



The Polesworth School

ENSURING EXCELLENCE

Dordon Road, Dordon, Tamworth, Staffs, B78 1QT
01827 702 205



Pastoral Support Officer

Candidate Information



The Polesworth School

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Dear Applicant,

Pastoral Support Officer

Many thanks for your interest in becoming one of our Pastoral Support Officers at The Polesworth School. This is a permanent role and we are looking to fill this vacancy from September 2026.

Polesworth is truly a community based comprehensive school. We have approximately 1500 students on roll which includes a large and thriving sixth form. We have extremely high standards and expectations and our ethos is underpinned by the three Rs of Ready, Respectful and Responsible.

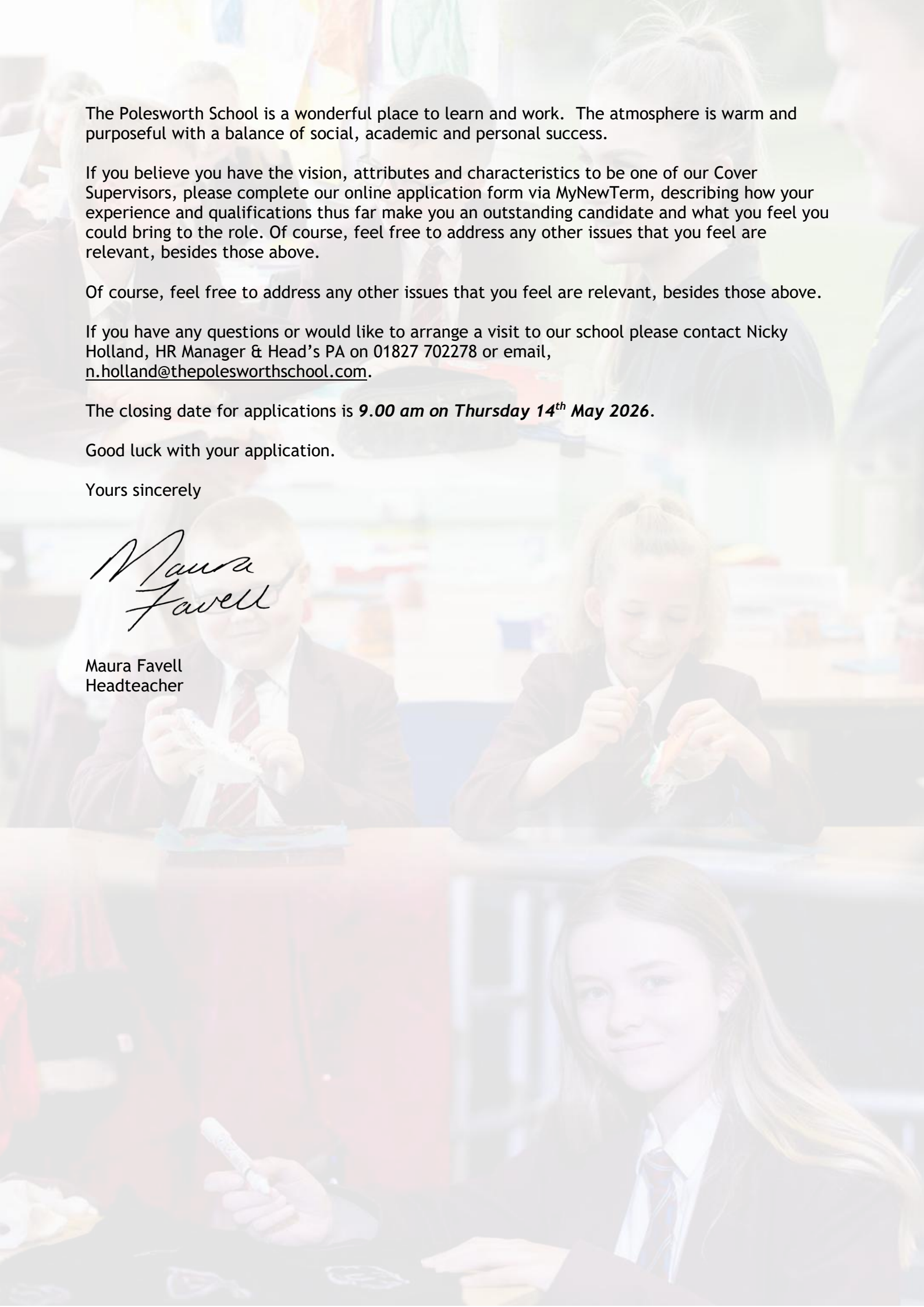
Staff work tirelessly to ensure that all students are able to develop their confidence, resilience and desire to achieve so that they become well-rounded and well-educated individuals who are able to contribute positively to society and realise their full potential.

