



Exeter
A Learning Community



Inspiring Futures
through Learning

Pastoral Support Officer - Attendance Applicant Information Pack



TOGETHER, WE BELIEVE, WE WILL ACHIEVE!

WELCOME

Dear Applicant,

Thank you for your interest in our school and the exciting opportunity that this role presents.

At Exeter, we love our school, our children and our community and we are passionate about what we do. Every day, we work hard to achieve a positive difference for the children entrusted in our care. We are proud to be an attachment-focused school, where we nurture all our children to achieve their best in all areas of life.

When you join Exeter School, you don't just join a team – you join a family! As part of the IFtL family there are a large number of benefits, most notably our commitment to supporting our employees through CPD and professional development.

Please take the time to consider the specification and requirements to the role of a Class Teacher. If you believe you can thrive in this role and you want to play a significant part in our journey, we look forward to receiving your application.

If you have any questions, please email us at: head@exeterschool.co.uk

Yours sincerely,

Mrs Crawford and Miss Doherty
Co-Headteachers of School



**WE ARE TEAM EXETER AND WE
WORK HARD TO OVERCOME OUR
CHALLENGES AND ACHIEVE OUR
GOALS – MAKING MEMORIES AND
DREAMS COME TRUE.**

OUR VISION

As a team, we share a clear and united vision for our school: a warm, purposeful, and inspiring learning environment where every child is encouraged to explore, achieve, and grow—academically, socially, and emotionally.

We believe in nurturing a culture of collaboration and respect, where every member of staff feels valued and empowered to contribute to pupil success. As teachers, our influence extends far beyond delivering lessons. We guide children in finding their voices, developing confidence, and flourishing both within and beyond the curriculum.

Together, we commit to:

- Strengthening communication and teamwork, recognising that pupils thrive when adults work in partnership.
- Supporting every learner by celebrating individuality, meeting diverse needs, and helping children recognise their strengths.
- Maintaining high expectations while responding with empathy to the challenges our pupils may face.
- Promoting curiosity and creativity so that our classrooms become places of discovery, excitement, and meaningful learning.

We envision a school where children feel safe, challenged, and valued—and where every adult models the values we teach: kindness, responsibility, and a love of learning.

Together, we shape not only a classroom, but a community.



OUR VALUES

Together, we work towards our school values, I CARE: integrity, creativity, aspiration, respect and responsibility and empathy.

We value the way all children and families are unique, and we celebrate diversity and equality, valuing the importance of each and every person within our Exeter community. We will respect others regardless of ability, age, gender, disability, sexual orientation, ethnicity or religion. We will provide a happy, caring, safe, supportive and positive learning community.

Inspiring Futures through Learning

Our vision
To inspire the futures of us all through learning **together**

Our IFTL family
As an IFTL family we understand, and are committed to, our responsibility in shaping and influencing the lives of future generations. We do this in partnership with our families, our communities, fellow educators, and other local and regional partners. We also do this with national policy makers and global leaders. We are committed to the levels of collaboration required to shape and protect the future. We start with our schools, our people, our family, and from there we grow. At IFTL we are never alone – one united family striving for excellence in all that we do.

Our drivers

- Creating ambitious, lifelong learners in strong schools**
Imaginative schools that provide accessible, equitable, aspirational opportunities for all children to flourish
- Delivering high standards of curriculum for all within a positive learning culture**
Engaging, adaptive, evidence based and rewarding lessons that build rich knowledge for life
- Investing in staff development to create innovative, research led, career pathways**
Nurture, train, recruit, develop, deploy and retain great professionals throughout their careers and the wider system we serve
- Ensuring expert governance with a strong local identity**
Robust and ethical accountability measures, engaging effectively with parents and the wider community
- Strong financial management with efficient and effective operational structures**
Delivering value for money and prioritising the use of resource to reinvest in educational quality
- Being leaders in our community recognising our wider civic responsibility**
Work with other civic structures to advance education for the public good in the communities we serve and beyond
- Nurturing a safe, secure and engaging environment in which we all thrive**
Keeping everyone safe and well within an IFTL culture of collaboration and care

Our values

- F Fun**
We enjoy what we do. We make positive contributions. We take pleasure from success.
- U Unique**
We celebrate difference. We champion diversity. We are divergent in our thinking.
- T Together**
We share the same promise. We support and encourage. We cooperate, collaborate and care for each other.
- U Unafraid**
We are confident to challenge. We are courageous in our thinking. We are robust in our decisions.
- R Responsible**
We act in the best interests of our communities and each other. We are accountable for our actions. We stand up to scrutiny.
- E Energetic**
We are positive and dynamic. We explore new worlds. We innovate to achieve.
- S Safe**
We are secure in our beliefs. We are protective and firm. We make decisions together.

