

# Ursuline College

*Part of the Kent Catholic Schools' Partnership*



## Staff Application Pack

Behaviour & Pastoral Support Assistant

Resilience. Integrity. Respect. Serviam. Aspiration.

*Getting better never stops*



# Staff Application Pack

## ***Letter from the Headteacher***

### **Dear Applicant**

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Danielle Lancefield**  
**Headteacher**



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## The Post

<b>Operational Line Manager:</b>	Assistant Headteacher
<b>Grade:</b>	Kent Scheme B
<b>Hours per week:</b>	31.25
<b>Weeks per year:</b>	39 - Term time plus inset days

### Main Purpose of Job:

To support classroom teachers and the behaviour and pastoral teams by promoting high standards of behaviour, attitudes and inclusion across the school. The postholder will provide direct behaviour and pastoral support to staff and students, including supervision of time-out or withdrawal, responding to behaviour incidents, supporting de-escalation, and helping students to re-engage positively with learning. The role contributes to creating a calm, safe and purposeful learning environment for all.

### Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- Provide a safe environment in which students can learn
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- Report all safeguarding or welfare concerns promptly to the appropriate person
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

### Behaviour Support

- Support classroom teachers and the behaviour department by providing direct behaviour support for students.
- Supervise and manage students during time-out or withdrawal from class.
- Remove students from classrooms when required, in line with school behaviour policies.
- Respond flexibly to behaviour incidents across the school, providing assistance wherever needed.
- Assist with de-escalation strategies and behaviour regulation.
- Support students to reflect on behaviour choices and to reintegrate successfully into lessons
- Use effective de-escalation strategies to manage challenging situations calmly and safely
- Promote and model high expectations for behaviour and conduct at all times
- Maintain a visible presence around the school to support positive behaviour and student safety

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## Pastoral Care

- Provide pastoral support to students experiencing emotional, social, or behavioural difficulties.
- Promote student wellbeing, inclusion and engagement
- Build positive, respectful relationships with students to support wellbeing and engagement.
- Monitor student wellbeing during behaviour interventions and escalate concerns when required.
- Support students during transitions, breaks, or periods of heightened need.
- Refer students to appropriate wellbeing or leadership staff when further support is required.
- Promote and model positive behaviour and school values.

## Collaboration and Administration

- Communicate effectively with classroom teachers, the behaviour department, and wellbeing staff regarding student needs and follow-up actions.
- Contribute to the consistent implementation of school behaviour and wellbeing policies
- Maintain accurate records of behaviour incidents and pastoral interactions in line with school procedures.
- Use school systems to log and track information
- Support the consistent implementation of school behaviour and wellbeing policies.
- Assist with supervision duties as required.
- Undertake other reasonable duties as directed by the Headteacher.

*This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.*

*The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.*

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## Person Specification:

Criteria		Essential Desirable	
<b>Qualifications</b>	Good general standard of education	✓	
	Educated to degree standard		✓
	Hold GCSE Maths and English, or equivalent		✓
	Recent CPD in behaviour management and/or pastoral care		✓
<b>Specific Skills, Experience and Knowledge</b>	Previous experience of working with children and young people, preferably within an educational setting		✓
	Familiarity with policies concerning Health & Safety, AEN and Equal Opportunities	✓	
	ICT skills including experience of Microsoft Office	✓	
	Ability to manage and de-escalate challenging behaviour	✓	
	Knowledge of the school SIMS system		✓
	Experience of working with external agencies		✓
	Experience of working with SEND or SEMH needs		✓
<b>Personal Qualities</b>	Excellent record of punctuality and attendance	✓	
	Excellent written and verbal communication skills	✓	
	Ability to remain calm under pressure	✓	
	Professional, discreet and able to handle sensitive information appropriately	✓	
	Flexible and willing to respond to changing priorities	✓	
	Ability to work effectively as part of a team	✓	
	Willingness to undertake relevant training to develop performance		✓
	Supportive of the School's Catholic Ethos	✓	
	Desire and potential to progress to further promotion	✓	

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## Safeguarding and Safer Recruitment

### **Application Process**

You are welcome to contact HR at [HR@ursuline.kent.sch.uk](mailto:HR@ursuline.kent.sch.uk) if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

**Closing date for applications:** 9am Monday 2<sup>nd</sup> February 2026

**Interviews to be held on:** w/c Monday 9<sup>th</sup> February 2026

**Start date:** As soon as possible

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

### **Safer Recruitment**

*Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.*

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