Polesworth is heavily oversubscribed and comprises a staff of over 200 people. Our Strategic Leadership Team consists of the Headteacher, a Senior Deputy Head, a Deputy Head, four Assistant Headteachers, the Head of Finance & Operations and the HR Manager. Heads of Department and Heads of Year are line managed by members of SLT.

Pastorally, the school is organised horizontally with every student belonging to one of our four Houses: Arden, Stratford, Kenilworth and Warwick. There is a healthy rivalry across the Houses in a wide variety of activities. The House system supports our ethos of social, academic and personal achievement.

Key Stage 3 students study all National Curriculum subjects together with Personal Development. We teach French and German and all Year 7 students are taught in mixed ability and broad ability groups. In Year 8 broad ability grouping is sustained. Students follow a common core of English, English Literature, Maths, Science, RS, PE and Personal Development at KS4. In addition, they take option subjects according to the Pathway they have been allocated. Tomlinson Hall Sixth Form Centre offers a very wide range of 'A' Levels and vocational courses.

We have a great deal of experience in the further development of all our staff. Our appraisal approach is one of coaching under the banner of 'Growing Great People'. We operate under a Trust wide staff development programme entitled "Developing People" and our induction programme for all new staff is superb!

The background of the entire page is a faded, light-colored photograph of a classroom. In the foreground, a young girl with long blonde hair is smiling and looking towards the camera. Behind her, several other students are seated at desks, some appearing to be engaged in an activity like drawing or writing. The overall atmosphere is bright and positive.

The Polesworth School is a wonderful place to learn and work. The atmosphere is warm and purposeful with a balance of social, academic and personal success.

If you believe you have the vision, attributes and characteristics to be one of our Pastoral Support Officers, please complete our online application form which can be found via a link on our website, including a supporting statement which shares your experience and passion for this role.

Of course, feel free to address any other issues that you feel are relevant, besides those above.

If you have any questions or would like to arrange a visit to our school please contact Nicky Holland, HR Manager & Head's PA on 01827 702278 or email, n.holland@thepolesworthschool.com.

The closing date for applications is **9.00 am on Friday 10th July 2026 with interviews taking place week commencing 13th July.**

Good luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "Maura Favell". The signature is written in a cursive, flowing style.

Maura Favell
Headteacher

Our Values & Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for the school.



Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Social: They have developed and sustained excellent friendships and an ability to build mutual respect with others. They know how to behave and conduct themselves so that they are ready for the next stage in their lives

Academic: They have developed intelligence and a broad range of knowledge and skills that equip them for the next stage in their lives.

Personal: They have personal attributes and talents that have been nurtured at school often beyond the day to day planned curriculum. They have pride and confidence in who they are and what they can achieve. They have developed essential character virtues and a crucial sense of possibility.



Our Staff

All members of our staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationship, working together to enhance professional growth and the consequent achievements of the young people in our care. All staff have clarity and certainty about the direction our school and trust are taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.

Pastoral Support Officer

Grade I, Points 22-25 £29,244 - £31,556 (actual salary)

37 hours per week, Term Time Only

POST: Pastoral Support Officer

RESPONSIBLE TO: Behaviour Lead

SALARY: Grade I Points 22 to 25, 39 weeks per year

LOCATION: The Polesworth School

WORKING PATTERN: 37 hours/week, term time only

DISCLOSURE LEVEL: Enhanced with separate Child Barred List Check

KEY RELATIONSHIPS: SLT, Staff, Students, Parents, Members of the Local Community

MAIN PURPOSE:

The Pastoral Support Officer will work as part of a team with a focussed responsibility for a specific year group working alongside the relevant Head of Year. The postholder will work directly with all students within that year group focusing particularly on pastoral issues in a variety of settings including one to one, small group and in class support as well as in "off- site" situations. This will include planned provision as well as responding to situations that might arise on a day-to-day basis. The Pastoral Support Officer will promote values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

The role is responsible for implementing and supporting the School's Behaviour Policy and developing a highly effective unit in school where restorative work, 1-2-1 and group work programmes can support students with future behaviour choices. The role involves working as part of a high performing and supportive team to develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to the life of the school. The postholder will be committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.

