



Pastoral Assistant

March 2025

The
Boulevard
Academy



Thank you for enquiring about the position of Pastoral Assistant at The Boulevard Academy.

As Interim Headteacher, I feel fortunate to work with an outstanding and dedicated team of colleagues who are working well our students and community.

The Boulevard Academy opened in September 2013 as a result of a need to offer greater opportunities for children locally, to learn and develop in a way that's best for them and our aim is to offer learners and parents a community-centred secondary education.

I firmly believe that every child has unique skills and talents and that they should be given every opportunity to develop them. I hold an unwavering expectation that all children can and will succeed.

I want to ensure:

- That every child makes progress, no matter what their starting point
- That our teaching will be matched to needs
- That we support our community.

A recent physical expansion has led to increased student numbers and wider specialist provision for specific students.

CPD and innovative staff development is how we develop and grow. Staff joining us will have opportunities for development at all levels and I encourage all staff to actively contribute their ideas in developing new ways of working.

I look forward to reading your application and meeting you

Ray Khan

Interim Headteacher



Welcome to The Boulevard Academy

Our Mission Statement:

To work with all our students to assist them to develop the high expectations, academic and life skills that will best help them to be successful. Fostering personal confidence and happiness, we will challenge students to take responsibility for building a better world for the next generation.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.



The Boulevard Academy, 75 Massey Cl, Hull HU3 3QT
Tel: (01482) 217898 | Email: jobs@thrivetrust.uk





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



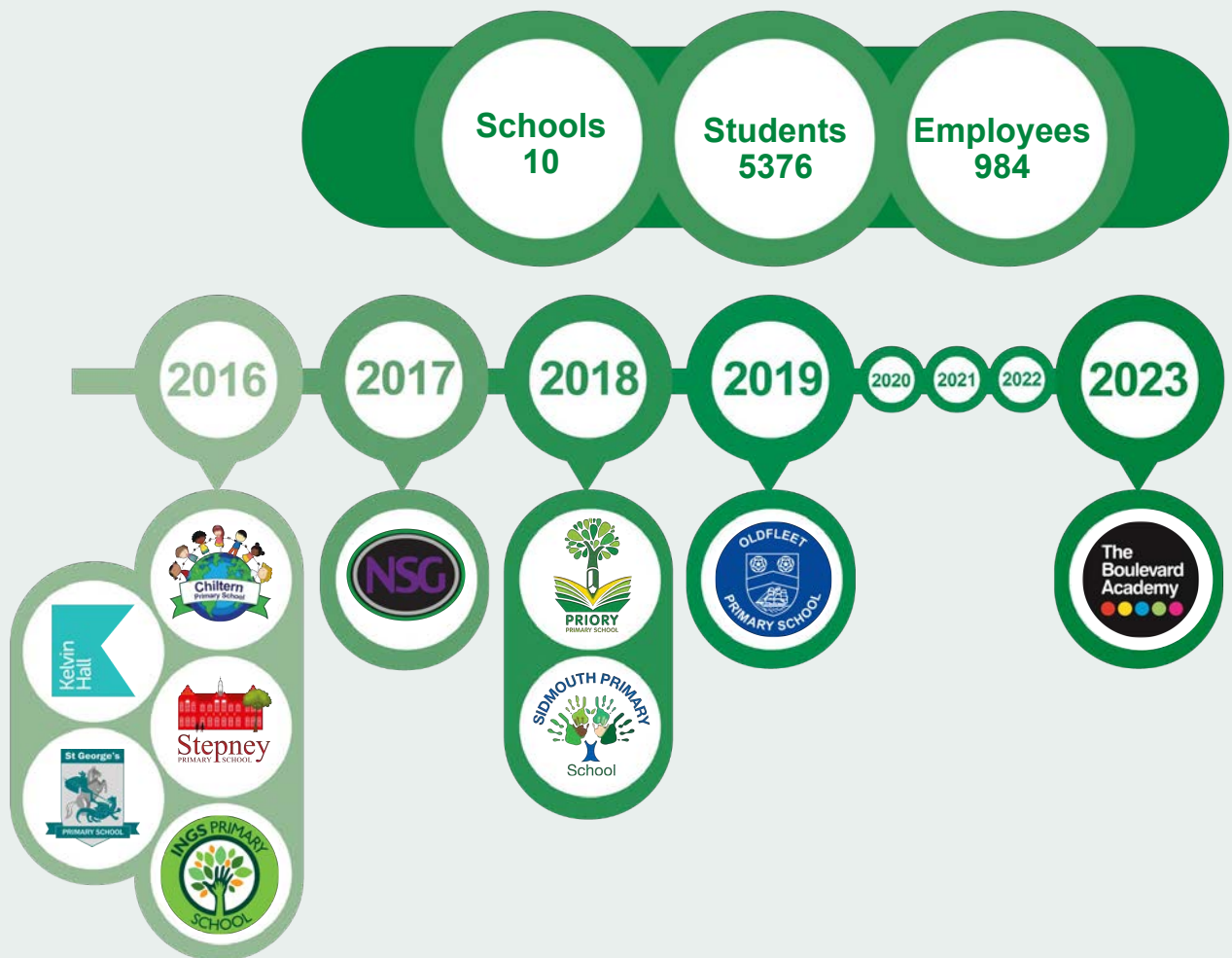
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

