



## Pastoral Support Assistant

**Term time only**

**Salary Range: Support Staff Pay Scale Grade C (£23,115 - £24,140 FTE)**

**Monday – Friday (32.5 hours per week)**

**September 2025 start (or sooner if possible).**

Our aim at Testbourne School is to have the highest expectations of all our students and to help them become independent, resilient, and responsible adults. Everything we do in school is designed to model this aim and develop our students to achieve this.

We are looking to appoint an enthusiastic, highly motivated and well organised person to join a committed and highly successful Pastoral Team. This team plays a vital role in the school, ensuring that students are well supported to enable them to engage fully and achieve our aim. This involves supporting students with their attendance, their physical and emotional wellbeing, building their resilience and keeping them safe. This can be richly rewarding and, as well as working with school colleagues, will involve engaging with families and other external agencies and support.

This role would suit someone with a keen interest in pastoral care, who enjoys working with children and their families and who has strong interpersonal skills. It can also provide excellent development for anyone who would want to further their career in this area. Previous experience of working within a similar environment is desirable but not essential. Key responsibilities will involve supporting across Year 7 to 11 in the delivery of our high-quality pastoral care. Our pastoral assistants typically work within a Key Stage, but this will be agreed with the successful candidate. Applicants must be committed to working directly with young people. Training will be provided where required.

Testbourne Community School, an 11-16 comprehensive school with an extremely able cohort which provides a forward thinking, outward looking and vibrant learning environment. We pride ourselves on the strength of staff and student relationships and we have a strong community at the heart of our ethos. Our shared philosophy is embodied by our strapline 'Achievement, Excellence, Integrity.' We are working together to continually raise expectations, improve our practice and raise standards of students' achievements.

Key responsibilities will include:

- to assist with daily administrative tasks e.g., gathering and collation of student information as required, contacting home or external agencies.
- to assist in ensuring an ethos and culture of high expectation in terms of academic progress, behaviour, attitudes, and personal development.
- to assist in ensuring consistency of approach and expectation across year groups.
- to assist in ensuring high standards of behaviour.
- to assist in the promotion of the highest levels of student achievement.
- to liaise effectively with parents and families, communicating positively and effectively on behalf of the school.

The successful candidate will:

- be smartly presented and have a professional attitude to employment;
- be punctual and reliable;
- flexible and hard-working;



# Testbourne Community School

- enjoy working with young people;
- have a firm but sympathetic manner, with a good sense of humour;
- have a compassionate and caring nature;
- have an enthusiastic and positive personality;
- have the ability to deliver and support students' learning;
- have effective report writing skills;
- have a good standard of education and sound literacy and numeracy skills;
- be willing to undertake training and develop their skills.

In return:

- we offer professional development and expertise to enable staff to achieve excellence;
- we provide a highly supportive environment with opportunities to develop;
- we provide a highly professional and collaborative working environment focused on developing a love of learning;
- we offer first rate personal career development to assist you in the fulfilment of your ambitions.

## **Closing Date for Applications: Noon Tuesday 24 June 2024**

*We reserve the right to interview candidates before the closing date where applicable.*

Application forms and further details are available from the school website [www.testbourne.school](http://www.testbourne.school) or alternatively contact [recruitment@testbourne.school](mailto:recruitment@testbourne.school)

*Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks, along with other relevant employment checks.*

*Testbourne Community School is an equal opportunities employer, and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.*