



The Howard School

Recruitment Pack Pastoral Support Officer



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.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



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



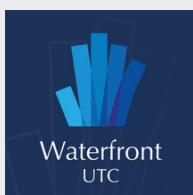
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



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



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



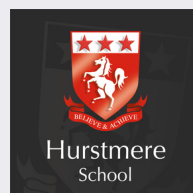
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



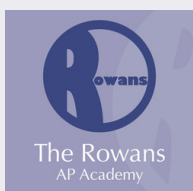
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



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



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



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

Welcome to The Howard School



Thank you for your interest in working at The Howard School. We seek to recruit an individual who shares our vision: ***“High Standards lead to High Achievement”***.

Our local and national reputation as a school where results challenge the stereotypical view of underachievement in young men continues to grow, as does the perception that we hold to traditional values in standards of behaviour and uniform. We are an innovative and creative school, responding to the ever-changing needs of our students and the demands from higher education and employers.

Our success has been built on the commitment, professionalism and aspirations of our staff. The Howard School is a place where people want to work and our low turnover reflects that. We can promise to invest in you and your future, providing first class professional development and career opportunities. I look forward to receiving your application.

Mr Johal, Principal

Why choose The Howard School?

- The Howard School is in the top 3 non-selective schools in Kent and Medway for boys performance, out of 72 schools.
- Staff say they enjoy coming to work each day.
- We are a highly popular, significantly oversubscribed school.



NOR
1534



Age Range
11-19



PP
17.5%



FSM
17.9%



SEN
12.6%



EAL
13.6%

Job Description

Post:	Pastoral Support Officer
Contract Type:	Full OR Part time, Permanent, Term Time Only +1 week
Remuneration:	NJC C1 points 6-19 (FTE £25,183 - £31,067)

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 Pastoral Support Manager. 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 conduct themselves professionally at all times, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Key responsibilities:

To support the Pastoral Support Manager and School Administration Team in a variety of administrative functions.

- Provide a front-line support service
- Attendance Pastoral support meetings with parent/carer and assure paperwork meeting notes are taken accurately
- Support students that return to school with injuries liaise with parents/carers and put in place any extra support needed
- Wellbeing of students in accordance with all aspects of school life and administering first aid

- Develop and maintain good working relationships with students, parents/carers, Leadership Group, Heads of Year, SENCO and Inclusions Manager
- Liaise with parents/carers and Heads of Year on issues relating to students
- Exercise duty of care for all students, including returning students to lessons and assistance with the completion of student statements
- Maintain accurate and up-to-date information with regard to students in accordance with the Data Protection Act
- Report student incidents to Heads of Year in accordance with school policy
- Ensure that all information, equipment, homework and/or messages received from parents/carers are forwarded as quickly as possible to the relevant person/place
- Make sure that all students who sign in and out for medical or other reasons have the correct authorisation to do so
- Where possible, to return lost property received to its owner and record and store any unnamed items
- Support the Pastoral Support Manager by attending meetings concerning student welfare as and when required
- Any other reasonable duties as required by the Pastoral Support Manager

Administration

- To work as a member of the Administration Team, providing smooth-running support services to the academy and its staff
- Maintain accurate manual and computerised records on the management information system
- To assist as required with the administration of exclusions, inclusions, school detentions, parents' evenings, school events, parents calendar and the options process
- Ensure data is entered in a consistent and accurate manner onto all data systems
- Attend meetings/training and carry out administrative tasks and duties as specified on the academy calendar

Resources

- Maintain an up-to-date and accurate inventory of stock and place orders wherever required
- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Management Information System, Email).

Management

- This post does not have any management responsibilities

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 Headteacher 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 above First Aid Training 	<ul style="list-style-type: none"> Evidence of ongoing Professional Development Further qualification in working with children, young people and families
Experience	
<ul style="list-style-type: none"> Experience of working within an administrative setting Experienced in using a Management Information System such as Arbor or other equivalent Experience of working with children aged 11-18 years 	<ul style="list-style-type: none"> Experience of working within the academy or education sector Experience of working with children who display challenging behaviour and an ability to motivate and encourage students Experience of resolving conflict and facilitating mediation between young people
Knowledge and Understanding	
<ul style="list-style-type: none"> High degree of accuracy Ability to manage time effectively to complete tasks to a high level Be flexible to changing demands of the position To undertake any training relevant to the role Knowledge of child protection and safeguarding policies Knowledge of Child Development and learning processes 	<ul style="list-style-type: none"> Sound 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 Knowledge of support services available to young people
Characteristics and Competencies	
<ul style="list-style-type: none"> Excellent communication including verbal and written Competent with IT and other software packages such as Microsoft Word, Excel and PowerPoint Good organisational skills Ability to create a happy, challenging and effective learning environment A solution-focused mindset and determined “no-excuses” approach to raising standards 	

- | | |
|---|--|
| <ul style="list-style-type: none">• 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 | |
|---|--|

