

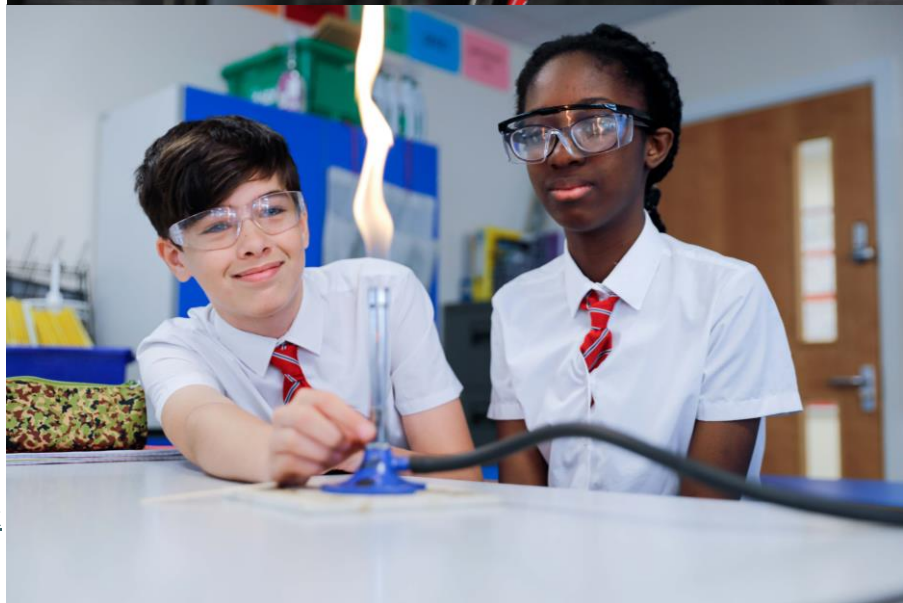
Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

PASTORAL CO-ORDINATOR



Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: office@robertclack.co.uk

Recruitment queries: eselson@robertclack.co.uk

Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: [Non-Teaching Vacancies \(robertclack.co.uk\)](https://www.robertclack.co.uk/Non-Teaching_Vacancies)

Please submit completed applications by e-mail to: Mbrown@robertclack.co.uk

Please note that CVs will only be accepted if accompanied by an Application Form.

If you have any queries about the application process, you are welcome to contact the School's HR Admin, Maddie Brown on 020 8270 4200 x 3308 or on the above email address.

Please note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key Dates

Closing date for receipt of applications: 08:00am on Monday 22nd June 2026.

Interviews to be held: TBC

Commencement date in post for successful candidate: 1 September 2026.

Advertisement

PASTORAL CO-ORDINATOR

SALARY: Scale 5 (exact salary - £27,829 - £29,071 per annum)

APPOINTMENT: 35 hours per week, 8.30am-4.00pm, Monday – Friday, term-time only
(30-minute unpaid lunch break)

Due to the School's ongoing expansion, we are seeking to appoint an enthusiastic and highly motivated Pastoral Co-ordinator for the new academic year. The main duties of this role will be to carry out a range of tasks and activities to support pupils with social, emotional and behavioural difficulties.

The successful person will support pupils to access all aspects of school life successfully. You will also support the pastoral team in the day-to-day running of the school site. Aspects of support for pupils will include those with attendance, well-being and engagement in learning issues.

You must possess two to three years of relevant similar experience of supporting young people and their families within the field of education or social care. You must be able to work productively with pupils and their families, as well as with school staff and a range of external agencies.

You should be pro-active, approachable, possessing excellent communication skills and be capable of building and maintaining positive working relationships. Strong organisational, record-keeping, IT and time management skills are also vital, as well as the ability to work on your own initiative as well as being an effective member of the pastoral team.

Please note that this role will primarily be based at the Lymington Fields Site of the School which is situated on Royal Anglian Way, Dagenham RM8 1FL. However, the role is not site specific and you may be asked to provide support at any one of the School's three sites.

REQUIRED FOR: 1 September 2026.

APPLICATION CLOSING DATE: 08:00am Monday 22nd June 2026.

INTERVIEWS TO BE HELD: TBC.

Job Description



Job Title:	Pastoral Coordinator
Working Hours:	Full-time, 195 days per year
Department:	Admin Staff
School:	Robert Clack School Although you may be based on one school site, your role is not site specific.
Reports to:	Assistant Headteacher (Pastoral and Inclusion)
Responsible for:	N/A
Number of Posts Supervised/Managed:	N/A

1. Purpose of the Job:

- To provide a high standard of pastoral support for pupils to ensure that they that they become equipped with the knowledge, skills and attributes necessary to fulfil their potential and make a valuable contribution to society.
- To support and promote the safeguarding, and welfare of all children and young people attending Robert Clack School.
- To persistently promote with students the school values of mutual respect; compassion for others; discipline; high expectations and aspirations; hard work

2. Main Activities

Support the pastoral team in the day-to-day running of the school site, including:

- Carrying out duty at break time and lunch time each day.
- Assisting - when necessary - with the running and management of the Internal Exclusion Unit (IEU) and Learning Support Centre.
- Manage student collection and support the daily 'late to school' system.

