

**St Bernadette**

**Catholic Secondary School**



**Pastoral Support Worker  
Application Pack**



June 2026

Dear Applicant,

We are delighted that you are considering applying for the role of Higher Level Teaching Assistant at St Bernadette Catholic Secondary School.

At St Bernadette's, we are a school with high ambition, strong Catholic values, and a commitment to excellence. Our recent Ofsted inspection (January 2025) reaffirmed our strengths, grading us as a Good school, with inspectors praising the quality of teaching, high expectations, and a positive, supportive environment.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us. If you have any questions or are interested in a tour of the school please contact Steph Lindley the Headteacher's PA [recruitment@Stberns.bristol.sch.uk](mailto:recruitment@Stberns.bristol.sch.uk)

Best wishes,  
Edward Walker  
Headteacher





## Pastoral Support Worker

Required: September 2026  
Salary: BG9 s/p17-21 (£32,061-£34,434 pro rata)(pay rise pending)  
Location: Whitchurch, Bristol  
Contract Type: 37hrs pw 8.00am-4.15pm (3.45pm Friday) (45min lunch)  
Contract Term: Permanent - Term time only

**Governors of this outstanding Catholic 11–16 school wish to appoint a Pastoral Support Worker to provide high-quality support that enables all students to achieve their full potential. As a vibrant community of faith and learning, St Bernadette's is committed to developing the whole person within a caring Christian environment where every individual is valued. The successful candidate will play a key role in supporting students' wellbeing, engagement and progress, working closely with staff, families and external agencies to help all young people thrive.**

### You are:

- Committed to assisting in the academic and personal progress of students, and promoting it within the school.
- An enthusiastic pastoral worker, with effective strategies to develop and strengthen the role.
- Empathetic - able to build a rapport with students, staff and other stakeholders of all ages, ability and background.
- Well-organised, proactive, and a supportive team player.
- An excellent communicator, courteous and sensitive, with good interpersonal skills
- Flexible, adaptable - with a positive approach to working in a structured environment.

### You will:

- Support the Pastoral Leader in managing the day to day organisation of the allocated tasks and pupils, which includes all areas of administration that involve direct interface with students and parents.
- Help the Pastoral Leader to promote the academic and personal progress of students assigned to them.
- Provide a significant presence in the school, ensuring students are in class.
- Play a significant role in part of the safeguarding team within the school

### We can offer:

- Happy, friendly and talented students
- A supportive, flexible, inclusive SEN team
- Enthusiastic, committed and friendly staff
- Strong academic results
- A school with strong care, support and guidance
- A wide range of employee benefits including employee assistance programme and counselling sessions, option to participate in the cycle to work scheme, on site free car parking, free annual flu jab

### Contact us:

Email – [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

Website – [www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)

Application forms are available on the [website](#) or by emailing [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

Closing date— 9am Monday 29<sup>th</sup> June 2026

Interviews— tbc



# About our School

St Bernadette's is a vibrant and successful secondary school located in Whitchurch, South Bristol. Our recent Ofsted inspection in January 2025 highlighted the strong leadership, high-quality teaching, and excellent pastoral care that characterize our school. Inspectors particularly praised the harmonious atmosphere, the positive relationships between staff and students, and the ambitious curriculum designed to meet the needs of all learners.

While our Catholic identity remains an integral part of our community, we pride ourselves on being a welcoming and inclusive school. Our mission is to support every student to achieve their potential, develop as confident and responsible individuals, and prepare for the opportunities and challenges of adult life.

## Key Features of St Bernadette's:

- Maintained the school's Good rating in all areas at the most recent Inspection (January 2025).
- Graded as an Outstanding Catholic School in 2022 S.48 inspection
- A commitment to academic excellence and personal development.
- Strong systems of care, support, and guidance for all students.
- A vibrant and inclusive community with a focus on mutual respect and collaboration.





## A community of faith

Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.

Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips, retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.

Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





# A community of learning

St Bernadette's is an ambitious learning community. Our approach is underpinned by a research-informed approach to teaching. Our practice is guided by Rosenshine's principles, ensuring evidence-based strategies drive high-quality instruction. We are committed to fostering scholarship, encouraging pupils to embrace academic challenge, take responsibility for their learning, and strive for excellence.

Our broad and rigorous curriculum ensures all pupils achieve their full potential, balancing the depth of traditional subjects with the innovation of new technologies. Teaching is adapted through flexible groupings, allowing every pupil to access appropriately challenging content. Progress is closely tracked against ambitious targets, ensuring high expectations for all.

Scholarship is central to our ethos, now framed by six key attributes that shape our pupils as 'St Bernadette Scholars.' These attributes are explicitly developed through lessons, our reward system, and wider school life, embedding a culture of academic excellence.

