



PASTORAL ASSISTANT HARRIS CHURCH OF ENGLAND ACADEMY



Harris CofE Academy
Harris Drive
Overslade Lane
Rugby
CV22 6EA

PASTORAL ASSISTANT

Together, pursuing life in all its fullness

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was formed by the Diocese of Coventry in 2013 and is now one of 2,500 Multi Academy Trusts in England. Our children, volunteers and staff come from all faiths and none, and the Diocese remains a key partner in all that we do.

The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.

Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. You must be kind, and able to support and challenge others in order to help them flourish. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, Chief Executive Officer

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.

'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'

Bishop Ruth

PASTORAL ASSISTANT

The Trust is looking to appoint an inspirational and highly effective Pastoral Assistant who is committed to supporting Harris CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- The position is 30 Hours a week, Monday – Friday 9.00am-3.30pm, Term Time plus 5 days
- We are offering a salary of Grade G, SCP11 - £20,209 (Actual); £28,598 (FTE) per annum
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Valerie Moody, the School Business Administrator, on recruitment@harris.covmat.org for an informal discussion about the post.

Please note the closing date for applications is Midnight, Sunday 31st May 2026. Interviews will take place shortly thereafter. Completed applications and supporting documents should be completed via the My New Term platform.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Job Description

KEY PURPOSE

- To assist the Assistant Head (Pastoral) in providing support for students, parents and teachers in order to raise standards involving monitoring and intervention
- To support 20-30 disadvantaged students in order improve their academic performance behaviour and attendance
- To reduce the number of behavioural issues and incidents reported in school
- To deal effectively with parental complaints, monitor and deal with any issues identified as part of the complaints and recommend ways to improve the Academy's procedures to support improvements
- To be a role model in terms of behaviour and create a high awareness of the role within school

ACCOUNTABILITIES

The appointee will be line managed by the Assistant Headteacher – Pastoral.

PRINCIPLE RESPONSIBILITIES

Attendance

- To provide support to the Assistant Head (Pastoral) to encourage good attendance by monitoring student attendance and punctuality to registration and lessons
- Support tutors and the attendance clerk in providing reasons for absence
- To attend meetings with the Education Welfare Officer (EWO), Assistant Head teacher (Pastoral) and provide information to the Assistant Head (Pastoral) for formal attendance meetings
- To analyse and respond appropriately to attendance data

Behaviour

- To assist with the investigation of incidents by taking statements, interviewing students and planning a programme of response as requested by Assistant Head (Pastoral) or SLT
- To assist in improving communications with parents, teachers and students regarding ways of improving behavior
- In the event of student exclusion ensure all relevant staff are aware of the absence, liaise with staff to ensure appropriate work is made available for parents following the exclusion
- To assist in re-admittance to school following exclusion
- To support monitoring of students on 'report'
- To encourage positive attitudes, appearance and behaviour in and around school

Communications

- To utilise positive language with students, to engage with them to make improvements
- To acknowledge and reward improvements from students
- To be first point of call for response to concerns reported by parents

- To be on-call and be available for pupils throughout the day
- To ensure that all relevant information is disseminated to staff
- To advise subject staff about issues relating to the year group
- To administrate and collate data on all transfers, in and out of the school
- To assist in the transition arrangements for all students who join after the commencement of the academic year
- To encourage and develop parental contacts with tutors and others as appropriate
- To liaise with outside agencies including social services, youth services, the police and child protection agencies.
- To support identified (CLA), child looked after, including liaising with carers and outside agencies.

Other Duties

- To be aware of child protection issues, liaise when necessary with named staff and be part of the school procedures
- To attend case conferences and planning meetings providing reports and information as required
- To attend tutor meetings and other meetings as required
- To be involved in the organisation of consultation evenings
- To liaise with individual teachers, departments in relation to learning of individual and groups of pupils
- To work with pastoral and subject staff to put in place and assist with appropriate arrangements to ensure all students successfully complete coursework
- To promote a positive school ethos
- To support before and after school activities/clubs
- To work with the Assistant Head (Pastoral behaviour) to identify students / groups of students in order to put measures in place to raise achievement To assist the Assistant Head (Pastoral) in displaying information for year groups through tutor notice boards, year notice boards, including the dissemination of information about extra-curricular activities
- Act as first aider when necessary (training will be provided).
- Ensure confidentiality at all times
- To be an exemplary leader in dealings with staff, pupils, parents and outside agencies
- Any other duties and responsibilities within the range of the salary grade

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Cleaner will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description,

after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification						
Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1.	GCSE or equivalent including Maths and English at Grade C or above.	✓		✓	✓	
2.	GCE Advanced Level or equivalent qualification.		✓	✓	✓	
Professional Experience and Knowledge						
1.	Evidence of recent management and organizational experience of people.	✓		✓	✓	✓
2.	Ability to present information to a variety of audiences.	✓		✓	✓	✓
3.	Experience of working with children	✓		✓	✓	✓
4.	Experience of working effectively with others to meet common goals	✓		✓	✓	✓
5.	Experience of working in an education or agency setting		✓	✓	✓	✓
6.	Experience of procedures relating to child protection and safeguarding		✓	✓	✓	✓
Skills and Abilities						
1.	Suitability to work with young children	✓		✓	✓	✓
2.	Knowledge of Information Technology e.g. Word, Excel etc.	✓		✓	✓	✓
3.	Knowledge of standard administrative systems and procedures.	✓		✓	✓	✓
4.	Knowledge of school processes, exams, exclusion, attendance etc.	✓		✓	✓	✓
5.	Knowledge of supervision and behaviour management techniques.	✓		✓	✓	✓
6.	Knowledge of the educational system, school, social services, youth service, police, child protection etc.	✓		✓	✓	✓
7.	Knowledge of Looked After Children processes/procedures	✓		✓	✓	✓
8.	Ability to relate to teachers, other professionals, parents and pupils.	✓		✓	✓	✓
9.	Ability to work as a member of a team and work on their own initiative.	✓		✓	✓	✓
10.	Commitment to school improvement and raising achievement for all students.	✓		✓	✓	✓
11.	Ability to motivate and empower students to change their behaviour.	✓		✓	✓	✓
12.	Ability to remain positive and enthusiastic (in speech and body language) when working under pressure.	✓		✓	✓	✓
13.	The ability to absorb and operate a variety of school policies in daily practice.	✓		✓	✓	✓
14.	Ability or potential to use and interpret data	✓		✓	✓	✓
15.	Ability to suggest solutions to complex problems.	✓		✓	✓	✓
Personal Qualities						
1.	Ability to relate to and promote the Christian ethos of the school.	✓		✓	✓	
2.	Willingness to undertake training as required.	✓		✓	✓	
3.	Excellent attendance and punctuality.	✓		✓	✓	✓

I (**name**) hereby confirm that I have received a copy of the Job Description for the position of **Pastoral Assistant**

Signed

Date