



Redborne Upper School

RECRUITMENT PACK
PASTORAL SUPPORT OFFICER
SEPTEMBER 2026



Aspiration • Responsibility • Respect



HEADTEACHER'S WELCOME

Thank you for your interest in Redborne Upper School and Community College.

Redborne is a vibrant and ambitious age 13-18 upper school, including a thriving sixth form of around 400 students, located in the heart of Ampthill, Bedfordshire. As a large academy with over 1,600 students on roll, we are proud to serve our community by providing high-quality education that combines strong academic achievement with outstanding personal development.



Our school is built on values of inclusion, respect and aspiration. We aim to foster a learning environment where all students feel supported to reach their full potential, both in and beyond the classroom. As a designated training school, we are deeply committed to the development of teaching and learning. This not only benefits our students, but also creates a culture of continuous professional growth for our staff.

Redborne is a unique place to work, not least because of our on-site working farm, which enriches the curriculum and offers students the chance to gain practical qualifications in agriculture. It reflects our wider belief that education should be broad, balanced, and rooted in real-life experiences.

In our most recent Ofsted inspection (July 2024), Redborne was judged to be a 'Good' school. We are proud of this outcome and remain focused on further developing the quality of our provision, especially in pursuit of excellence for every student.

If you share our commitment to high standards, professional development, and inclusive education, we would be delighted to receive your application.

Olly Button

Headteacher

OUR VISION

Our Vision

At Redborne, we are committed to becoming one of the best schools in the country. In order to help us achieve this goal, we will:

- Have outstanding behaviour based upon positive relationships.
- Ensure that all our students enjoy learning from teachers who love teaching.
- Ensure that everyone achieves their full potential.

Staff and students work together towards realising our vision, by linking everything we do to one of our three core values, 'Aspiration', 'Responsibility', and 'Respect'. Every aspect of a student's Redborne experience is aimed at promoting these:

Aspiration

For everyone to achieve.
For everyone to participate.
For everyone to be the best they can be.
For everyone's future.

Responsibility

For our behaviour / actions.
For our commitment to learning.
In our (wider) community.

Respect

For and between everyone.
For others' views / beliefs.
For the school building and environment.

OFSTED SAYS

"Pupils behave well around the school and during lessons. They are polite and courteous to adults. There are positive relationships between staff and pupils."



OUR CAMPUS

Redborne, a 13-18 Upper School since the early 1970s, is ideally placed to provide community education in the area. Redborne serves Ampthill, Flitwick, Maulden and other neighbouring villages.

The school is spread over 40 acres of attractive grounds, with a wide variety of trees, shrubs, flower beds and rock gardens. There are rugby, football, rounders and cricket pitches, netball and tennis courts, as well as an athletics track in the summer.

In addition, there is a floodlit all-weather sports area with an adjoining pavilion, as well as a recently refurbished floodlit 3G football pitch. The school also has its own farm, used to deliver both livestock and horticulture courses - an invaluable learning resource for students.

We cannot describe all aspects of such a large and active school and we therefore offer an invitation to visit us and find out more. Please contact us for an appointment:

Telephone: (01525) 404462

Website: www.redborne.com

Email: admin@redborne.com



PASTORAL SUPPORT OFFICER

- Start Date: October 2026 or ASAP
- Contract: Full-time 37 hours per week. Term time only
- Hours: Monday – Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm
- Salary: Level 3B (Point 6 - 8)
- Actual Salary Range: £22,129.00 – £22,840.00 (dependent on experience).

Join Our Team and Make a Difference!

Are you passionate about removing barriers to learning and helping young people thrive emotionally, socially and academically? We are seeking a dedicated, empathetic and resilient Pastoral Support Officer to join pastoral team.

About the Role

In this vital role, you will be a key point of contact for students requiring emotional, social, or behavioural support. You will work proactively to manage attendance, coordinate early interventions, support positive behaviour strategies and build strong partnerships with parents, carers and external agencies.

You will give administrative support to the Year Team, Safeguarding Lead and pastoral support to students ensuring we establish consistently high standards with regard to behaviour, uniform and attendance. The ability to work as part of a team and confidence to work with students, parents and external agencies is essential.

Working in a school requires you to have strong organisational and communication skills. There will be face-to-face interaction with students, members of staff, parents and external agencies.

Who We're Looking For

We are looking for someone who:

- Has experience working with children or young people in an educational, youth work or care setting.
- Is a strong and active listener.
- Is calm, resilient and has a non-judgmental approach under pressure.
- Has knowledge of safeguarding practices and child protection procedures.
- Has excellent communication and administrative abilities.
- Has a passion for working in a school environment.
- Has excellent inter-personal skills with students, staff, parents/guardians, external agencies and members of the public.
- Works well in a team.

Aspiration • Responsibility • Respect



- Has the ability to thrive under pressure in a busy environment with a varied workload.
- Has a passion for working in a school environment.

What We Offer

- A supportive and inspiring team environment
- Outstanding professional development opportunities
- The opportunity to be part of a school community that values every member of staff
- Work in a school committed to continuous improvement and excellence
- Make a meaningful impact on the lives of young people
- Join a team that values inclusion, development, and wellbeing
- Membership of the Local Government Pension Scheme.
- Access to employee wellbeing support.

