

RECRUITMENT INFORMATION

Position: Pastoral Support Officer

Start Date: September 2026

Salary: Grade 6 (pt 11-17) £29,211 - £32,200

(Actual salary £25,204 - £27,783)

Application Deadline: Thursday 9th July 2026, 9am

Interview: Monday 13th July 2026

Dear Candidate,

An exciting opportunity has arisen to join our flourishing Church of England 11–18 secondary school, serving approximately 1,250 pupils within a successful single-academy. Rooted in our Christian vision to *know, nurture and inspire*, we are committed to enabling every member of our community to flourish and experience *life in all its fullness* (John 10:10). We are proud of our inclusive culture, strong outcomes and ambitious approach to continuous improvement.

We wish to appoint a resilient, confident and consistent individual to join our Pastoral Team. You will guide and support our young people as they grow. Your personal qualities are the most important part of what we are seeking.

As a Pastoral Support Officer, you will play a key role in guiding and supporting students through their school journey. You will build strong, supportive relationships, helping young people navigate challenges and achieve their full potential—both academically and personally.

Your experience may come from a range of backgrounds, but you will be very comfortable working with young people, empathetic to their needs and any difficulties they might experience. You will work closely with the pastoral team and need to be a good team player.

This post offers the opportunity to be part of a vibrant and supportive department, who are passionate and committed to supporting young people.

Closing date: Thursday 9th July 2026, 9am

Interview: Monday 13th July 2026

Applications should be submitted via the Vacancies section of our website.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Helen Cairns', written in a cursive style.

Helen Cairns

Headteacher

Pastoral Support Officer

A Pastoral Support Officer plays a vital role in promoting the wellbeing, personal development and overall success of students within the school community. Working closely with the pastoral team, you will provide consistent support to young people, helping them to overcome barriers to learning and maintain positive engagement with school life.

Central to this role is building strong, trusting relationships with students. You will offer guidance, encouragement and practical support, particularly for those experiencing social, emotional or behavioural challenges. By being a visible and approachable presence, you will help create a safe and supportive environment where all students feel valued and understood.

You will work collaboratively with teaching staff, senior leaders and external agencies where appropriate, ensuring that each student receives the appropriate support. This includes monitoring student wellbeing, supporting behaviour management strategies, and contributing to interventions that promote positive outcomes.

The role requires resilience, consistency and empathy. You will need to respond calmly and effectively to challenging situations, maintain clear boundaries and expectations, and always act in the best interests of the young people you support.

Ultimately, the Pastoral Support Officer is key to ensuring that students are able to thrive both personally and academically, enabling them to reach their full potential.

Your personal qualities are the most important aspect of this role. We are looking for someone who is:

- Calm, resilient and able to remain consistent in their approach
- Empathetic, with a genuine understanding of the challenges young people may face
- Confident in working with students and managing difficult situations positively
- A strong team player who works collaboratively with colleagues

Responsible to

Pastoral Support Manager

Key Responsibilities

- To encourage positive attitudes and behaviour for learning in and around school.
- To support the Pastoral Team with behaviour, attendance and welfare issues relating to assigned cases.
- To monitor attendance for allocated year groups, including attending meetings with parents, students and Senior Leader responsible for attendance to resolve matters of attendance.
- To help remove welfare barriers to learning, enable students to make at least expected progress.
- To enforce expectations and be a point of referral with regard to uniform, attendance, punctuality and respectful behaviour.
- To be involved with Assemblies, Tutor Time and support worship as applicable.
- To attend case conferences, including Child Protection Case Conferences and other meetings with internal and external agencies with regard to students in allocated year groups.
- To attend where necessary TAF meetings and other meetings with internal and external agencies.
- To organise and attend meetings and reviews as necessary, making contact with parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To be alert to safeguarding issues, log and pass on concerns as appropriate.
- To deal with issues sensitively and maintain confidentiality where appropriate.
- To work both independently and also as a member of a strong, cohesive and supportive team.
- To assist with the On Call and other rotas as required.
- To lead interventions with individuals and groups of students to improve pastoral and academic outcomes.
- Supervision of students at lunchtime as part of staff duty rota and occasionally at other times as required.
- Provision of first aid assistance (training will be provided if required).

Management Information

- To undertake record keeping and administrative work associated with the above.
- To actively use SIMS, CPOMS and Satchel to ensure meticulous record keeping.