Staff development is integral to our success. Our CPD model is structured around instructional coaching, WALKTHRUs, and collaborative expertise, ensuring continual growth through evidence-based practice. By investing in our teachers, we secure the highest standards of learning and aspiration, positioning St Bernadette's as the academic choice for the Catholic community.



# Excellence at St Bernadette's



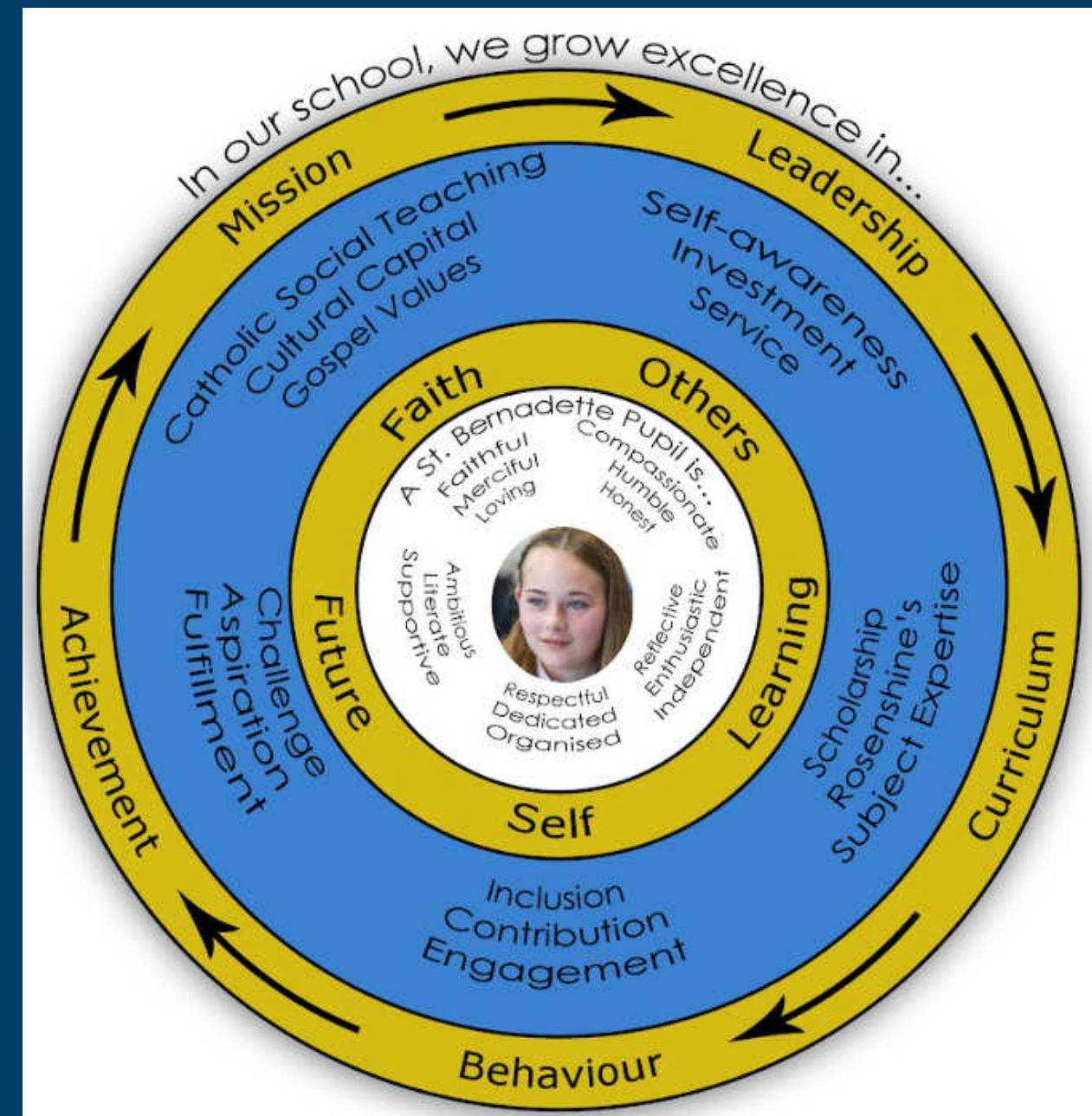
## A Strong and Improving School

Our school continues to go from strength to strength. Recent data shows:

✓ Academic Success – Progress 8 and GCSE attainment have improved significantly, with students achieving strong outcomes across a broad and ambitious curriculum. Many of our pupils progress to top post-16 providers, including St Brendan's Catholic College and Russell Group universities.

✓ Parent & Staff Confidence – Over 90% of parents consistently recommend the school, reflecting our high expectations and strong relationships with families. Staff support for leadership is consistently high, with surveys showing deep trust in our vision and direction.

