



**MALMESBURY SCHOOL**

*Happy, caring, excellent*



# PASTORAL ASSISTANT





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of five secondary schools and two primary schools in Wiltshire, Gloucestershire and South Gloucestershire. Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We intend to enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

A handwritten signature in black ink that reads "Tim Gilson".

Tim Gilson

Chief Executive Officer

The Athelstan Trust





Dear Colleague,

Thank you for your interest in working with us at Malmesbury School. It is a wonderful opportunity for an ambitious and talented individual to join a forward thinking and invocative school with exceptionally high levels of achievement, behaviour and performance.

At Malmesbury we endeavour to ensure our school is a Happy, Caring and Excellent environment in which all students can thrive. We are proud to be a truly comprehensive school, and our provision matches the needs of our truly comprehensive and rural in-take.

As you visit the school, walk the corridors and speak to our staff and students, you will see our mantra embodied in everything we do, including our recruitment process. We are recognised regionally for our superb outcomes for students with significantly positive Progress 8 year-on-year. We are also proud of the development the students make personally during their time with us, the destinations of our leavers and the numbers attaining exceptionally well after leaving Malmesbury in Higher Education.

Our offer goes beyond the classroom and we are proud of our extensive extra-curricular offer, whether that be our exchanges and foreign links with Denmark and South Africa or vast range of clubs and societies. We believe strongly in developing all our students culturally and exposing them to range of opportunities that best prepare them for being Happy, Caring and Excellent adults.

This letter provides a flavour of Malmesbury School. There is much more to see on our website and if you would like any further information/clarification then please contact Kelly McCarthy, our HR Lead, [kmccarthy@malmesbury.wilts.sch.uk](mailto:kmccarthy@malmesbury.wilts.sch.uk) who will be only too happy to help.

I look forward very much to hearing from you and wish you the very best of luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "B Jouny".

Mr Brett Jouny  
Headteacher





## Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

## Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms





## Pastoral Assistant

- Start date:** ASAP
- Salary:** NJC scale point 9-12, £26,409 to £27,711 per annum (£23,196.44 to £24,340.06 is the actual salary per annum based on full time, 40 weeks a year)
- Contract:** Permanent, either full time or part time, 40 weeks a year (term time plus TD days and one additional week per year).
- Location:** Malmesbury School
- Closing date:** Wednesday 22<sup>nd</sup> January 2025 at 12 noon

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of five secondary schools and two primary schools in Wiltshire, Gloucestershire and South Gloucestershire. We currently employ over 600 people and educate 4,100 pupils and plan to expand further over the coming years.

At Malmesbury School our vision is to be a Happy, Caring and Excellent community. We are proud to be a truly comprehensive school providing an education of the highest quality for all the students within Malmesbury and the surrounding area. We are proud to have been judged outstanding in all areas by Ofsted in our inspections in 2012 and 2024.

We are looking for a full time Pastoral Assistant to join our caring, collaborative and supportive team of student support staff. The post involves working closely with the Senior Pastoral Leaders and student support team, with a specific focus on supporting the pastoral needs of disadvantaged and vulnerable learners across years 7-11. The successful applicant will have excellent organisation and interpersonal skills and a relentless commitment to providing the highest quality of pastoral care for our students. The ability to build positive and effective working relationships with parents/carers and staff including tutors, teachers, Academic Leaders and the Learning Support team will be essential. Please read the job description for more details.

**The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.**

**References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.**

**Please note that we reserve the right to close the vacancy ahead of the advertised closing date should a suitable applicant be found.**

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.





**MALMESBURY SCHOOL  
JOB DESCRIPTION**

**POST:** Pastoral Assistant Student Support

**REPORT TO:** Senior Pastoral Leader KS3 and KS4  
Assistant Headteacher i/c Cover

**SALARY:** NJC SCP 9-12

**HOURS:** 37 hours per week  
40 Weeks (Term time + 2 Weeks)

**GENERAL DESCRIPTION OF THE POST:**

The Postholder is responsible, for the duties shown in the list below, to ensure the smooth running of the school. Direct line management through the Senior Pastoral Leaders of Years 7-11.

**NOTE: The Student Support Office should provide a single point of contact to co-ordinate the flow of student information.**

**Main duties:**

1. Work with Senior Pastoral Leaders regarding incident investigation and reporting.
2. Triage for behaviour management procedures.
  - 2.1 Oversee the removal of students from the classroom in line with school policies.
  - 2.2 Supervise and ensure work is provided for students in the isolation room.
  - 2.3 Oversee the isolation room.
  - 2.4 Enter incidents/events onto ClassCharts and print ClassCharts reports as required.
3. Liaise with tutors, Academic Leaders and Learning Support regarding the pastoral wellbeing and attendance of disadvantaged learners in Years 7 – 11.
4. Carry out proactive and reactive pastoral intervention work with students with a focus on the wellbeing and attendance of disadvantaged learners.
5. Set up and undertake Intervention Programmes – liaising with Senior Pastoral Leaders, students and parents with a focus on disadvantaged learners.
  - 5.1 Collate feedback from teachers.
  - 5.2 Produce documentation and review programmes with individual students.
  - 5.3 Evaluate and circulate documentation to teachers and parents.





6. Support Senior Pastoral Leaders in TAC meetings and reviews. Assist in the completion of CAF paperwork as required.
7. Attend Parent Consultation Evenings/Tutor Evenings and Parents Evenings in support of SPL, if required.
8. Attend pastoral team meetings as necessary.
9. Carry out general office duties as required for the Student Support Office.
10. Administrative assistance to Senior Pastoral Leaders and to Student Support Office:
  - 10.1 answer telephone and record messages;
  - 10.2 type letters, Individual Behaviour Plans, Form Bs, as required;
  - 10.3 filing, photocopying etc.
11. Maintain student files.
12. Maintain the Isolation Record of attendance.
13. Complete Fixed Term Exclusion paperwork as required.
14. Administer First Aid to Students and arrange transfer of pupils to hospital where necessary. Ensure completion of Incident Form/ Accident book and notify parents.

**Note: Student Support staff work as a team and the roles and duties carried out by members of the team should be regarded as interchangeable.**

**Other Duties:**

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

*All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.*

*Malmesbury School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all staff.*

**Trust:**

There is an expectation of collaboration and resource sharing with other colleagues across the Trust

**January 2025**