Our outcomes

Ambitious Learners ★ Rewarding Experiences ★ Skilled Professionals ★ Expert Governance ★ Firm Foundations ★ Community Champions ★ A safe place to be!

APPLICANT INFORMATION



This section contains all relevant information



Pastoral Support Officer - Attendance

Salary: F6-7
Position: Permanent

Inspiring Futures through Learning (IFtL) is a family of schools who inspire all of our futures through learning together. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do. Exeter - A Learning Community prides itself on being the beating heart of the Exeter community. We are fully inclusive and provide for children no matter their gender, race or background. We have created bespoke and vibrant learning environments and engage children in a rich, skill and knowledge-based curriculum. We strongly believe in the value of learning at all ages and this is reflected in the way we journey together to achieve our goals. Together, we believe, we will achieve!

#WelcomeToIFtL #BelongingInIFtL #IFtLFamily

Core duties and responsibilities:

- Working with children and families to promote good attendance, following school and trust policies, as well as government guidelines as well as local authority policies and processes.
- To support children with their emotional wellbeing, running 1:1 or group interventions, and providing emotional support and care as needed.
- To develop positive relationships with all children, with a particular focus on supporting pupils with high levels of need and our vulnerable students, such as those experiencing EBSA, and their parents/carers.
- To monitor and evaluate the impact of work undertaken to ensure that interventions and support provided is effective.
- To keep comprehensive and accurate records of work completed, conversations with parents and external agencies and referrals made.
- To work alongside external agencies to improve outcomes for children; ensuring that swift referrals are made as required.
- To lead run Family Help Conversations (FHC) under the direction and support of the Safeguarding and Wellbeing Manager.
- To work with phase leaders to help investigate or manage any behavioural incidents.
- To identify and carry out intervention with children using restorative approaches, conducting meetings between students and other students, parents and staff.
- To be a first point of contact for parents/carers
- To attend and lead parent meetings relating to behaviour and or pastoral concerns.
- A willingness, if relevant, to become an OPAL ranger to support with our lunchtime provision to support the pastoral needs of children at this time.
- To support school policy as appropriate, in particular relating to child protection, confidentiality and health and safety issues.
- To undertake other tasks in line with the above accountabilities as directed by the Safeguarding and Wellbeing Team Manager.

THIS JOB DESCRIPTION reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the school. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

Other information:

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Please see below person specification.

Unqualified Class Teacher

Person Specification

CATEGORY ITEM	ESSENTIAL	DESIRABLE
Experience	• Work in supporting young people • Computer literate • Good communication skills	• Previous work in primary education or with primary aged pupils • Previous work in pastoral support • Experience of working in the area of school attendance • Awareness of interventions such as protective behaviours and drawing and talking • Experience as an ELSA (Emotional Literacy Support Assistant) • Understanding of restorative practice and attachment informed practices • Previous experience of working with families
Education and Training	• Good overall level of educational achievement Maths and English to GCSE standard • Effective use of office ICT packages	• Qualifications relating to pastoral support such as Mental Health First Aid, ELSA or similar • Access to own car and full-driving licence
Aptitudes	• Ability model and set high expectations for children • Ability to work co-operatively within the pastoral services team, establishing effective working relationships • The ability to meet deadlines and requirements in a fast-paced environment • Ability to work under the pressure • Assertive and highly organised • The ability to work as part of a team to ensure all service standards are met, using own judgement and decision-making skills as necessary • The ability to converse at ease with parents, external agencies and other professionals	• An understanding of attachment informed practices, trauma and the impact of adverse childhood experiences (ACES) or a willingness to undertake training in this area and adopt these practices.

	• Confidence to lead meetings with parents and other professionals	
Disposition	• Committed and enthusiastic • Enjoys working in a team • Shows initiative • Co-operative and flexible • Empathy with students of all abilities and dispositions • Sense of humour • Suitability to work with children	



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through Learning**



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