



INFORMATION FOR APPLICANTS: SIXTH FORM PASTORAL SUPPORT ASSISTANT



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MESSAGE FROM THE EXECUTIVE PRINCIPAL

Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink that reads "Karen Hayward".

Miss Karen Hayward
Executive Principal

OUR VALUES & ETHOS

"Empowering Our Students To Shine"

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



SIXTH FORM PASTORAL SUPPORT ASSISTANT

Required from September 2026

32.5 hours per week, term time only plus 5 INSET training days

Monday – Friday; 8.30am – 3.30pm (30 minutes unpaid lunch break)

NJC Level 4a points 11–15

£21,523 – £22,962 per annum, actual salary

(£28,142 – £30,024 pro rata)

These figures are subject to the NJC pay award

We are seeking to appoint an enthusiastic and highly effective Pastoral Support Assistant to join our Sixth Form team. The successful candidate will play an important role in supporting students aged 16–18 to achieve their full academic potential while promoting high standards of attendance, engagement and personal responsibility.

Working closely with the Sixth Form leadership team, tutors and teaching staff, the role will focus on supporting students' wellbeing, attendance and engagement with their studies. The successful candidate will support students to develop strong independent study habits, organisation and resilience to enable them to succeed in their Sixth Form studies.

The role would suit someone who is passionate about supporting young people as they transition into adulthood and develop the skills needed for higher education, training or employment.

The postholder will also liaise with parents and external agencies where appropriate to ensure students receive the support they need to succeed during their Sixth Form studies and prepare for their next steps, including university, apprenticeships or employment.

The successful candidate will have excellent communication and interpersonal skills, a positive and supportive approach with young people and the ability to work effectively as part of a team. Experience of working in an educational setting would be beneficial.

How to apply for the role:

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

Closing Date – Friday 3rd July at 9.00am



SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



PERSON SPECIFICATION

Essential	Desirable
Education - Qualifications	
<ul style="list-style-type: none"> GCSE English & Maths at grades A*-C or equivalent 	<ul style="list-style-type: none"> A Levels Degree Training in behavioural management Training in the use of SIMS.net
Experience and background	
<ul style="list-style-type: none"> Previous experience of working in an educational setting 	<ul style="list-style-type: none"> Minimum of 2 years experience of working with pupils with challenging behaviour and/or poor attendance Experience in working with other agencies
Skills/Knowledge/Aptitude	
<ul style="list-style-type: none"> Understanding of children's emotional and educational needs. Ability to communicate and liaise effectively. Ability to provide pastoral and emotional support to students experiencing difficulties. Experience in working with challenging clients and dealing with complex issues. Ability to take responsibility and work with autonomy within set boundaries Good interpersonal skills with ability to communicate effectively with children and adults Good written communication skills Ability to work under pressure with good organisational and time management skills Ability to use ICT for recording, monitoring and reporting 	<ul style="list-style-type: none"> Working knowledge of education legislation and statutory guidance covering child protection, exclusions and special educational needs (code of practice) Previous experience in supporting the educational needs of children.
Professional Attributes	
<ul style="list-style-type: none"> Good organiser Good interpersonal skills Good communications skills 	<ul style="list-style-type: none"> Methodical and systematic approach to work Able to meet deadlines Able to interpret and act upon data for assessment
Personal attributes	
<ul style="list-style-type: none"> Confident outgoing personality Very high personal initiative Ability to communicate enthusiasm for learning to the pupils Able to relate well to other adults linked to the department 	<ul style="list-style-type: none"> Cool under pressure
Motivation	
<ul style="list-style-type: none"> Commitment to self-development and willingness to undertake further training Commitment to raising educational achievement and developing inclusion for pupils 	
Other	
<ul style="list-style-type: none"> Ability and willingness to work additional hours when required. 	

JOB DESCRIPTION

Pastoral Support

Supporting the pastoral care and wellbeing of Sixth Form students.

Monitoring student attendance and punctuality and following up concerns with students, tutors and parents.

Working with targeted students to support engagement with learning, organisation and independent study.

Supporting students who may be experiencing personal, emotional or academic difficulties.

Supervising the Sixth Form study area, ensuring a calm and productive learning environment and supporting students in developing effective independent study routines.

Working with the Sixth Form team to identify and support students who may be at risk of underachievement or disengagement.

Supporting the safeguarding and welfare of students in line with school policies.

Supporting the smooth running of the Sixth Form study areas and student support spaces.

Undertaking restorative conversations with students where appropriate.

Supporting students in developing the independence and personal responsibility expected of young people preparing for higher education or employment.

Pastoral Administration

Contacting parents and arranging meetings where necessary in relation to attendance or pastoral matters.

Preparing documentation and maintaining accurate pastoral records.

Working with tutors and other school staff to ensure effective communication regarding student progress and wellbeing.

Assisting with monitoring and recording attendance data and intervention strategies.

Attending pastoral meetings and contributing to discussions regarding student support.

Supporting the organisation of Sixth Form events such as open evenings, induction events and transition activities.

Undertaking a 30-minute lunchtime duty.

To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

To undertake tasks of a similar nature and level, as directed by the Executive Principal.

JOB DESCRIPTION

Health and Safety

To have an up-to-date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

Professional Development:

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role.
- Attend CPD events as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism at all times.

PERFORMANCE MANAGEMENT:

Participate in the School's arrangements for performance management, professional development and the School's arrangements for quality assurance and internal verification.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view'