Student)

## Tutor Groups

In order to provide a clear focus on the highest levels of achievement for your child, the Academy has a horizontal tutoring system. This enables experienced tutors to help students develop the skills relevant to their age group, allowing them to become confident and knowledgeable learners.

Our tutor programme ensures that students have the best possible start to the day. Students are involved in activities such as reflection, year group assemblies, literacy and numeracy activities, debating and discussion. We also use this time in the day to answer any questions students have resolve any issues and to check uniform and equipment.

Students follow the Princes Trust programme to develop key skills needed in their personal and academic development.



## Behaviour for Learning

We have very high expectations of behaviour based on our values of Respect, Aspiration and Resilience. We believe that good behaviour leads to good academic achievement, welfare, wellbeing and all aspects of learning

## The AVA Curriculum

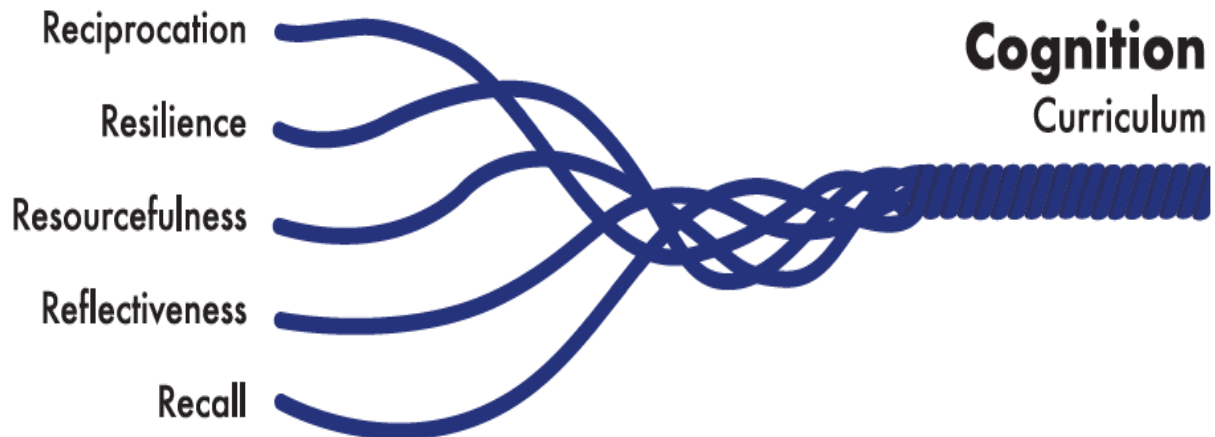
The Aylesbury Vale Academy (AVA) is an all-through academy and the curriculum we follow develops and grows with our students as they move from primary school into secondary school. The aim of this curriculum is to provide a broad, balanced and ambitious education which prepares our students by giving the best possible chances for their future life choices and helping them to discover their role in society, where they will make valued contributions. In order to meet these aims the AVA curriculum has been designed to have three threads running through it which we refer to as the 4 Cs: **Cognition, Culture, Core and Careers**.



We believe that the 4 Cs are integral to meeting the needs of our students. AVA is a large community and our students benefit from being taught how to become effective independent learners. The AVA Curriculum aims to teach students how to learn effectively and with an ever-increasing degree of independence.

## The Cognition Curriculum

The Cognition Curriculum teaches students how to become effective learners by developing the key skills of **Reciprocation**, **Resilience**, **Resourcefulness**, **Reflectiveness** and **Recall**. We teach these skills explicitly because they help our students become faster, better and more confident learners.