✓ Outstanding Behaviour & Culture – Our centralised behaviour system is highly successful, ensuring students can learn in a calm, structured, and aspirational environment. Behaviour is consistently praised by external visitors, and attendance continues to strengthen year-on-year.





# Why work for us ?

Our 2025 Ofsted inspection highlighted

- “The safe, welcoming, and inclusive environment we create for all pupils, ensuring they feel valued and supported.
- The high expectations we set for behaviour, leading to a calm and orderly learning environment.
- Our broad and ambitious curriculum, carefully designed to help pupils build their knowledge over time.
- The strong support for pupils with SEND, ensuring they can access learning effectively.
- The impact of our careers and personal development programme, preparing pupils well for their next steps.
- The strong leadership and governance ensuring that our shared vision for the school is clearly understood and supported.”

In addition we offer:

- A strong Catholic ethos - judged “Outstanding” in our 2022 Section 48 Inspection
- Happy, friendly and talented students  
Enthusiastic, committed and friendly staff and governors
- A full package of wellbeing and health support.





# Job Description

## Purpose of the Job

Under the guidance of the Pastoral Leader to ensure that all students achieve their full potential through academic, safeguarding, pastoral and disciplinary support from the post holder

## Key Job Outcomes

The postholder will support the Pastoral Leader and SLT in managing the day to day organisation of the allocated tasks and pupils, which includes all areas of administration that involve direct interface with students and parents. The postholder will also help the Pastoral Leader to promote the academic, safeguarding and personal progress of students assigned to them.

The postholder will support the Pastoral Leader and SLT in maintaining clear standards of care and discipline by ensuring consistent expectations of behaviour and attendance to include:

- Providing pastoral support to enable all pupils to fully engage in learning
- Contributing to the investigation of incidents
- Taking appropriate action to resolve disciplinary matters according to school policies and procedures
- Supporting assigned pupils to improve their attendance and punctuality by developing support plans where necessary
- Supporting the Pastoral Leader and SLT in maintaining accurate and up to date student records and ensuring they are available to appropriate staff and outside agencies
- Supporting the Pastoral Leader and SLT in maintaining regular and positive contact with parents through letters, phone calls and meetings
- Investigating and resolving issues raised by parents/students by:
  - Talking to relevant students and/or staff
  - Gathering and using data to ascertain the full picture
- Ensuring that work is sent home for excluded students and returned for marking by working with teachers and administration staff in order that appropriate work is provided
- Working with the Pastoral Lead/SLT and other key staff in ensuring students new to the school and their parents are fully integrated into the school community.
- Working with the Pastoral Lead and other staff in the reintegration of students after exclusion or long term absence by
  - Meeting with students, parents and staff where appropriate on return
  - Ensuring appropriate support is in place
- Playing a significant role in part of the safeguarding team within the school
- Contributing to and supporting the effective running of the school's behaviour procedures, including supervision of the ARC as required.
- Developing and facilitating positive relationships with families of pupils identified as needing support to participate more fully in school.

# Job Description cont.



## Other Duties

- To follow Child Protection policy and procedures.
- To assist with the organisation of lunchtime and after school sanctions including detentions.
- Administrative tasks as directed by the line manager.
- Attend relevant training.
- Engage with the school's system of performance review.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other relevant duty at management discretion, not mentioned in the above.

**This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes**

## General Accountabilities

**A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.**

**B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities**

**C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards**

# Employee Specification



	Essential	Desirable	Advantageous
Knowledge & Experience	<ul style="list-style-type: none"> <li>The ability to identify potential barriers to learning and to plan strategies to overcome these barriers.</li> <li>The ability to set targets for development as part of the learning action planning process and to devise, implement and evaluate individual student action plans.</li> <li>A proven track record of working with young people over a period of at least 3 years in one of a range of fields, including teaching, youth work, education welfare service, health, social services.</li> <li>An understanding of issues related to the disadvantaged sections of the community.</li> <li>Language Skills: Higher level of fluency. Able to ask complex questions to citizens to understand their needs and be able to advise on the necessary actions to be taken and the information that must be captured accurately</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of secondary education system</li> <li>A professional qualification in working with young people or related field</li> <li>Knowledge of a range of special support services</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working as a Pastoral Support worker</li> </ul>
Abilities & Aptitudes	<ul style="list-style-type: none"> <li>Ability to engage constructively with, and relate to, a wide range of young people and their families/carers.</li> <li>Ability to work effectively with, and command the confidence of, teaching staff, senior managers within the school and external agencies</li> <li>Ability to work effectively and network with a wide range of support services in order to build detailed knowledge of the specialist support services available</li> <li>A commitment to improving life choices and learning opportunities of young people</li> <li>Ability to work independently (with appropriate supervision) and as part of a team</li> <li>Good communication skills both written and spoken</li> <li>A willingness to participate in appropriate in service training and professional development</li> </ul>		