



MAIDSTONE
GRAMMAR SCHOOL
FOUNDED 1549

Appointment of
Pastoral Team Assistant
September 2026



Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

We are looking to appoint a highly motivated and committed full-time member of staff to our Student Services Department as a Pastoral Team Assistant. This is a new role which will support and be part of our Student Services Department which is made up of highly experienced non-teaching staff who are integral to pastoral support in the school, working alongside the House Team and Senior Leadership Team. The team works extensively with students, staff within the school, parents and, where appropriate, external agencies to provide guidance and support to students across a wide range of issues including in relation to student welfare, behaviour, attendance and additional needs. This role will provide additional support and capacity to the Student Services Department and the Four House Teams to follow up pastoral issues in relation to students across Years 7-13 in each House. They will report to the Student Services Manager, overseen by the Pastoral Deputy Headteacher, and will also work to support and provide additional capacity to the Attendance Manager and SEN Manager.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher





An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2025, 50% of all subject grades were graded 7-9, with 25% graded 8-9. Additionally, 96% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 66% of all grades were A*-B, with 31% at A*-A. Notably, twenty seven students achieved at least three A grades or better. Moreover, 63% of students gained places at the UK's Top 30 universities, including 54% at Russell Group institutions, while seven students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy for over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS_1549](https://www.instagram.com/MGS_1549)

Job Description

Job Title: Pastoral Team Assistant
Hours: 37 hours per week/39 weeks per year
Start Date: 1 September 2026
Payscale : Kent Scheme C – £26,956 - £27,765
(Pro rata Salary £23,601 - £24,310)
Working Hours: 08:00 -16:30 Monday - Thursday
08:00 - 16:00 Friday (1 hour for lunch each day)

Reporting to: Student Services Manager

Purpose of the Role:

To provide dedicated support to the Student Services Department and the Four House Teams to follow up student pastoral issues across all year groups including Sixth Form. This role will report directly to the Student Services Managers which is overseen by the Pastoral Deputy Headteacher. This role will also provide support to both the Attendance and SEN Manager ensuring effective administrative systems for student welfare, inclusion, attendance, and engagement. The role involves administrative, organisational, and practical assistance to help maintain high standards of pastoral care and compliance with statutory requirements.

Key duties and responsibilities:

Each postholder will:

- Report directly to the Student Services Manager, overseen by the Deputy Head (Pastoral), who is also the Designated Safeguarding Lead (DSL) and SENCo.
- Have a genuine commitment to working with and helping the young people in our care and the ability to build a positive rapport with students, staff and parents.
- Work positively and proactively as part of the pastoral team to help ensure we can achieve the best possible outcomes for all students
- Work in accordance with our school policies including the MGS Behaviour and Anti-Bullying Policy, Safeguarding and Child Protection Policy and SEN and Disability Policy.
- Support with completion of referrals where appropriate.
- Provide administrative support for members of the pastoral team (including Heads of House / Assistant Heads of House / SLT/ Student Services Managers / Attendance and Inclusion Manager / SEN Manager) in dealing with matters arising, which include (but not limited to):

Attendance and Punctuality Support

- Each morning to support the Attendance Manager with updating statutory registers following communications from parents / carers by phone and email to ensure that registers are up to date and accurate.
- To support at the sign in desk at the start of the day and support with following up any students who are unaccounted for through the first day response system.
- To follow up specific attendance and punctuality concerns in relation to students within designated Houses.
- To work proactively with others in the team to secure the best possible punctuality and attendance by our students.



- To help co-ordinate / set up and (where required) attend meetings with students, staff, parents and carers, external agencies where appropriate, representing the school.
- Other tasks in relation to attendance / punctuality may be added as the role evolves

Behaviour Management Support

- Be the initial contact for students / staff and parents and carers, external agencies where relevant in relation to pastoral issues.
- Help triage incoming issues / concerns / communications to ensure that these are followed up as efficiently and effectively as possible, by the appropriate person.
- Support in relation to the investigation of low and mid-level incidents including overseeing the taking of statements, completing relevant paperwork / record keeping, issuing sanctions where required, communicating with parents and carers and referring to House staff/ SLT.
- Escalate more serious concerns to the appropriate member of Student Services / House Team or SLT.
- Complete safeguarding training as directed by the DSL to provide additional capacity to the safeguarding team in relation to lower-level concerns and reviewing incoming safeguarding files.
- Maintain accurate safeguarding records following our school procedures.
- Support with day-to-day administrative tasks including the processing of detentions and take a share in the detention supervision rota.
- To help co-ordinate / set up and (where required) attend meetings with students, staff, parents and carers, external agencies where appropriate, representing the school.
- Other tasks in relation to behaviour may be added as the role evolves

Special and Additional Needs Support

- In relation to designated Houses, gather staff feedback as directed by the SEN Manager, SENCo or Head of House; collate feedback and share with relevant staff and parents/carers to inform next steps.
- Support the SEN Manager to draw up SEN Pupil Profiles, disseminating and agreeing with parents and carers and sharing with relevant staff.
- Support the SEN Manager to ensure the implementation of individualised SEN strategies where appropriate.
- To help co-ordinate / set up and (where required) attend meetings with SEN students, relevant staff, parents and carers.
- To work with other members of the Team to oversee the effective supervision and running of the Hub (sensory / well-being room).
- Other tasks in relation to SEN may be added as the role evolves.

Person Specification:

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Qualifications:

- Educated to minimum 5 GCSE's level 4 or above including English and Maths.
- Good literacy, numeracy and IT skills

Experience:

- Experience in an educational or pastoral setting desirable but not essential.
- Familiarity with SEN processes and attendance monitoring preferred however support and training will be provided

Skills and Abilities:

- Strong organisational skills and attention to detail.
- Ability to communicate effectively with staff, students, and parents.
- Ability to handle sensitive information with discretion and maintain confidentiality.

Knowledge:

- Understanding of safeguarding and child protection procedures.
- Awareness of SEN and attendance processes within schools.
- Knowledge of policies relating to health, safety, equal opportunities, and confidentiality

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Application Process

Apply via our online application form: <https://forms.office.com/e/La0TBdpcET>

The closing date for applications is: **Midday on Monday 8 June 2026 with interviews w/c 15 June 2026.**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- A tour of the School.
- An interview with the Deputy Headteacher and School Business Manager.
- An in-tray exercise.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail lmantle@mgs.kent.sch.uk if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