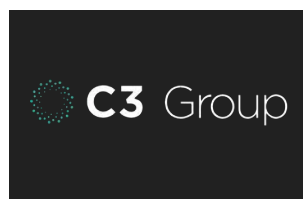


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Pastoral Assistant
Salary: Grade 5 Point 8-12 (£21,214 - £22,617 actual salary per annum)
Hours: 35 hours per week, Term Time + 5 Training Days
Monday - Friday 08:30 - 16:00 (30 minute unpaid break)
Permanent
ASAP

The Boulevard Academy is part of Thrive Co-operative Learning Trust which was formed in September 2016 and is now responsible for 10 schools across Hull, 3 secondary and 7 primary schools.

The Boulevard Academy is seeking to appoint a flexible and enthusiastic Pastoral Assistant to join our Pastoral Department working under the instruction of teaching/senior pastoral staff. To support programmes enabling access to learning for students and to assist the Head of Year in the management of student behaviour. Work may be carried out in the classroom or one to one outside the main teaching area.

We will offer you:

- An inclusive school and outstanding Multi-Academy Trust to work in.
- Friendly, motivated and enthusiastic students.
- A Development Programme aimed at both new and experienced teachers.
- Desirable rewards and benefits package.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact 01482 217898 or email info@theboulevardacademy.com

Closing date: Friday 28th March 2025, 16:00pm

Interviews: To be confirmed

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description

Post Title	Pastoral Assistant
Grade	5
Location	The Boulevard Academy
Reporting to	Head of Pastoral

Purpose of Role

Under the supervision of the Senior Leadership Team and Pastoral Leadership, to provide support and guidance to students, including support programmes to enable access to learning for pupils and to assist in the management and care of pupils around the school. You will assist in providing support and intervention strategies in order to meet the pastoral and learning needs of students across both Key Stages.

Key Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults. To provide support and guidance to students who are at risk of underachieving by removing the barriers to learning
2. To supervise and provide particular support for pupils, ensuring their safety and access to learning and other activities in school.
3. To assist with the development and implementation of IEPs, Behaviour Plans and PSPs.
4. To establish constructive relationships with pupils and to interact with them according to individual needs.
5. To work with individuals and small groups of challenging pupils, under the direction of Pastoral Staff, to improve Behaviour for Learning.
6. To supervise classes during the short-term absence of teachers if needed, giving instructions for the lesson as provided by a teacher and keeping pupils on task.
7. To cover for the On-Call system and isolation unit in school in collaboration with Senior Teaching Staff.
8. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own work.
9. To create and maintain a purposeful, orderly and supportive environment, under direction of Senior Pastoral staff and assist with the display of pupils' work.
10. To participate in discussions with parents/carers under the general direction of Senior Pastoral staff or teaching staff.
11. To administer routine tests and invigilate exams.
12. To contribute to the overall ethos/work/aims of the school.
13. To assist with the supervision of pupils out of lesson times, including before, after school and at lunchtimes.
14. To cover First Aid provision in the school on an occasional basis as required (appropriate training to be given).
15. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of teaching staff.
16. To facilitate the sharing of information between the school, parents and outside agencies.
17. To support whole school behaviour policy to create a positive climate for learning.
18. To provide welfare support for pupils within the base including those students with vulnerable needs
19. To work flexibly in the interests of the school as required.
20. To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
21. To work in a professional manner with integrity, maintaining student and staff confidentiality.
22. To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
23. Any other duties of a similar nature and level of responsibility as requested by the Headteacher.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Student's Achievement
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Grade 4 or above (or equivalent) in English and Maths	✓		AF, CQ
	A continued commitment to CPD	✓		
Relevant experience	Working with young people both individually and in small groups.	✓		AF, I, R
	Working in a school environment or similar for at least 2 years.		✓	
Skills & Abilities (including thinking challenge/mental demands):	Motivation to work with children and young people.	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Administrative skills, data input to an accurate level and record keeping.	✓		
	Persuasion and coaching skills to encourage pupils and others to work positively for the benefit of the learners.		✓	
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of young children and young people	✓		AF, I
Interpersonal /Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people.	✓		AF, I
	Good Communication skills	✓		
Written Skills	Good ability to communicate accurately in writing and to provide accurate written reports.	✓		AF, I



Personal Qualities	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record	✓		(After shortlisting)



How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

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Interview Date: TBC



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