## The Culture Curriculum

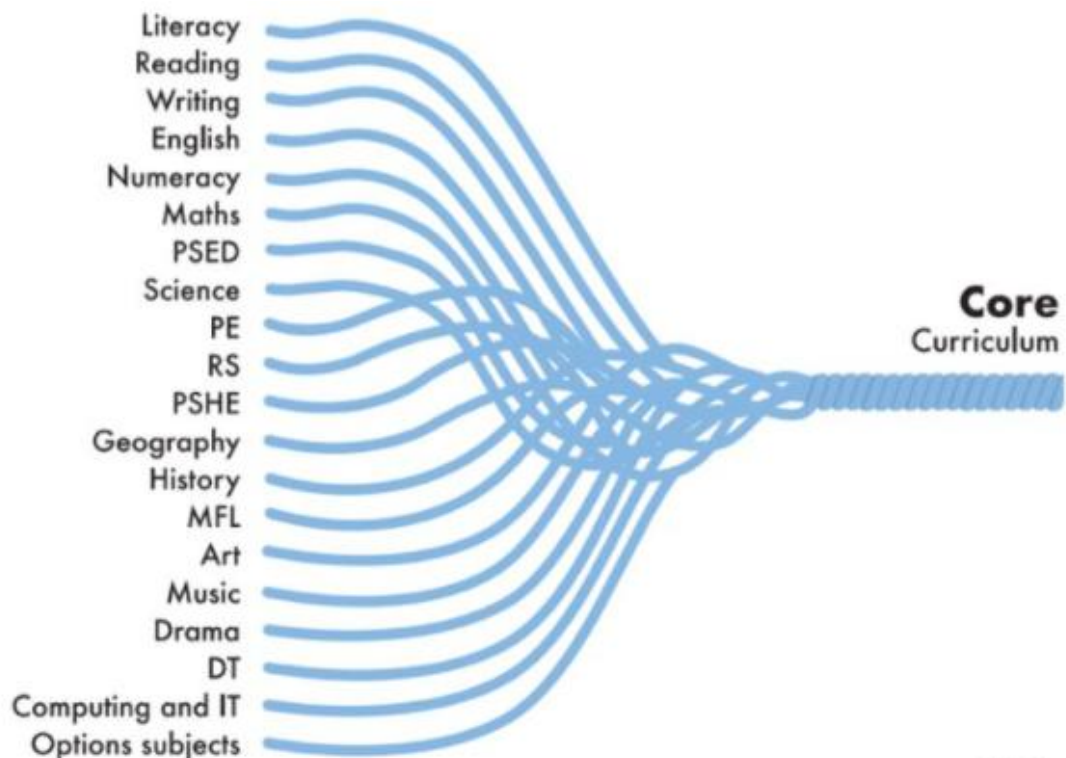
The Culture Curriculum is what we add to the National Curriculum to develop AVA students into well-balanced citizens and it is underpinned by our drive to ensure our students read widely and regularly, both for enjoyment and to learn. Students take part in local and international visits, can access a wide range of clubs, and meet regular visitors and speakers to stretch their learning.



## Core Curriculum for Key Stage 3

The Aylesbury Vale Academy offers its students a broad, balanced and ambitious curriculum.

During Key Stage 3, all students access courses in English, Mathematics, Science, Art, Design Technology, Drama, Information and Communication Technology, Computer Science, Geography, History, Modern Foreign Languages (Spanish *and* French), Personal Health and Social Education, Religious Studies, Music, and Physical Education.



## Core Curriculum for Key Stage 4

At Key Stage 4 students have an element of choice which allows them to personalise their Key Stage 4 curriculum.

English, Maths and Science along with core Physical Education are compulsory subjects for all students. The remainder of each timetable is composed of a variety of option subjects including Art, Information and Communication Technology, Music, Media, Business Studies, Health and Fitness, History, Geography, Modern Foreign Languages, Religious Studies, Physical Education Health and Social Care, Engineering, Design Technology, Spanish, French and Hospitality and Catering.

## Core Curriculum Post 16

Our courses in Years 12 and 13 currently offer a vocational route for further study. Students follow 'pathways' leading to further education, university or a specific career path. Within these 'pathways' students choose from a range of BTEC Level 3 courses such as Business Studies, Media Studies, Information Technology, Sport, Applied Science, Psychology, Mathematics, English Literature, and Health and Social Care. Alongside this they have the opportunity to take part in the national Young Enterprise scheme, Sports Leaders and to complete an Extended Project Qualification. Year 12 and 13 also take part in Physical Education.

**100%** of all our Post 16 students who applied to university in 2023 received an offer from their first choice university and had the grades to take up that place.



It is an exciting time to join AV as the school expands its Sixth Form offering.