



Pendle
Education Trust

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**PASTORAL
SUPPORT
ASSISTANT
APPLICATION
PACK**



Pendle
Education Trust

INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of Belong- Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

JOIN US

COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



#PROUDTOBEPRIMET



Mrs Julia Pilkington
Principal

VACANCY - PASTORAL SUPPORT ASSISTANT

Salary	Grade 6, SCP 11-19. Pro rata salary £29,070 - £33,119. Actual salary £25,227.12 - £28,740.86
Role Details	37 hours per week. Term time plus five INSET days.
Closing Date	9am on Monday 9 th November 2026
Interview Date	W/C 16 th November 2026
Required	As soon as possible, subject to pre-employment checks and notice period



#PROUDTOBEPRIMET

JOB DESCRIPTION - PASTORAL SUPPORT ASSISTANT

Reports to: Head of Year

Purpose: To work as part of the pastoral support team ensuring that the needs of all students are met.

Key Responsibilities

- To support Heads of Year to promote and facilitate a personalised approach to the pastoral care of students
- To ensure effective intervention is in place for all students, particularly related to behaviours for learning, in order to address key development aims for the Academy and maximise the achievement and progress of students
- To effectively utilise a range of opportunities to promote high expectations to students including assemblies, parents' evenings and other relevant events
- To promote the vision, values and ethos of the Academy throughout normal daily practice and at internal and external events
- To establish innovative and effective working relationships within the Academy
- To ensure a continuous and consistent focus on students' achievement via effective reporting and monitoring
- To ensure achievements are celebrated through innovative and appropriate approaches.
- To ensure regular reporting to and effective links with the parents/carers of students and other key stakeholders regarding performance, behaviour and progress
- To develop, monitor and evaluate quality assurance standards for the Academy, to ensure the highest possible standards
- To monitor, evaluate and review school practice and promote and implement successful improvement strategies, ensuring relevant policies are regularly updated and adhered to
- To assist in reporting to the Senior Leadership team, and to governors as requested, on standards at the Academy with recommendations, as necessary, on strategies required to address any areas of concern or inconsistency
- To participate fully in the Academy's Appraisal process, appraise staff, regularly review own practice, set personal targets and take responsibility for own development
- To ensure effective and efficient management, organisation and deployment of resources, including information and communications technology
- To create and promote positive strategies for ensuring equality of opportunity for all and ensure the fair and equal treatment of all staff, students, parents/carers and stakeholders

Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
- Value diversity and promote equality
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
- Contribute to cross-Trust events
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people
- Any other duties that the Principal considers appropriate

PERSON SPECIFICATION - PASTORAL SUPPORT ASSISTANT

Qualifications and Attainments

Good general education, including at least GCSE Grade 4/C in English and Maths or equivalent qualifications - **Essential**

Education related qualification - **Desirable**

First Aid at Work certificate - **Desirable**

Knowledge

Experience of working with staff, students and their parents/carers within a secondary school or other educational setting - **Essential**

Knowledge of Government legislation around safeguarding and child protection - **Essential**

Understanding of children with emotional and social needs - **Essential**

Building positive relationships through effective parental communication - **Essential**

Experience of developing intervention plans to support students with social, behavioural and emotional needs - **Desirable**

Supporting staff in their pastoral capacity to support students **Essential**

Effectively working in a multi-agency setting - **Desirable**

Experience of using educational management systems (SIMs) and safeguarding systems (CPOMs) - **Desirable**

Skills and Abilities

To be flexible and able to take both a proactive and responsive approach towards the role - **Essential**

To be a good communicator and be able to present to a wide range of audiences - **Essential**

To promote equality of opportunity throughout all aspects of Academy life - **Essential**

To undertake the role with energy, enthusiasm and tenacity - **Essential**

Attitudes and Beliefs

Commitment to excellence - **Essential**

Commitment to inclusivity, equality and diversity - **Essential**

Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential - **Essential**

Commitment to ensuring a healthy and safe environment and the welfare of children and staff - **Essential**

Commitment to regular and on-going professional development - **Essential**

Commitment to high professional and personal standards of work and conduct - **Essential**

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete an application form which can be downloaded from our website at www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





Pendle
Education Trust

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Company Registration Number
08263591

Place of Registration
England and Wales