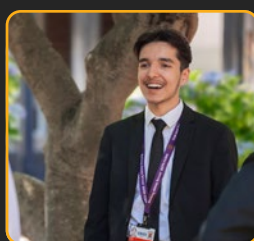




BARKING ABBEY SCHOOL

PASTORAL CO-ORDINATOR

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBAY

SUCCEED
SCHOOL

www.barkingabbeyschool.co.uk



GIVE

AND

EXPECT

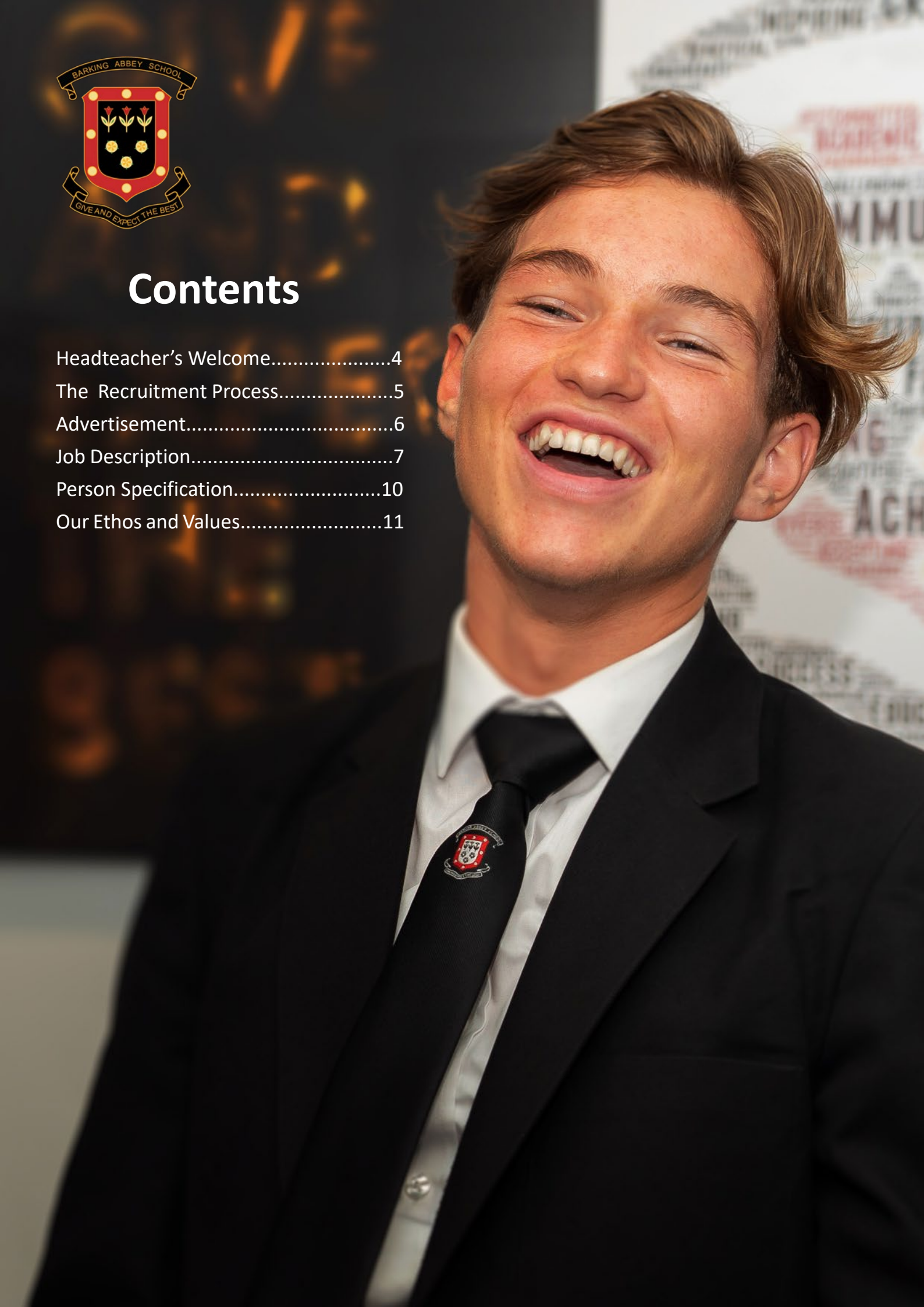
THE

BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Pastoral Co-ordinator.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

