



# HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

**Pastoral Support Officer**

ACHIEVEMENT & EXCELLENCE



**HEDINGHAM SCHOOL  
AND SIXTH FORM**  
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March 2026

**OFFICIAL SENSITIVE**

Dear Candidate

Thank you for your interest in this position.

Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort it takes to prepare and make an application and I thank you in advance. When writing your application, please address the job description and person specification enclosed and explain why you are now equipped to move into this role, specifically at Hedingham School.

Should you wish to discuss the role prior to making an application please contact Mr David Nash [hed.nashd@hedingham.essex.sch.uk](mailto:hed.nashd@hedingham.essex.sch.uk) Assistant Headteacher.

I look forward to receiving your application.

Yours sincerely

Paul Finch  
Headteacher

**Headteacher • Paul Finch BSc (Hons) PGCE NPQH**

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# Hedingham School and Sixth Form

## Context

Hedingham School and Sixth Form is an over-subscribed, independent Academy situated in an attractive village in North Essex (within easy reach of Braintree, Chelmsford, Colchester and South Suffolk). Our students are polite and engaged and love to learn and our parental body is highly supportive. As one student recently put it when speaking to an Ofsted inspector, “The school values shape us into adults.”

We are a school that values its history, maintaining traditional events and initiatives that are deep rooted in the local community whilst embracing new technologies. There has been recent central investment in the school building and an expansion of facilities including a new T Level block, Vocational Centre and Sixth Form Café.

Hedingham School provides a high-quality educational experience for all students and strives to ensure that each individual’s academic and personal development is fulfilled.

We offer a vibrant learning environment where students are encouraged to ‘think’ and explore strategies to grasp and apply knowledge.

The curriculum offered is purposeful and stimulating, allowing students to build a range of skills as they progress through school.

We want our students to be resilient and take on the challenges of the 21st century. We encourage them to approach school with confidence and participate fully in all aspects of school life.

At Hedingham School, our students support and care for each other and display high levels of respect for all members of the community. Hedingham School has a strong ‘culture’ which actively promotes equality of opportunity, allowing all students to pursue their ambitions.

We believe in building strong partnerships with parents, based on trust and confidence.

**Ofsted 2023**





#### MISSION STATEMENT

'Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21st century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community.'

#### OUR SCHOOL MOTTO IS:

**READY RESPECT SAFE**

#### VISION

*This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:*

To provide the **knowledge and skills** required to be successful learners

To create **resilient and independent** learners who are able to meet the challenges of the 21st century

To prepare learners for the **next step** in their education

To **broaden** their horizons through a rich and varied enrichment programme

To encourage learners to be **active citizens** who contribute positively to the community

## **JOB DESCRIPTION and PERSON SPECIFICATION**

### **Pastoral Support Officer**

**Salary LGS Scale 6 Points 14-18 £23,312 - £24,888 (Actual salary PA)**

**Effective Date ASAP**

#### **Job Description**

Reports to: Assistant Headteacher – Student Support

#### **Student Support:**

- Provide day-to-day pastoral care for students, offering guidance, mentoring, and emotional support.
- Build positive, trusting relationships with pupils to help them overcome barriers to learning
- Support students experiencing behavioural, social, emotional, or attendance-related difficulties.

#### **Behaviour and Attendance:**

- Support the implementation of the school's behaviour policy, including restorative approaches.
- Work with Heads of Year and senior leaders to develop behaviour plans and support strategies.
- Record and track incidents, interventions, and outcomes using school systems.
- Supervise and monitor inclusion room and inclusion reception on a timetabled basis.

#### **Family and External Agency Liaison:**

- Establishing and co-ordinating links with parents/carers, school staff, behaviour support colleagues and external agencies as appropriate with a clear understanding about confidentiality

#### **Safeguarding and Welfare:**

- Supporting and being part of the safeguarding team. Responding to students and parents/carers when incidents arise. To attend and on occasion lead meetings with regards to safeguarding issues should the need arise.

#### **Requirements:**

- A commitment to high standards of achievement from students and yourself
- Ability to remain calm, empathetic, and solution-focused under pressure.
- Excellent organisational skills and competence in common IT applications
- Strong interpersonal skills and the ability to act on your own initiative
- An enthusiastic, can-do attitude with a good sense of humour
- Commitment to safeguarding and child protection

#### **Person Specification**

##### **Skills**

- To be able to work effectively with young adults
- Broad understanding of education.
- Highly organised in approach and able to effectively prioritise tasks.
- Ability to work in teams and on own initiative.
- Excellent communicator.
- Working knowledge of computer systems.

##### **Qualities**

- The ability to build positive and professional relationships with young people.
- Willingness to be flexible depending on requirements of department.

##### **Experience**

- Previous work using administrative skills and/or as a personal assistant would be desirable.
- Previous work with young people and/or in a school setting would be desirable.

##### **Qualifications**

###### **Essential:**

- Good basic education to include Maths and English.
- Post-16 qualification preferably at a Level 3 or higher.

###### **Desirable**

- Educated to HE Diploma/Degree level.