



Recruitment
Information Pack

**Pastoral Support Assistant
(Non-Teaching, 1-year)**



Start Date: ASAP



Vision

To be a community that develops personal growth, excellence and achievement for all

End Goals





Thank you for your interest in the position of Pastoral Support Assistant.

This is initially a 1-year post with the possibility of the role being extended beyond the first year.

Our school has been on a continuous upward trajectory for a number of years. In the summers of 2022 and 2023, our Year 11 cohorts achieved Progress 8 scores putting us in the top 10 in the county. In the summer of 2024, based on student progress, we placed in the top 8.1% of schools nationally.

As a community that develops personal growth, excellence and achievement for all, we are incredibly proud of everything the school has become and what we have achieved in the last few years: our well-rounded young people who have gone on to purposeful and challenging further education, some of the best GCSE results in the county and our recent Ofsted report (February 2026).

The Ofsted report states *“The school is a warm, welcoming community where pupils are respected and well cared for. Pupils flourish academically. Pupils take their learning seriously and relish the challenge of academic study. Classrooms buzz with learning.”* We were delighted to achieve Strong Standard in Leadership & Governance, Curriculum & Teaching and Achievement.

As a community that develops personal growth, excellence and achievement for all, we are incredibly proud of everything the school has become and what we have achieved in the last few years: our well-rounded young people who have gone on to purposeful and challenging further education, some of the best GCSE results in the county and our recent Ofsted report.

We are also hugely proud of our staff who are relentlessly hardworking, supportive of one another and passionately committed to securing the best possible life chances for the young people we serve.

Our students are currently benefitting from a real focus on high standards and academic excellence within the classroom. This role is an exciting opportunity for you to join our pastoral team, to provide pastoral support to the Heads of Year and help further our vision. It will require huge amounts of perseverance and a constant drive for innovative excellence but will also be incredibly rewarding and will offer exciting progression for the future.

I look forward to receiving your application.

Alexander Lewis- Headteacher





Long Stratton High School Job Description

Job Title:	Pastoral Support Assistant (non-teaching) 1-year contract
Salary range / job grade:	31.25 hours Term Time + 1 week – (8.30am - 3.00pm) Scale 7 – 11 (£19,180.89 to £20,444.22)
Responsible to:	Heads of Year, Assistant Headteacher - Behaviour & Attitudes
Responsible for:	Working with all stakeholders to help students achieve their potential by overcoming barriers to learning both inside and outside school.
Effective Date:	

Role and Context

Purpose:	To support the Pupil Development Team
Duties and Responsibilities:	<ul style="list-style-type: none"> • To contribute to raising standards through high expectations and consistency across the school • To help support the Pupil Development Team with the smooth running of the department • To be 'On Tour' during the school day: ensuring all students are in the appropriate lessons at the appropriate times. • To support in the 'Removal Room' where required, ensuring students are supported with their behaviour and work requirements. • To contact parents to inform them of individual pupil's behaviour as part of an effective line of communication between school and home and to liaise with the relevant staff on actions that have or need to be taken

	<ul style="list-style-type: none"> • General administrative tasks and filing to support with the running of the department • To support the induction of new pupils who arrive mid-year • To support in the transition process from KS2 to KS3, KS3 to KS4 and to post 16 • Comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Ensure all pupils have equal access to opportunities to learn and develop • Attend meetings as required • Support the Assistant Headteacher - Behaviour and Attitudes, the Deputy Headteacher and the Heads of Year with ad hoc tasks • To use Bromcom to record pupil information, including positive and negative behaviour. Work as an effective member of the Pupil Development Team and identify opportunities for working with colleagues and sharing the development of effective practice with them.
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<p>General Duties:</p>	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
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<p>General Information and review:</p> <ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
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Signature:

Date:

Pastoral Administration Assistant
Person Specification

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with 5 GCSE Level C and above (including Maths and English)	✓		✓	✓		✓
	ICT literate with good keyboard skills	✓		✓	✓	✓	
	Evidence of recent continuing professional development,		✓	✓	✓		
Skills and Experience	Administration duties in an office environment		✓	✓		✓	✓
	Use of MS Office, including Excel and Word	✓		✓		✓	
	Maintenance of accurate records & filing systems, computerised and manual	✓		✓		✓	
	Experience of working in an educational environment in a multi academy Trust		✓	✓		✓	✓
	Record of good time management skills and ability to prioritise work effectively	✓		✓	✓	✓	✓
	Work constructively as part of a team, understanding roles and responsibilities and your own position within these.	✓		✓		✓	✓
	Ability to relate well to student and adults, including external contacts	✓		✓		✓	✓
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	✓
	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
Other	Hold a full driving licence.		✓	✓	✓		
	A helpful, calm and organised manner.	✓		✓		✓	✓
	Dedicated to academic excellence across the school	✓					
	Motivate and help students progress	✓					



Excellent teaching and the strongest relationships are the foundation stones of our school and staff have the highest expectations of our students. There are no limits to what they can achieve when we all (students, staff and families) work in collaboration.

Pastoral Support Assistant (Non-Teaching, 1-year)

Closing Date: 9:00am 22nd June

Interviews will be conducted as soon as we have a strong field.