



RECRUITMENT PACK

Role: Pastoral Support Assistant

Starting date: 1st June 2026

Closing date for applications: Monday 4th May 26

Sandbach High School and Sixth Form College

Middlewich Road, Sandbach, Cheshire, CW11 3NT

01270 765031



sandbachhigh.co.uk/working-with-us/

Thank you for your interest in Sandbach High School and Sixth Form College. We hope that our website will help you to find out more information about what it is like to be a member of staff at our school.

We are a community in which our students and staff strive for excellence. Our values are at the core of our school; they are our promise to our families that within the school we will: Create Opportunities, Shape Futures, Learn with Passion, Nurture Ambition and Respect Difference. Our students want to make a difference in the world and our Curriculum is the springboard that enables them to achieve their ambitions.

We care about our students. We care about their wellbeing, their personal development and them as people. They are the heart of what we do as educators. We are teachers of children first, subjects second.

Standards of uniform, behaviour, attendance, punctuality and attitudes to learning are high here. We believe that the small things matter. Students are safe here in the knowledge about the clear expectations around these standards as they see visible consistency in the application of them. Our parents/carers know that we ensure that the very best potential is realised for all of our students because we have the highest standards. We are here to ensure that the very best life chances are achieved by our students. We have a track record of students attending the very best universities, securing sought after Apprenticeships and making a real difference in our community and further afield.

Sandbach High School and Sixth Form College has a rich culture of the Arts, STEM, Sport and our impressive extended Curriculum. We know that a well- rounded school experience should be diverse and offer a wealth of opportunity and that is offered here in abundance. You can be confident in the knowledge that students are attending a school with consistently high academic achievement within a warm community who are kind and compassionate to each other.

Our success as a school is a combined effort of dedicated staff, supportive families and our hardworking students.

If you would like to know more, we would welcome you to contact us.