All interested applicants must complete the online application form on the MyNewTerm website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications Friday 2nd October 2026

Interviews week commencing Monday 5th October 2026

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: jobs@barkingabbeysschool.co.uk



Advertisement

Pastoral Co-ordinator

Commencing: As Soon as Possible

Salary Scale: Salary Scale: 6 (Pt 18 £35,520 – Pt20 £36,585, full time) Prorated salary range is likely to be approx. £31,337 – £32,276, (dependant on experience, weeks per year and continuous service). Based on working 35 hours per week, Term time plus 10 days. Likely hours of work during term time are likely to be 8am to 4pm. (Subject to change to meet the operational needs of the school).

An exciting opportunity has arisen at Barking Abbey School for a Pastoral Coordinator to work alongside our Pastoral Teams.

We are looking for a committed member of staff who would like to undertake this vital role supporting our student's behaviour, wellbeing, attendance and learning. This is an exciting opportunity for someone to learn new skills, and undertake a developing role, working with a dedicated and supportive pastoral team.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:
<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Job Description

Job Title	Pastoral Co-ordinator
Grade	Scale 6
Department	Core Staff-Pastoral/Inclusion
Location	Sandringham & Longbridg
Line Manager	Behaviour and Inclusion Manager

PURPOSE OF THE ROLE

- To assist the Heads of Year to develop, lead and manage the welfare strategy for the pastoral group, involving relevant aspects of students' emotional and behavioural needs.
- To assist the Heads of Year in leading teams of colleagues in the development and implementation of strategies to address the outcomes of the above.
- To assist the Heads of Year by overseeing the running and management of the Pastoral/Removal Rooms.
- To assist the Heads of Year by being the first contact for students experiencing behavioural or pastoral concerns and to support with the investigation of these concerns.
- To assist the Heads of Year in the overall monitoring of their year groups / Key Stage.

THE FOLLOWING INDICATE SOME OF THE PRINCIPAL TASKS AND RESPONSIBILITIES:

- Deputising for the Heads of Year in their absence including duties such as:
 - Deciding on and implementing sanctions and courses of action for students
 - Authorising student absences in advance (for genuine reasons, e.g University Open days etc)
 - Monitoring student daily reports
 - Attending relevant meetings
- Assisting the Heads of Year in their whole school pastoral focus.
- Peer mentoring and mediation.
- Attend relevant meetings as and when necessary including:
 - SEN Panel Meetings
 - TAF meetings (including opening up CAFs when appropriate)
- Pastoral Care and support of students including liaising with parents on a regular basis.
- Monitoring and tracking student attendance and punctuality.
- Organising and managing times for individual student photos, in line with the new Mid-Phase Admissions Policy.
- •Attending the following student events and being available to answer parent/ student questions as necessary:
 - Presentation Evening
 - GCSE Results Day
 - Sixth Form Enrolment Day
 - Summer schools
 - Transition events
- Managing and overseeing school reflections when required.
- Organising and running of some CAF's.
- Awarding and recording merits, badges, certificates and other rewards to students.
- Assisting with timetable adjustments when required (e.g. medical issues, temporary adjustments etc).
- Assist with emergency evacuation procedures when necessary and attend First Aid incidents for your pastoral group when required.

- Liaise with external agencies when necessary (e.g. counselling services, social services, local police etc).

Additional responsibilities according to year group/Key Stage attached to:

Year 7

- Visiting primary schools to capture data for students coming to Barking Abbey School.
- Attending Year 6/7 Induction days.
- Attend Year 7 Link Evening.
- Assist in the administration of Year 7 enrolment packs/ capture forms.

Year 8

- Organising and managing the female students HPV injections.
- Assist with the organisation of Art Creativity Days.
- Attending the Year 8 Options evening and being available to answer parent/ student questions as necessary.
- Attend Year 8 Link Evening.

