



BEDE ACADEMY

Emmanuel Schools Foundation

Pastoral Support Worker

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

I am thrilled to see your interest in applying for the role of Pastoral Support Worker at Bede Academy (Secondary).

We believe ours is a truly exceptional school. As an all-through school, we serve students through their Nursery, Primary and Secondary educations.

As a Christian-ethos school of character for the whole community, everyone is welcome at Bede Academy whatever their background, or ability, or faith position. We are all united behind a clear moral purpose as summed up in Christ's offer of 'life in all its fullness' John 10:10. As a result, we are a school where staff are fully committed to ensuring that they provide the very best teaching, learning, individual support and enrichment opportunities for our students.

At Bede Academy, we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn, in both Primary and Secondary phases. Our high standards of academic success, underpinned by high levels of student attendance and behaviour are maintained because of a relentless commitment to high expectations both inside and outside of the classroom by all staff.

We focus on the holistic development of young people. Who a child becomes when they leave Bede matters just as much as their academic achievements. Outstanding teaching goes hand in hand with rich opportunities for character development. By putting character development at the heart of our mission, we seek to show students that our community is enriched by their willingness to use their gifts to serve others. A good work ethic, mutual respect and responsibility are key qualities which are nurtured in Bede Academy students of all ages, as we recognise that all are made in the image of God.

We truly believe that Bede Academy is a great place to learn as a student, and a great place to work as a member of staff. We are looking for someone to lead our Primary phase who holds the highest expectations of themselves, of their colleagues and of the students we all serve.

If this role, and our Secondary school excites you and aligns with your moral purpose, experience and ambitions then do not hesitate to contact us to explore this further.

Andrew Thelwell
Principal , Bede Academy

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

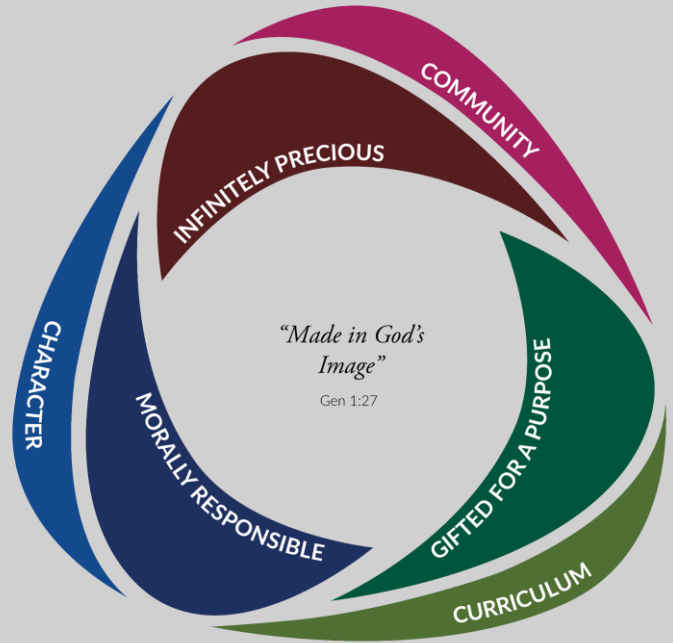
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”

A young woman with long blonde hair, wearing a green school blazer, white shirt, and striped tie, is sitting at a desk. She is focused on painting a drawing on a piece of paper with a brush. The background shows a bulletin board with various papers and photos pinned to it.

“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

The Pastoral Support role is responsible to the Vice Principal (Pastoral) and will be line managed by a Head of House. Each House Team has an allocated Pastoral Support Worker, who work as a team to undertake academy-wide behaviour support roles, as well as duties in support of their individual houses. The main duties include:

- To operate and apply a consistent and professional support system equally for students with pastoral and behavioural needs. As a result, the number of students First Called, in detention, internal and external exclusion decreases.
- To maintain the required standard of behaviour, and record keeping, in the academy, with a particular focus on standards in the Learning Centre (the academy's isolation room)
- Provide proactive and timely early interventions for students, seeking external support where appropriate, in order to remove barriers to learning and enable students to strive for personal best. As a result, the number of internal and fixed term exclusions declines.
- To work with students one-to-one, and in small groups, to de-escalate situations and to enable them to grow in virtue and to take responsibility for their actions, in order to move forwards positively and develop their character.
- To ensure high levels of attendance from all students in the House, and that attendance and PA is significantly better than national. Support the Attendance Officer and undertake Attendance phone calls and home visits as required.
- To increase parental engagement for parents within your House with all areas of academy life.
- To ensure very high levels of participation in all forms of extra-curricular and enrichment activity, particularly for disengaged students.

- To support the work of the Heads of House by undertaking investigations and liaising with parents, as needed.
- To respond to pastoral matters raised by parents or students themselves, or issues brought to the team by members of staff, passing on to the Welfare Team any issues of a Safeguarding nature, or where specialist service intervention is required
- To effectively communicate with Head of Departments (HODs) and teaching staff to ensure that students who are removed from lessons are provided with appropriate and challenging work to avoid any loss of learning.
- To prepare work and supervise detentions for student(s) subject to first call, and to provide the opportunity for reflection and restoration.
- To be prepared to work flexibly and provide supervision for detentions in holiday time/weekends on a monthly basis; time given in lieu
- Supporting the pastoral team to help establish and maintain the highest standards of behaviour and uniform in the academy, and being proactive in this regard. This will include undertaking staff duties and First Call responsibilities, as per the Staff Duty Rota.
- Any other duties as reasonably required by the Principal.

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.

THE PERSON

Qualifications and Training

- GCSE in English and Mathematics at Grade C or above (Essential)
- A Levels (Essential)
- Commitment to personal professional development (Desirable)
- Evidence of learning beyond the workplace (Desirable)

Experience

- Previous experience working in a secondary or SEN school (Essential)
- Experience in a customer service role, involving communication with a range of people (Desirable)
- Experience supporting young people with behavioural and pastoral needs
- Experience working as part of a team in a fast-paced environment
- Experience in liaising with parents and external agencies
- Experience using data to inform decision-making or reporting

Knowledge and Skills

- Clear, confident communication with students and parents
- Strong interpersonal skills; able to de-escalate situations calmly
- Well-organised; accurate with admin and record-keeping
- Confident using IT (Word, Excel, databases)
- Aware of safeguarding responsibilities (or willing to train)
- Flexible, reliable, and a strong team player
- Understanding of student needs and behaviour challenges
- Able to lead and supervise detentions or restorative work

Personal Qualities

- A strong belief in the value and potential of every student-viewing each as "infinitely precious"
- A calm, consistent, and fair approach to behaviour management
- High levels of integrity, reliability, and professionalism
- Emotionally resilient, able to manage challenging situations with empathy and confidence
- Passionate about supporting young people to develop their character and achieve their best.
- Willingness to engage with students beyond the classroom (e.g, extra-curricular activities)
- A team player
- Strong commitment to the safeguarding and welfare of children and young people





APPLICATION DETAILS

Vacancy Details

Salary: £22,231 (£25614 FTE) per annum

Start date: 1 September 2026

Location: Bede Academy North, Sixth Avenue, Blyth, NE24, 5SY

Working Terms: 37.5 hours per week, term time (plus 5 additional days)

Deadline

Closing date: **20 May 2026**

Interviews to be held: w/c 1 June 2026

How to apply:

For further information, please visit www.bedeacademy.org.uk or call HR on 01670 545111 (option 2) or email recruitment@bedeacademy.org.uk.

A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

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