Ellen Walton

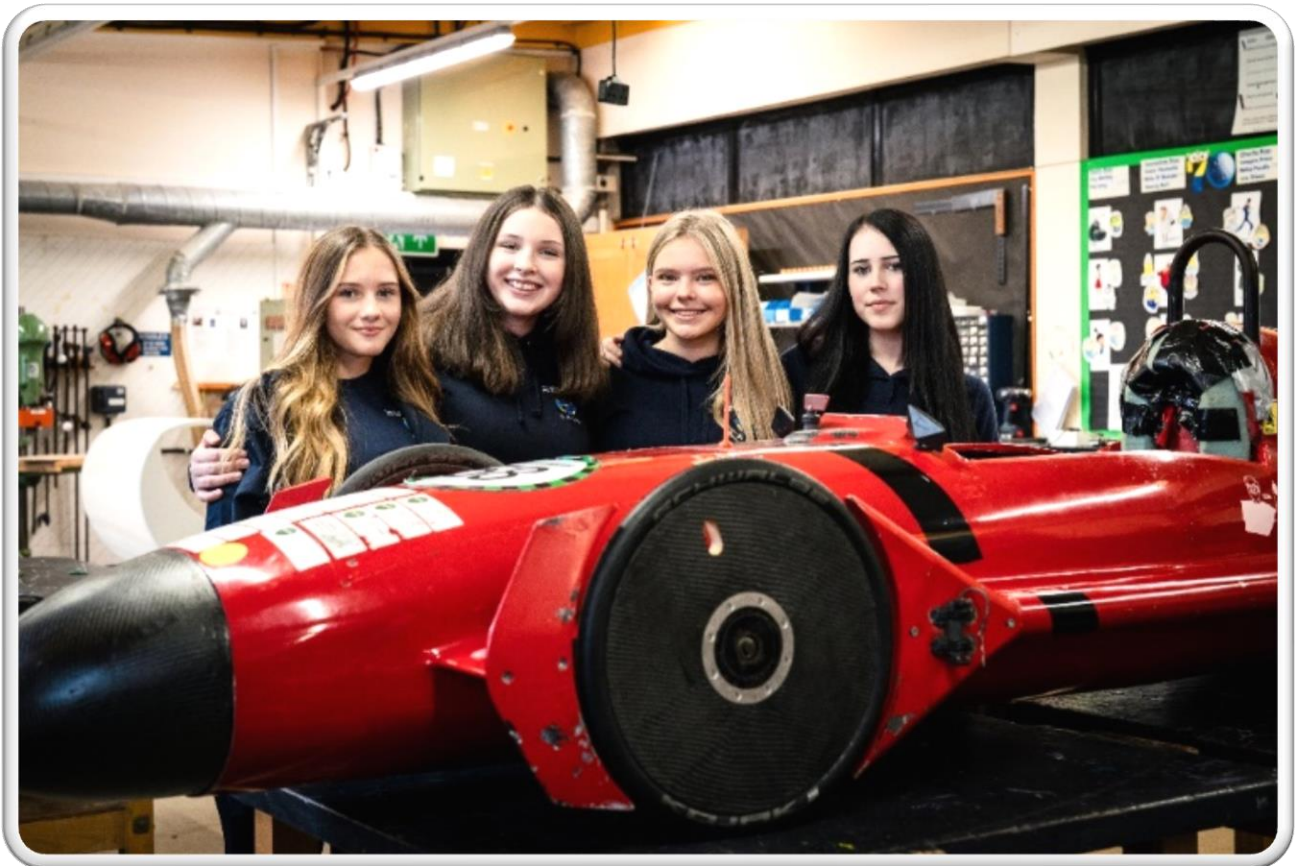
Headteacher

Sandbach High School and Sixth Form College



Pastoral Support Assistant

Appointment Type	Permanent
Start Date	1 st June 2026
Salary Scale	Sandbach High School and Sixth Form College pay scale Grade 5 £25,801.04 - £28,598.72 pro rata
Hours	37 hours per week Monday to Friday Term Time plus Inset days
Closing Date	Monday 4 th May 2026-noon
Interview Date	Friday 8 th May 2026 and Monday 11 th May





All ECTs agreed they have made the right decision in going into teaching and in working at Sandbach. They value the support they are given.
Cheshire Teaching School Hub - ECT report - Feb 25



I think something that is good at this school is how comfortable the staff made me feel when I came from primary school to secondary school.
From Pupil Survey - Oct 25



It is clear that the school is doing everything it can to enable ECTs to succeed
Cheshire Teaching School Hub - ECT report - Feb 25

every teacher is amazing and helps me if I'm feeling sad or need help with something
From Pupil Survey - Oct 25

ECTs feel lucky to work at Sandbach when they shared experiences
Cheshire Teaching School Hub - ECT report - Feb 25

The teachers are very nice and like to push you but also make sure that you can understand the work you have been given.
From Pupil Survey - Oct 25



Having adapted training for new staff was a great way to introduce the Model of Excellence in a way that was informative without being overwhelming.
From evaluation survey of CPD training - Dec25

...tailored to specific teaching, leadership and support roles
From evaluation survey of CPD training - Dec25



Who we are

Sandbach High School and Sixth Form College are proud to be registered with 'Investors In People' and continue to support the development of our teachers and support staff. We offer regular training programmes as well as staff well-being activities. Our school offers an exciting, rewarding and supportive environment for all our staff enabling them to grow and build on their skills.

We take pride in being a caring and well-ordered community where everyone is encouraged to develop self-awareness and personal responsibility and play a full part in the life of the school. Our Code of Conduct is based on respect, courtesy and consideration. We make sure that students who work hard, help others and show responsibility in their behaviour are properly recognised through our awards system. Commitment and success in sport or music are celebrated in the award of distinctive colours badges.

Our extensive curriculum is broad and balanced, giving all students the opportunity to develop their potential. A wide range of learning and teaching strategies is used to actively involve students in the learning process. Progress is carefully assessed and monitored.

Vision

An ambitious school with positive role models at every level across the school community. We strive for excellence in academic achievement and personal development. A school with visible consistency and kindness in its high standards of behaviour and attitudes. A school with research-led Quality First Teaching ensuring that all children from all backgrounds can achieve the very best life chances through creativity and a passion for learning.

Key Priorities

Key Priorities for 2025-2026

- To embed a culture of high expectations and our Model of Excellence across our whole school community.
- Securing assessment of knowledge for all including those who are disadvantaged or SEND
- To develop a positive culture amongst students and staff where we lead for legacy and in the service of others.

Values

- ◆ Shaping Futures
- ◆ Learning with Passion
- ◆ Respecting Difference
- ◆ Nurturing Ambition
- ◆ Creating Opportunity
- ◆ THIS is our Community

We can offer you:

- The opportunity to work in an Ofsted rated 'Good' school.
- The opportunity to work alongside a collaborative, forward thinking Headteacher and Senior Leadership Team whose priority is to support and develop you.
- Friendly and highly motivated students who are keen to learn and take pride in their achievements.
- A fantastic school to gain a wealth of experience to grow your career.



Job Description – Pastoral Support Assistant

The Post

This is a key post which is essential for the smooth running of the pastoral system within school. Pastoral Assistants will support the Pastoral Leader in managing the student body within their House.

They will support the Pastoral Leader in ensuring that within their allocated House and across the whole school, our vision and culture is promoted through consistently high expectations for all students. In addition, support the Pastoral Deputy Headteacher in maintaining high standards in attendance, behaviour, attitudes, punctuality and kindness.

The support the Pastoral Assistant provides is designed to equip students with the knowledge, skills and personal attributes to progress into useful and fulfilled citizens. Our aim is for students to challenge themselves to set the highest goals in learning, behaviour and relationships.