SPECIFIC RESPONSIBILITIES

Implementation of Rewards and Sanctions

- Implement behaviour systems in the school, ensuring that there is total consistency of approach in dealing with behaviour concerns. Enforce the very highest of expectations at all times
- Support Heads of Year and SENCO, with the development and implementation of Individual Education Plans for Behaviour (IEPBs)
- Supervise and support students removed from lessons
- To supervise students in internal exclusion on a daily basis (maximum 2 hours/day)
- Support the school's managed transfer process for students leaving and coming into school, working with the local authority to ensure a high proportion of managed transfers into The Polesworth School are successful
- Support the development and implementation of appropriate behaviour management strategies.
- Fully implement the processes and procedures surrounding after school detentions.
- Liaise with the Head of Year in coordinating the re-integration of students back into mainstream lessons after suspensions.
- Support the administration of the detention system as required.
- Use the school's rewards systems effectively, in conjunction with the Head of Year, monitoring students progress, celebrating achievements using all available methods.

Analysing Behaviour Data

- Monitor carefully behaviour trends, ensuring that a preventative approach is taken to managing student behaviour.
- Maintain a log of all pastoral support and issues arising
- Regularly feed back to the Head of Pastoral Support on actions and interventions implemented and their impact.
- Intervene with students who have had a history of not meeting expectations.
- Provide regular comprehensive updates on behaviour, seeking advice and guidance where required.
- Development of student programmes of support
- Deliver 1:1 and small group mentoring and provide support for students through engaging programmes to raise self-esteem, promote good behaviour and increase levels of respect.
- Provide targeted pastoral support and guidance to students and assist in their behavioural, emotional & social development.
- Enable students to be included in all aspects of school life.

General Responsibilities

- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the agreed procedures.
- To work flexibly - this may include evenings, open days, parents' evenings. This may also involve cover across the wider team in times of need.
- To be an active member of the wider support staff team of The Polesworth School
- To undertake AM, break, lunch and PM duties as set out in the school rota
- To participate in training and other learning activities and performance development, as required.
- To work safely, considering the safety of others and working within the guidelines stated in the Trust's Health and Safety Policy.
- To comply with all decisions and policies of the School; complying with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To contribute to the overall ethos/work/aims of the School and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To handle and be responsible for considerable data that is sensitive and confidential
- To establish constructive relationships with staff and students.
- To ensure student care is prioritised.
- To mentor students if required.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

General

- To strictly observe the principles of confidentiality and Data Protection.
- To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To support the School's implementation of all other current statutory requirements. e.g. Equality Act, Equal Opportunities, Child Protection.
- To participate in new initiatives and future changes in service delivery improvements to support the objectives of the School.
- To have responsibility for promoting and safeguarding the welfare of all students.

Safeguarding Children

The Trust and School are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. We expect all members of staff to work positively and inclusively with colleagues and stakeholders so that the School provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with other colleagues, parents and relevant stakeholders.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSEs at A*- C including English and Maths or equivalent 	<ul style="list-style-type: none"> • Educated to Bachelor Degree level, or equivalent • Training in Behaviour and • Social support of young people • Child protection training
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Establish appropriate and effective nurturing relationships with children and young people • Demonstrate a level of emotional intelligence to achieve conflict resolution and de-escalation techniques to deal with • challenging behaviour • Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the school's resources and the individual • child • De-personalise behaviour, remain calm ensuring every day is a fresh start for students • Empathise and understand the • development and needs of young people • Confident in dealing with challenging parents and students, having difficult conversations relating to students behaviour • Work proactively on own initiative and effectively as part of a team • Child safeguarding procedures and committed to safeguarding of children and young people and their best interests • Clear and concise communication and interpersonal skills, written and verbal with accuracy in written work and data entry • Produce clear and concise reports • Organisational and administrative skills, with the ability to plan, establish priorities, meet deadlines and deal with conflicting demands, develop efficient record keeping systems • User of MS Office applications including a secure knowledge and understanding of Microsoft Excel, including the ability to create clear tables and charts to summarise data 	<ul style="list-style-type: none"> • Knowledge of current educational issues and their relationship to inclusion, behaviour support and • children's services • Knowledge of schools and education • Use of SIMS (Schools Information Management System) and other external data analysis software • programs

