



HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

Pastoral Welfare Assistant

ACHIEVEMENT & EXCELLENCE



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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, 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 Welfare Assistant

Salary LGS Scale 5 Points 10-13 £21,855 - £22,937 (Actual salary PA)

Effective Date ASAP

Reports to: Leader of Sixth Form

Pastoral Support

- Provide a welcoming and supportive point of contact for students seeking help, guidance or reassurance.
- Assist Heads of Year/ Sixth Form Leaders and pastoral staff with day-to-day pastoral administrative matters.
- Support the coordination of interventions, mentoring and wellbeing activities.
- Help maintain a calm, positive and inclusive atmosphere in pastoral areas.

Safeguarding & Welfare Administration

- Routinely complete administrative safeguarding tasks on MyConcern, ensuring timely response to new concerns.
- Maintain accurate, confidential safeguarding records in line with statutory requirements.
- Support communication with external agencies when required.

Support Across Key Stages

- Work flexibly across Years 7–13, adapting to the differing needs of lower school, upper school and sixth form students.
- Assist with transition processes, including Year 6–7 induction and Year 11–12 progression.
- Support sixth form pastoral processes such as attendance, wellbeing and applications where required.

Attendance & Behaviour Monitoring

- Assist with monitoring attendance, punctuality and behaviour across all year groups.
- Compile attendance and behaviour reports for Year Leads/Sixth Form Leads
- Support the administration of behaviour systems, detentions and pastoral sanctions.
- Produce reports for pastoral leaders to support early intervention.

Administrative Support

- Provide high-quality administrative support to the pastoral team, including:
 - Managing emails and communication
 - Updating student records
 - Preparing letters, reports and documentation
 - Coordinating meetings and appointments
- Maintain organised filing systems and ensure compliance with data protection requirements

Communication & Liaison

- Communicate professionally with parents, carers and external agencies.
- Liaise with teaching staff, Heads of Year, Head of Sixth Form, SENCO to ensure coordinated support for students.
- Support the organisation of pastoral events, parent meetings and information evenings.

Personal Specification

Personal Qualities

- Warm, approachable and student-centred
- Empathetic and able to build trust with young people
- Calm, patient and composed when dealing with sensitive or challenging situations
- Discreet and reliable, with a strong commitment to confidentiality
- Resilient and able to cope with the fast pace of a busy school environment
- Positive, professional and reflective in their approach

Professional Qualities

- Highly organised with strong attention to detail
- Able to prioritise tasks and manage competing deadlines
- Proactive and able to use initiative to solve problems
- Strong IT skills and confidence using digital systems
- Accurate and efficient in record-keeping and data handling
- Able to follow safeguarding procedures consistently and responsibly

Communication & Interpersonal Qualities

- Clear, confident communicator with students, staff, parents and external agencies
- Able to de-escalate situations and offer calm, supportive guidance
- Strong written communication for emails, reports and documentation
- Professional and courteous in all interactions
- Able to build positive working relationships across the school

Safeguarding & Welfare Qualities

- Vigilant, observant and confident in recognising concerns
- Committed to maintaining a safe, supportive environment for all students
- Understands the importance of accurate, timely reporting

Teamwork & Collaboration

- Works effectively as part of a pastoral and administrative team
- Flexible and willing to support colleagues when needed
- Open to feedback and committed to continuous improvement