



The Abbey School

Recruitment Pack Pastoral Support Coordinator



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



Our Family of Schools



The Howard
School

The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood
Primary School

Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



Waterfront
UTC

Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey
School

The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans
AP Academy

The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to The Abbey School



The Abbey School joined THAT on 1st April 2023, after celebrating the school's best academic results ever in 2022. The Abbey School is a mixed secondary school with a thriving population of over 1100 students. We believe that school should be a place where young people can discover and develop their own individual talents. This means an education that is structured around the individual strengths and needs of each child.

At the end of their time with us, we aim for all our young people to leave the school confident, happy and well equipped to take their place in employment or further education. We are particularly proud of the support structures that exist within the school which we continually enhance. Our students acquire not only an excellent foundation in learning, but also attributes such as resilience, leadership, creativity and team-working skills.

Aspiration at The Abbey School does not only mean wanting to do well in tests or gaining qualifications. It refers to the broader sense of accomplishment gained through personal development and through participation in a large variety of opportunities offered to our students. Our school emphasises the importance of working collectively both within the school and with local partners.

When you visit our school, I am sure that you will recognise not only the warm welcome of our students but also their enjoyment and passion for learning. Our school motto, ***“Be The Best You Can Be”***, reflects our educational values. It is inclusive of all that belong to our community, and it is our aim that all members of our school show respect for one another.

Dr Speller, Principal



NOR
1121



Age Range
11-19



PP
34.3%



FSM
35%



SEN
14.7%



EAL
8.8%

Job Description

Job Title: Pastoral Support Co-ordinator

Contract Type: Permanent, Part-time, Term-time only

Remuneration: Kent Range Scheme, KSC (entry point)

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

To work with the Head of Year/Senior Head of Year/SLT and other staff in providing pastoral support and guidance for pupils across the school. To support the Head of Year/Senior Head Of Year/SLT in making sure that students comply with school rules and expectations so they achieve highly.

Key responsibilities:

- To support Tutors in providing work, advice and assistance with pupils' social, health and emotional development.
- To support Tutors to challenge and motivate pupils; promoting and reinforcing their self-esteem and helping them develop effective strategies for learning and behaviour.
- To collect information and statements from pupils.
- To support the monitoring of pupils who have been placed on report and to pass information about their progress to the relevant Head of Year.
- To liaise with parents and outside agencies and to attend meetings convened to discuss pupils' progress.
- To ensure that accurate records are maintained for all pupils outlining issues that have arisen and any action that has been taken.
- To liaise with the Head of Year/Senior Head of Year/SLT in organising consultation evenings, induction and open days and evenings and other parental meetings.
- To deal with routine enquiries and correspondence and to refer matters to the Head of Year/Senior Head of Year/SLT or other staff when necessary.
- Log and monitor detentions and reports using existing data bases and timetabled intervention, contacting parents and keeping relevant stakeholders up to date on progress.
- To draft Provision Plans for pupils when required and present to Head of Year/Senior Head of Year/SLT prior to the re-admittance from fixed term exclusion.
- Support Head of Year/Senior Head of Year/SLT as required with matters relating to behaviour, attendance, uniform and planners
- Using timetables, procedures and assessment data; agreed at Head of Year/Senior Head of Year/SLT level, monitor individual and group progress.
- Support interventions agreed at Head of Year/Senior Head Of Year/SLT, monitor and record the interventions and provide data for distribution.
- Support the running of the Inclusion Rooms
- Assist in monitoring the appearance and general behaviour of students around the School, maintaining good order and sound discipline among students, including safeguarding their health and safety (where applicable)

- Be actively involved in the school's form tutor and house system (where applicable)
- Contribute to the School Improvement Plan (where applicable)
- Implement the School's agreed policies
- Participate in the School's Appraisal programme
- Cover for absent Form Tutors
- Participate in School based INSET
- Perform any other duty that their line manager might reasonably request
- To monitor the well-being of all students and report any concerns related to the safeguarding of students to the Designated Child Protection Co-Ordinator (DCPC)
- To be aware of and follow school policies relating to Health and Safety

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none">Maths and English GCSE or equivalent, Grade C or aboveFirst Aid Training	<ul style="list-style-type: none">Evidence of ongoing Professional DevelopmentFurther qualification in working with children, young people and families
Experience	
<ul style="list-style-type: none">Experience of working within an administrative settingExperienced in using Management Information Systems such as Arbor or equivalentExperience of working with children aged 11-18 years.	<ul style="list-style-type: none">Experience of working within the academy or education sectorExperience of working with children who display challenging behavior and an ability to motivate and encourage studentsExperience of resolving conflict and facilitating mediation between young people
Knowledge and Understanding	
<ul style="list-style-type: none">High degree of accuracyAbility to manage time effectively to complete tasks to a high levelBe flexible to changing demands of the positionTo undertake any training relevant to the roleKnowledge of child protection and safeguarding policiesKnowledge of Child Development and learning processes	<ul style="list-style-type: none">Knowledge of child protection and safeguarding policiesSound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards
Characteristics and Competencies	
<ul style="list-style-type: none">Excellent communication including verbal and writtenCompetent with IT and other software packages such as Microsoft Word, Excel and PowerPointGood organisational skillsAbility to create a happy, challenging and effective learning environment	<ul style="list-style-type: none">

- A solution-focused mindset and determined “no excuses” approach to raising standards
- A personable nature to build effective relationships
- Ability and keenness to promote the Trust’s positive culture and ethos
- A high level of integrity, confidentiality and discretion
- Ability to develop good personal relationships within a team, making an effective contribution to high morale

