



ATHENA
LEARNING TRUST

Pastoral Support Officer

Applicant Pack

Closing date:

Rolling

Interview date:

To Be Confirmed



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 Support Officer
School Base:	Launceston College
Closing Date:	Rolling
Interview Date:	TBC
Vacancy Start Date:	01/09/2026
Contract Type:	Fixed Term until 01/06/2027
Salary:	£13.45 - £13.97 ph



Launceston College
Part of the Athena Learning Trust

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

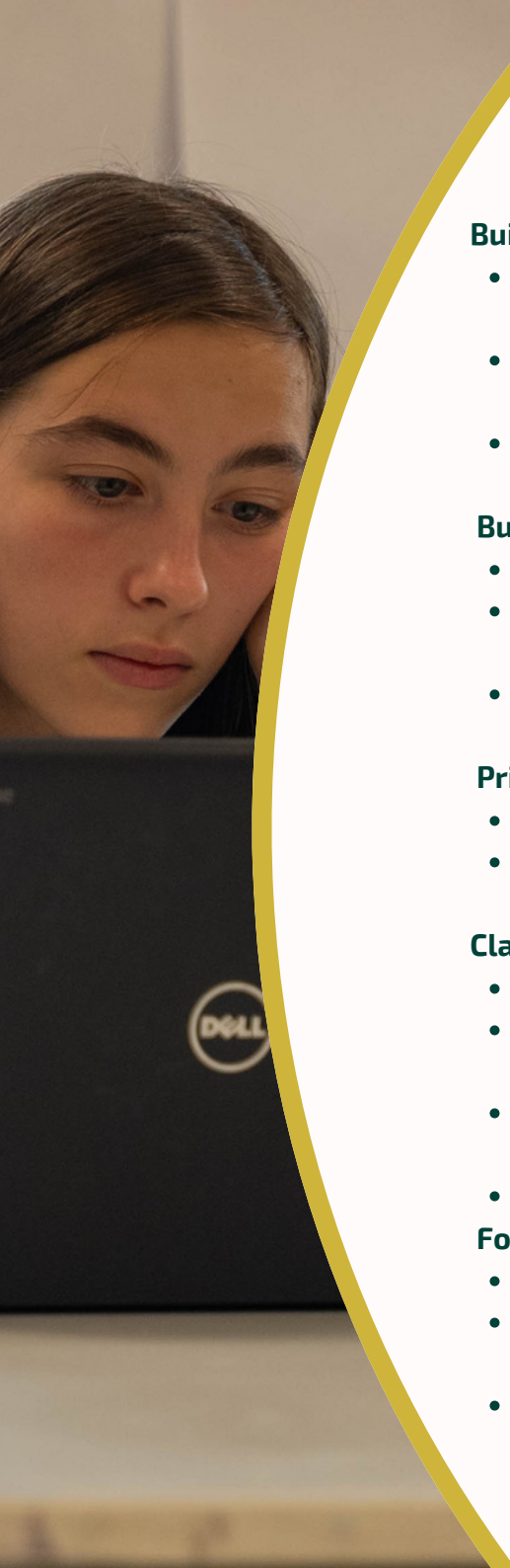
flexible working to promote work-life balance where possible



Role Summary

The purpose of this role is to provide all pastoral support to our students with a focus on essential behaviour and safeguarding support with the primary goal of promoting their overall development and progress.

This role will embody the Athena values and take responsibility for their part in delivering world class education for our students. You will look forward and dream big so that we continually learn to provide the very best support to our students.



What you will be doing

Build Knowledge

- Work closely with your Head of year, Safeguarding team, SEND and support team to gain a deep understanding of the students' needs and the support required for their well-being.
- Stay informed about relevant policies, procedures, and legislation concerning student welfare, safeguarding, and data protection.
- Collaborate with external agencies such as Social Services, Kooth, CAMHS, and the School Nurse to enhance the support network available to students.

Build Trust

- Play a major role in caring for and guiding students ensuring a safe and supportive environment.
- Prioritise the well-being of vulnerable students, including pupil premium and SEN students, within the assigned responsibility area.
- Develop open and positive channels of communication with students to gain their trust and encourage them to share their concerns.

Prioritisation

- Respond promptly to identified concerns from staff or students themselves, addressing urgent issues effectively.
- Support great attendance for our students with prompt and thorough follow up, including liaison with parents/carers and advising on interventions.

Clarity and Energy

- Foster a welcoming and encouraging atmosphere for students showing genuine care and empathy in interactions.
- Assist tutors and other staff members in maintaining strong communication with parents/guardians to create a supportive partnership in students' development.
- Lead meetings with students and parents/guardians as necessary, providing clear guidance and support tailored to their needs.
- Support with high-energy daily greeting, weekly assemblies.

Follow Up

- Maintain accurate and up-to-date records of student information and incidents.
- Undertake administrative tasks related to behaviour support and handle general inquiries related to the college efficiently.
- Facilitate the college behaviour system and collaborate with Heads of Year, Tutors and pastoral staff for cohesive student 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.
- Support disruption-free learning in every lesson.
- 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.
- Support exceptionally positive culture of year group

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

- GCSE grade C or above (or equivalent) in Maths and English
- A relevant qualification in pastoral support (desirable)

Experience

- Practical skills supporting students in a learning environment
- Experience in specialist support for students
- Ability to support learning through ICT
- Strong ability to build relationships with students, parents and peers
- Able to work alone and as part of a team
- Emotionally resilient with a positive approach to your role

Desirable

- Experience in a similar role

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.