Behaviour and Ethos

- Implement school behaviour policies to ensure a safe and respectful learning environment
- Promote the school's Christian ethos, values and inclusive culture
- Support students' spiritual, moral, social and cultural development

Enrichment and Wider School Life

- Contribute to enrichment opportunities including clubs, trips, exhibitions, competitions and industry links
- Play a full and active role in the wider life of the school

Professional Responsibilities

- Demonstrate high standards of professionalism, including attendance, punctuality and adherence to school policies
- Engage in continuous professional development and appraisal
- Work collaboratively with colleagues, parents/carers and external agencies
- Undertake duties and attend meetings as required
- Contribute to online or remote learning where necessary
- Demonstrate a strong commitment to safeguarding and promoting the welfare of students, complying with all statutory requirements

Special Requirements

- Whilst not essential, experience of working in a similar role is highly desirable.
- Whilst not essential, experience of counselling, mentoring or guidance work is highly desirable.
- Whilst not essential advanced safeguarding training is desirable.
- Whilst the above job description covers the Pastoral Support Officer job in total, the current team would be considerably strengthened if the successful candidate had training on Mental Health issues.
- Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Person Specification: Pastoral Support Officer

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of education 	<ul style="list-style-type: none"> • Training relevant to role including Safeguarding, Mental Health First Aid Training, New Ways of Working/Trauma Informed Practice • First Aid Qualification
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of working with young people • Knowledge of various intervention strategies of benefit to the welfare and development of young people • Either already very familiar with child protection issues or able to acquire this understanding quickly • Excellent communicator • Effective team member • Knowledge of the social, emotional and mental health needs of young people. 	<ul style="list-style-type: none"> • Knowledge and understanding of medical issues and personal choices relating to young people in the following areas: healthy eating; eating disorders; drugs, smoking and substance abuse; behaviour; sexual health; personal image • Experience of working in a similar role
Abilities and Skills	<ul style="list-style-type: none"> • ICT competent and conversant with the Microsoft Office suite of applications • Be able to communicate effectively with students of all abilities • High level of literacy • Ability to liaise effectively with parents and outside agencies. 	

	<ul style="list-style-type: none"> • Have good administrative organisation and communication skills. • Ability to work with a wide range of adults including teachers, parents and carers. 	
Personal Qualities	<ul style="list-style-type: none"> • Support the school's Church ethos • Have commitment to achieving the highest standards possible for students • Have a good record of attendance and punctuality • Be able to work under pressure • Have the ability to work well in a team • Be willing to take on additional responsibilities as delegated • Have excellent interpersonal skills • Have ambition and desire to achieve excellence 	
Professional Attributes	<ul style="list-style-type: none"> • Commitment to continuous professional development • Ability to work collaboratively as part of a team • Strong time management and organisational skills • Ability to reflect on and improve own practice 	
Values and Ethos	<ul style="list-style-type: none"> • High professional standards, integrity and adaptability • Commitment to the school's Christian ethos, enabling all to flourish • Ability to inspire motivate and build strong relationships • Drive and commitment to continuous improvement • Calm, reflective and positive role model 	

	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of young people• Commitment to equality, diversity and inclusion• Willingness to contribute to the wider life of the school community	
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Safeguarding Statement

The Bishops’ Blue Coat Church of England High School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to an enhanced DBS check and all relevant pre-employment checks.

About Our School

Our Vision

The Bishops' Blue Coat Church of England High School is an exciting place to be.

We know, nurture, and inspire our community to be the best version of themselves through a better understanding of the Christian faith, our core values, and a rich set of opportunities. Students achieve academically whilst growing personally and spiritually.

Through their engagement in society and beyond, our students make a positive difference through wise action, resilience, and a sense of responsibility.

Our community is enabled to live life guided by Jesus, to flourish and have “life in all its fullness” (John 10:10)

The Bishops’ Blue Coat Church of England High School is an excellent oversubscribed, high performing secondary school. Our aim is to know, nurture and inspire both students and staff through a strong culture of professional development, collaboration and high expectations.

Our values, rooted in the Church of England and interpreted for our community, shape an inclusive and aspirational ethos. Our curriculum is guided by clear principles of:

- **Wisdom, Knowledge and Skills**
- **Dignity and Respect**
- **Hope and Aspiration**

These underpin high-quality teaching and learning across the school.

Located close to the historic city of Chester, Bishops’ benefits from a well-established and continually enhanced campus and strong digital infrastructure, supporting an excellent learning environment. We have consistently high expectations of our students and work closely with families to help them succeed. Our seven-year journey culminates in a successful and growing Sixth Form, with students progressing confidently to ambitious next steps.

How to Apply

Deadline for applications is Thursday 9th July 2026, 9am

Please complete a teacher application form (found on the Vacancies page on school website) along with a supporting letter (two sides of A4, size 12 font) and submit your application to vacancies@bishopschester.co.uk

Link to Vacancies page: <https://bishopschester.co.uk/careers-vacancies/>