- Support the Assistant Head of Year in tracking and resolving persistent lateness.
- Support the IEU end of day process.
- Support the process of testing and timetabling for in-year starters.
- To support with the provision of work for students in the IEU and LSC.
- Student behaviour mentoring and mediation.
- Assist with managing emergency evacuation procedures when necessary.
- Organising and managing the arrangements for individual student photos.
- Organising and managing the arrangements for pupils' vaccination programmes.
- Supporting the HoY and AHoY in preparing certificates and other rewards to students in assembly and form periods.
- Maintaining Year Notice Boards.
- Support the attendance concern (AC) process by implementing AC1.
- Attend relevant meetings as and when appropriate including:
 - TAF meetings.
- Attending – where appropriate - the following student events:
 - Parents' evenings.
 - Presentation evenings.
 - PSHE events.
 - GCSE Results Day (KS4 Coordinator only).
 - Support Primary School visits (KS3 Coordinator only).
 - Options evening (KS3 Coordinator only).
 - Transition process Yr6 to Yr7 (KS3 Coordinator only).
 - Transition process Yr9 to Yr10 (KS4 Coordinator only).
 - Support Year 11 Prom (KS4 Coordinator only).
- Working collaboratively with the Achieve Excellence lead to monitor and track leading indicators.

Managing pupil behaviour effectively to ensure a good and safe learning environment:

- Ensure that pupils are aware of the rules and routines for behaviour in lessons.
- Ensure that pupils are aware of the high standards of behaviour expected from them by promoting excellent behaviour around the school, in accordance with the school's Behaviour Policy. Be a positive role model.
- Establish a framework for discipline, using praise, rewards, positive and negative referrals.
- Maintain professional and positive relationships with pupils. Exercise decisive authority when necessary.
- Maintain high standards of health and safety in accordance with the school's policies.

Wider Professional Responsibilities:

- Make a positive contribution to the school's ethos and the wider school community.
- Develop professional and positive relationships with colleagues.
- Take responsibility for self-improvement through appropriate professional development,

- responding to advice from colleagues and sharing best practice.
- Develop professional and positive relationships with parents/carers and outside agencies with regards to pupils' achievements and well-being. Work collaboratively with parents/carers and outside agencies to support pupils' progress.

Wider School Responsibilities:

- Participate in arrangements to prepare pupils for public and school examinations and participate in supervision of pupils during exams.
- Attend school and department meetings, as required.
- Act as a Form Tutor, when required.

PERSONAL AND PROFESSIONAL CONDUCT

- Responsibility to uphold public trust in the teaching profession and to maintain high standards of personal and professional conduct, ethics and behaviour within and outside school.
- Treat pupils and colleagues with dignity and respect, and build relationships rooted in mutual respect, while at all times observing proper boundaries appropriate to a professional position.
- Awareness of the need to safeguard pupils' well-being, in accordance with statutory provisions and the school's policies.
- Demonstrate tolerance and respect for others, not undermining fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Proper and professional regard for the ethos, policies and practices of Robert Clack School, and the maintenance of high standards in personal attendance and punctuality.
- Ensure an understanding of, and always act within the statutory frameworks which set out professional duties and responsibilities.

3. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Person Specification

Post Title:	Pastoral Co-ordinator	Grade:	Scale 5
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Attributes	Criteria	Assessment Method	Essential	Desirable
Experience	<ul style="list-style-type: none"> • 2 to 3 years of experience of working within a similar role • Experience of working with children and their families within the field of education or social care. • Experience of supporting and engaging children and young people in order to ensure access to the whole curriculum • Experience of using strategies and interventions to enable children and young people to overcome barriers to learning and achievement • Experience of partnership working with other professionals and agencies. • Experience of working within school pastoral structures 	Application form and interview	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Education, Training & Qualification	GCSE grade 4/C or equivalent in English and Maths.	Application Form and proof of qualifications		X
Relationships	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills at all levels. • Demonstrates good team membership skills. 	Application form and interview	<p>X</p> <p>X</p>	

Attributes	Criteria	Assessment Method	Essential	Desirable
Any additional factors	<ul style="list-style-type: none"> • A commitment to personal professional development. • Prepared to work some evenings (parents' evenings/late meetings etc.). 	Application form and interview	X	

Safeguarding and Promoting the Welfare of Children and Young People

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers and an enhanced Disclosure & Barring Service check.