Core Purpose

- To have the highest possible expectations of pupils and help create a culture of high aspirations across the House.
- Support, develop and implement the vision, ethos and policies of the school across the student body within the House which reflects the school's commitment to high achievement, positive behaviour and attitudes to learning.

- To support teaching and learning by responding to Hotdesk call outs and supporting students with modifying their behaviour in order that they can be successfully reintegrated into learning
- To be a role model for their House.
- Provide pastoral support for children who need it and raise concerns with the wider team to ensure children and families are supported and signposted effectively
- To raise any safeguarding concerns immediately in line with school procedures with the safeguarding team
- Liaise with parents over pastoral concerns/issues as directed by the Pastoral Leader for the House and Pastoral Deputy Headteacher including welfare calls and home visits
- To build secure relationships and communicate effectively with parents across the House to ensure the best outcomes for all pupils.
- Assist in improving attendance and punctuality of students within their House and liaising with the attendance officer to ensure good levels of communication.
- To assist with the supervision of our internal alternative provision space upholding standards of behaviour and ensuring students to use the space productively
- To lead small group sessions and interventions as appropriate
- To support with behaviour management, using appropriate strategies in line with school policy
- To contribute to creating a purposeful and supportive learning environment
- To ensure and support good strategies for good Behaviour for Learning
- To undertake school duties and support the supervision of children in unstructured time
- To support children with medical conditions as appropriate
- First aider

Pastoral Support

- To deliver pastoral support and guidance for students in your House, modelling by example through being an excellent pastoral practitioner themselves.
- To be operational in efficiently managing the students and parents pastoral concerns, being accountable for the quality of provision within their House.
- Promoting the culture of Sandbach High School, ensuring consistency and clarity of practice across the Houses by role modelling their implementation to all staff and students.
- Supporting the development and implementation of restorative practices to promote self-regulation of student's emotions and build resilience.

Other

- To undertake any reasonable duty at the request and discretion of the Headteacher.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Trustee Board from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification

The Trustees are seeking to appoint a graduate who is able to demonstrate the following qualities and experience:

Key: AF Application Form

I Interview

LO Lesson observation

R References

CRITERIA	QUALITIES	DESIRABLE
Qualifications, Knowledge & Training	<ul style="list-style-type: none"> • 5 GCSE's or equivalent • Basic knowledge of SEND and learning barriers. • Some knowledge of strategies in working with young people with challenging behaviours • Knowledge of some of the social issues facing students from disadvantaged backgrounds • Awareness of Health and Safety issues in the workplace. 	<ul style="list-style-type: none"> • Educated to A' level • Evidence of continuing professional development • English, Maths or science degree • Knowledge and understanding of the National Curriculum • Knowledge of learning and teaching
Experience	<ul style="list-style-type: none"> • Experience of working directly with young people in an education or training environment, supporting the learning of students. • Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels. • Experience of managing and being responsible for own workload. 	<ul style="list-style-type: none"> • Previous experience working in a similar role in a school. • Experience of working with students from a range of backgrounds.
Skills & Abilities	<ul style="list-style-type: none"> • Good literacy and numeracy skills. • Good interpersonal and communication skills, with an excellent standard of written and spoken English. • Good administrative and organisational skills. • Ability to interest, encourage, motivate and engage children. • Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities. • Computer literate – must have good ICT skills including a working knowledge of MS packages e.g. Word, PowerPoint, Outlook, Excel etc, as well as using and updating records and databases. • Ability to work using own initiative, exercising good judgement where unsupervised. • Flexibility of approach to work. • Ability to maintain confidentiality; having tact and diplomacy where necessary. 	<ul style="list-style-type: none"> • Ability to use an interactive white board innovatively.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels. • Willingness to work hard. 	

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| | <ul style="list-style-type: none"> • Flexible, adaptable, and able to prioritise, resilient under pressure. • Awareness of and commitment to equal opportunities and valuing diversity. • To command and demand respect from the school community. • Creativity and enthusiasm to promote a positive school image to the local and national community. |
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The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.* This job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Safeguarding Children

Sandbach High School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff at Sandbach High School and Sixth Form College are expected:

- To adhere to the school's corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
- To set a personal example that contributes to the positive ethos of the school
- To be committed to the life of the school and to support its distinctive mission and ethos
- To behave at all times in accordance with the school's values
- To agree annual performance targets with their Line Manager
- To promote the school favourably in the community

- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Safeguarding

Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Health & Safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

Policies & Procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Equality Act 2010

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Applications

We promote applications from all sections of the community, irrespective of background, belief, or identity, recognising the benefits that a diverse organisation can bring.

To apply for this post, please complete an application form with a supporting statement of no more than two sides of A4 on your suitability for the post and the school, with reference to your areas of expertise. Please send completed forms to recruitment@sandbachhigh.co.uk