Year 9

- Attending and being available to answer parent/student questions for the Year 8 into Year 9 Options evening.
- Assist with the advising on Flexi-learning and College links in Year 9, liaising with the Careers Advisers and Alternative Provision Lead.
- Attend Year 9 link evening.

Year 10

- Advising on Flexi-learning and College links in Year 10, liaising with the Careers Advisers and Alternative Provision Lead.
- Assist with the organisation and running of mock interview days.
- Assisting with the organisation of Work Experience.
- Attend Year 10 Link Evening.

Year 11

- Assist with the advising on Flexi-learning and College links in Year 11, liaising with the Careers Advisers and Alternative Provision Lead.
- Attending Year 11 Prom.
- Issuing Borough Post 16 destination forms to all students and returning completed forms to the borough.
- Attend Year 11 Link Evening.



After core hours events that the Pastoral Co-ordinators are expected to attend:

Event	Year group	PC to attend	Number per year	Length of event	Total length of events over Academic Year
Drop in sessions	Year 6 into 7	All	3	2.5 hours	7.5 hours
Presentation Evenings	Longbridge or Sandringham Campus	DYC attached to relevant House/ Campus	1	4 hours	4 hours
Options Evening	Year 8	All	1	4 hours	4 hours
Year 6 Open Evening	Year 6 into 7	All	1	2 hours	2 hours
Staff Meetings when required	All	All	Maximum 6	1 hour	Maximum 6 hours
Sixth Form Enrolment day	Year 11	All	1	5 hours	5 hours
GCSE Results Day	Year 11	All	1	5 hours	5 hours
Total Number of Hours					47.5 hours out of 70 hours worked

*A rota may be devised so that only one needs to be attended.

Pastoral Co-ordinators will be paid for 47.13 weeks of the year, which includes an additional 70 hours compared to a standard term time only contract. The additional out of core hours above are calculated as 47.50 hours over the academic year. The additional 22.50 hours can be used for meetings, trips that extend past core hours etc., such as End of Year Reward trips.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

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 for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements that are commensurate with the job title and grade.

Employees Signature		Date	
Head Teacher Signature		Date	

Person Specification

Knowledge & Skills	Criteria	Essential	Desirable	Assessment Method		
				Application A	Interview I	Task / LO T
				A	I	T
Knowledge & Skills	Ability to connect with young people and gain their respect and support.	✓			✓	
	Able to establish a boundary with young people beyond which they do not step but to do so in a quiet and confident way retaining their respect.	✓			✓	
	Knowledge of student welfare and behaviour management strategies, skills and techniques.	✓		✓	✓	
	A high level of enthusiasm, commitment, drive and determination to operate both independently and collaboratively at the highest possible standard.	✓			✓	
Qualifications	Safeguarding training.		✓	✓		
Experience	Experience of working with young people 11-18.	✓		✓	✓	
	Confident ICT skills.	✓		✓		✓
	Proven leadership experience or clear potential to develop high levels of leadership skills.	✓		✓	✓	
Attitude & Personal Qualities	Passion for working with young people 11-18.	✓		✓	✓	
	Sensitive to young people's feelings and needs and able to be flexible in implementing policy and strategy in relation to managing their welfare needs.	✓		✓	✓	
	Consistently calm and reflective in pressure situations.	✓		✓	✓	
	Good organiser and administrator, able to meet tight deadlines.	✓		✓		✓
	Ability to build positive relationships with, and gain the confidence of, staff and parents.	✓		✓		
	Honesty and Integrity.	✓			✓	
	Understanding the need to use discretion and respect confidentiality.	✓			✓	✓
	Commitment to safeguarding and promoting the welfare of children and young people.	✓			✓	
	Understanding of the requirements of data protection and disclosure of information.	✓		✓		✓
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓			✓	
	Ability to work flexibly and outside of normal hours.		✓	✓	✓	
	Current driving licence and car for travel and transport between Sandringham & Longbridge.		✓		✓	

Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.

