



**ATHENA**  
LEARNING TRUST

# Pastoral Care Officer

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Applicant Pack

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**Closing date:**

28/01/2026

**Interview date:**

3/02/2026

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## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

**Job Title:**

Pastoral Care Officer

**School Base:**

Camborne Science and International Academy

**Closing Date:**

28/01/2026

**Interview Date:**

03/02/2026

**Vacancy Start Date:**

ASAP

**Contract Type:**

27 hours weekly, 39 weeks + 12 days

**Salary:**

annually, Fixed Term until 17/07/2026  
£26,976.48 - 29,535.84



## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Benefits:** Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

## People

passionate about making a difference in the lives of each other and our students

## Development

investing in our employee's growth and development

## No burn out

cut low-impact workload and champion staff wellbeing

## Support

valuing our employee time and impact by investing it well and providing wrap around support

## Flexibility

flexible working to promote work-life balance where possible



## Role Summary

This role focuses on supporting student behaviour, attendance, and engagement through consistent communication, high standards, and proactive support. Staff are expected to pre-emptively support students through responsibility conversations and support plan check-ins; overcommunicating the rules, the routines and the why, so all students understand them clearly. Attendance actions include daily telephone calls and meetings in response to student absence. Effective communication with parents is essential to the role, as is the regular praise and encouragement of students. The PCO will respond to day to day matters to support the school priority: all students behave well, respond well and interact well. Attendance at calendared Celebration Events and high profile school events is also needed.





## What you will be doing

### Build Knowledge

- Participate in professional development to stay current with best practice.
- Maintain a comprehensive understanding of student behaviour and attendance strategies and any related barriers.
- Keep current with legislation, guidance, and initiatives to support student safeguarding and well-being.
- Know the EHCP students and students receiving reading intervention.
- Know the Top 10 pre-emptive support measures.

### Build Trust

- Recognise personal strengths to effectively collaborate, advise and support students, parents, and staff.
- Establish strong relationships with teaching staff to support positive student behaviour and attendance improvement.
- Develop rapport with students and families through consistent communication, fostering a supportive environment.
- Collaborate with parents and external professionals to ensure students receive the necessary support.
- Respond to parental contact.
- Conduct home visits.
- Responsibility conversations and check-ins in Triage / Reflection.
- Reintegration conversations with students.
- Praise and encourage students, including phone calls home.
- Attend calendared celebration events and high-profile school events.



## What you will be doing

### Prioritization

- Pre-emptively support students through responsibility conversations and check-ins.
- Attendance actions: telephone calls, meetings, and follow-up for student absence.
- Respond to the day to day needs of students.
- Graduated responses: complete for approx. 4-6 students.
- Ensure safeguarding and bullying actions are followed up.
- Record and monitor safeguarding concerns to inform timely and effective interventions

### Clarity and Energy

- Support high standards of behaviour, attendance and uniform.
- Over-communicate the rules, routines, and the reasons so all students understand clearly.
- Respond to day-to-day matters to support the school priority: all students behave well, respond well, and interact well.
- Apply problem-solving and critical thinking skills to address challenges in an unbiased manner.
- Convey a clear, energetic commitment to improving attendance and student engagement.
- Facilitate effective communication among students, parents, staff, and support teams to foster an inclusive environment.

### Follow Up

- Follow support plans and have check-ins with students.
- Attend plan actions.
- Follow up on day-to-day incidents where investigation/evidence is needed.
- Safeguarding follow-up (My Concern tasks).
- Respond to parent/carers communication and maintain a record.
- Maintain regular communication with external agencies to ensure timely intervention and continued support

## How you will be doing it

### **Dream Big**

- Deliver value opportunities for world class education for all students

### **Take Responsibility**

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

### **Be Kind**

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.







## Qualifications

- Must have excellent levels of literacy and numeracy (GCSE grade A-C/5-9 or equivalent).
- Bachelor's degree in education, social work or a related field is preferred but not required.

## Experience

- Working with pupils in a school environment
- Excellent communication skills
- Ability to build relationships and display empathy and understanding
- Work well as part of a team and be able to motivate themselves for independent, proactive work
- Confident with various IT programmes and regular use of IT in the course of the role
- Strong organisational and problem solving skills
- Experience of supporting/monitoring behaviour as part of pastoral provision would be preferred but is not essential
- Experience working with students with diverse backgrounds and learning needs would be an advantage
- Skilled in utilising technology and educational software

## Desirable

- Supporting/monitoring attendance as part of pastoral provision
- Working with students with diverse backgrounds and learning needs

## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference  
in a rewarding and meaningful  
career in education.