	<ul style="list-style-type: none"> • Actively support, promote and encourage The Polesworth School's ethos and values • Demonstrate a level of trust and integrity and ability to deal sensitively and appropriately with confidential and personal information 	
Experience	<ul style="list-style-type: none"> • Working with young people who display high behavioural needs • Supporting and engaging young people in order to ensure access • Enabling children and young people to overcome barriers to learning and achievement • Working effectively with families 	<ul style="list-style-type: none"> • Inter-agency working • Use of coaching strategies with learners or colleagues in order to improve learning outcomes • Working within a school, academy or other educational based background or experience • - of working with children of secondary school age
Personal Qualities	<p>Demonstrate :</p> <ul style="list-style-type: none"> • You are not a risk to the safeguard or welfare of young people • You put the welfare of young people at the heart of their work • You are resilient and determined • You have the ability to adapt to each new situation (thinking on your feet) • You are trustworthy, honest, shows integrity and has a sense of fair play 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

Dear Applicant

Thank you for your interest in joining The Polesworth School and to make a real difference for young people. **The Polesworth School** is an important member of our family of community schools.

Our Trust originated as The Polesworth School Academy Trust and then became the Community Academies Trust after going into partnership with Birchwood Primary School in November 2012. The Trust has grown since 2012 and now comprises 3 secondary schools and 12 primary schools in Warwickshire, Staffordshire and Telford.

Community Academies Trust currently operates in three hubs in North Warwickshire & Staffordshire, Warwick, Stratford-upon-Avon and Leamington Spa and Telford & Wrekin.

Our trust is a values driven organisation, believing fundamentally in the talent of young people and is driven to ensure local communities have exceptional schools. Trustees have set strategic objectives for the trust. These ensure that the schools in our trust are:

- Focused on achieving outstanding academic, personal and social outcomes for the children
- Committed to the moral imperative of community school improvement and shared system leadership
- Mutually supportive and fiercely loyal to each other
- Equal partners with all other schools irrespective of their phase, size or achievements
- Multi academy trust minded - our schools celebrate the success of others as well as themselves and share accountabilities
- Financially disciplined and committed to fulfilling their delegated responsibilities to the best of their abilities under a robust governance arrangement.

This culture and ethos ensure the young people in our care benefit from expertise and support shared across all our schools so that we can maintain our attention to our children's individual talents and potential. I use this story to illustrate my own personal commitment to the children in our schools:

"As the old man walked the beach at dawn, he noticed a young man ahead of him picking up starfish and flinging them into the sea. As he caught up with the youth, he asked him why he was doing this. The answer was that the stranded starfish would die if left until the morning sun. The old man said that there were millions of starfish, and how could he possibly make a difference. The young man looked at the starfish in his hand and threw it into the waves to safety "it makes a difference to this one" he said.

The main message from this story is clear - children will thrive if we all make sure we focus on them as individuals, get to know them well, meet their needs and be ambitious for them.

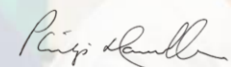
Our schools are orientated around ensuring excellent provision and are constantly reflecting on what is best for our professionals' working environment and for the young people in our care. All of us at our Trust want the children to achieve socially, personally and academically and leave school with a crucial sense of possibility - vital for success in life.

When you work with us, we are also keen that you will grow as a professional and benefit from our culture of professional development. Your wider professional development is very important to us and we have the capacity through our trust policy 'Growing Great People', trust school professional networks and the trust wide Institute of Education to support you in your work and career.

If you feel the trust is an organisation you would like to join and you can contribute to our future success, further information is available on the school website - www.thepolesworthschool.com/vacancies where you will find a link to our recruitment portal. We intend to carry out interviews shortly after the closing date deadline. If you would like to talk to someone about the position, please contact **Nicky Holland, HR Manager & Head's PA** - n.holland@thepolesworthschool.com.

Good luck with your application.

Yours sincerely



Philip Hamilton OBE
Chief Executive Officer



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