Working Hours

Term time only

Monday – Thursday: 8.00am – 4.00pm

Friday: 8.00am – 3.30pm

30-minute unpaid lunch break.

If you are passionate about education, eager to develop your skills, and ready to make a real impact — we would love to hear from you!

Visits to the school are welcome by appointment.

Closing Date: Sunday 13th September 2026

We reserve the right to close the application process early. Interview Date: TBA



JOB DESCRIPTION

Job Title:	Pastoral Support Officer
Hours:	Term time only Monday – Thursday: 8.00am – 4.00pm Friday: 8.00am – 3.30pm
Scale:	Level 3B (Point 6 -8)
Responsible to:	Headteacher
Line Manager:	Head of Year
Job Purpose:	To support members of the Year Team

MAIN DUTIES AND RESPONSIBILITIES

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1. To support the Head of Year, Assistant Head of Year and other key pastoral staff to support students to access education. This includes, but is not exclusive to:
 - Admin support
 - Student interventions
 - Contacting parents via email or phone as directed
 - Use school systems to track incidents, behaviour and praise
2. To respond to students in crisis, referring to appropriate staff and keeping track of pastoral interventions for students in their charge and to offer guidance, monitoring and mentoring to individual students.
3. To provide cover for the attendance officer in the event of absence and manage attendance for their year group on that day.
4. To attend fortnightly attendance meetings, input pastoral information to inform decisions on attendance processes and implement any actions arising from said meetings as required.
5. To assist Behaviour Team and Pastoral staff in responding to behaviour incidents by taking statements, talking to parents or staff or any other related work as directed by the Head of Year.
6. To liaise with the safeguarding team where concerns arise.
7. To manage EHAs and attend TAC meetings as appropriate.
8. To attend professionals' meetings with other external agencies as appropriate.
9. To support the Safeguarding team with administration relating to safeguarding matters.
10. To support BASE and the wider school staff by following up uniform issues as required.
11. To attend calendar events, like open evenings or charity events, for their year group where appropriate, providing support to the Year Team as required.
12. To assist with the admission of the new Year 9 intake and in year admissions including assisting with school tours.



13. To assist with the organisation of students at specific events e.g. photographs, immunisations, etc.
14. To make home visits and welfare checks to families / students where necessary.

OTHER DUTIES AND RESPONSIBILITIES:

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Education and Qualifications	
Education to GCSE standard with a minimum of 5 passes at GCSE (Grade 9 – 4 or equivalent qualifications).	- Relevant advanced (Level 3) vocational qualifications (NVQ, BTEC, 'A' Levels) - Higher education qualification
Experience	
- Experience of working with young people - Experience of working in a school environment - Experience of administration	Experience of leading a group of young people (e.g. as a sports coach or in a youth group)
ICT Skills	
Ability to use computers, competent in using Microsoft packages and Google Docs and Sheets.	Knowledge of BROMCOM
Personal Qualities	
Able to communicate effectively verbally and in writing	Full, clean driving licence and use of a vehicle



Development and Training	
• Willingness to undertake first aid training • Willingness to undertake further work-related training	• Holds a first aid certificate • Evidence of continuing professional development

All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



STAFF WELLBEING CHARTER



Comprehensive new staff induction programme throughout your first year, plus a mentor for all new teaching staff and dedicated meeting time.



Mini-half term (long weekend) during the autumn term, calendar permitting.



Enhanced PPA time for all teaching staff and a generous timetable allowance for form tutors to effectively carry out their pastoral role.



Virtual parent consultation evenings with a flexible finish (8 pm latest).



Complimentary tea, coffee and milk in all staffrooms.



Complimentary Christmas lunch and summer BBQ for all staff.



Well published deadlines and annual calendar consultation.



Maximum of three data collection points per year (per year group)



Reports are produced in a timely manner so they reflect current progress with no lengthy written comments.



Staff Wellbeing Committee for both teaching and support staff.



Commitment to exemplary student behaviour and punctuality, including centralised behaviour systems.



Innovative approach to staffing and timetabling, to meet the bespoke needs of colleagues who work part time.



Clear protocol for emails and a communication policy which protects time outside school.



Dedicated and trained Curriculum Support Assistants in all faculties who provide cover for absent colleagues.



An attractive school environment; open green spaces, commitment to reducing litter and our wonderful school farm.



Plentiful free on-site parking, including electric charging points.



Staff social sessions in the calendar each term plus regular sporting sessions on site. On site fitness suite with free use for all staff.



Opportunities for career development are always considered. Comprehensive leadership training programme.



Regular twilight CPD sessions and a range of professional learning opportunities



After school meetings that average a maximum of one per week for classroom teachers, scheduled to finish by 4.30pm.



Staff Wellbeing and Workload Coordinator guides and develops policies.



Wellbeing services provided including professional supervision and a culture of wellbeing support for all colleagues.



SLT Open Door Policy, including urgent communication outside school hours when required.



Staff professional and personal achievements celebrated.



Developmental approach to lesson observations and professional performance reviews.



Buffet provided for all staff before open evenings.