Candidate brief for the position of

Pastoral Support Officer at Chislehurst School for Girls

Application Deadline: 9am Thursday 3rd December 2026



Chislehurst School for Girls is part of Lumero Educational Trust



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Chislehurst School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration,** and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

Terry Millar
Chief Executive

Our Schools

BIGGIN HILL
PRIMARY SCHOOL

BULLERS WOOD
SCHOOL FOR BOYS

BULLERS WOOD
SCHOOL FOR GIRLS

CHARLES DARWIN
SCHOOL

CHELSFIELD
PRIMARY SCHOOL

CHISLEHURST
SCHOOL FOR GIRLS

DARRICK WOOD
JUNIOR SCHOOL

GREEN STREET GREEN
PRIMARY SCHOOL

THE HIGHWAY
PRIMARY SCHOOL

ORCHARD WAY
PRIMARY SCHOOL

TUBBENDEN
PRIMARY SCHOOL

PRATTS BOTTOM
PRIMARY SCHOOL

Chislehurst School for Girls

Chislehurst School for Girls is a happy and highly successful place of learning for girls aged 11-18, and boys 16- 18 where students have every opportunity to excel academically, flourish personally and reach their full potential.

We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.
We are proud of our young men and women and committed to enriching their school experience and ensuring that they thrive and reach their full potential. A spirit of charity, social justice and global awareness is central to this.
We are a diverse and inclusive school community and welcome the enriching variety of backgrounds and traditions that all contribute to making Chislehurst School for Girls a wonderful place in which to both learn and work.

Values and vision

At Chislehurst School for Girls, we are passionate about supporting all of our students to develop their leadership characteristics and experience. Some of our students may go on to lead their own companies, schools, teams and departments, whilst others may lead in their community, and support others at home or around the world. Whatever their path or gifts, all of our young people will be equipped to become resilient leaders of tomorrow, with courage, integrity and ambition.
Chislehurst girls take centre stage, have their voices heard, create a culture of achievement and are empowered to become leaders. They develop greater confidence and are more willing to take risks and aim higher.

Ofsted report
“Teaching is predominantly good and some is outstanding. Students behave well, enjoy school and feel safe. Older students in particular have positive attitudes and value what the school has to offer. Exclusions are well-below average. The headteacher and senior staff provide ambitious leadership informed by a thorough knowledge of students’ starting points and progress. As a result, achievement and teaching are improving and students are well prepared for the next stage of their lives.”

Position Summary: Pastoral Support Officer

REPORTS TO: Assistant Headteacher

LOCATION: Chislehurst, Kent

SALARY: NJC Scale 2, Point 3 - £21,815 (FTE £29,561)

HOURS: 31.25 hours, 38 weeks, 08:30 – 15:15 (with a 30 minute break), Monday to Friday

CONTRACT: Fixed Term Contract ending on 31st August 2027

START: January 2027

We are looking for a motivated and empathetic Pastoral Support Officer to provide support to students across the school, supporting their wellbeing, behaviour and personal development.

The postholder will work closely with the Assistant Headteacher and wider pastoral team to identify and remove barriers to learning, improve attendance, and contribute to a positive, inclusive school environment.

Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

Chislehurst School for Girls, part of Lumero Educational Trust, is an aspirational place of learning for girls aged 11-18, and boys 16-18, where students have every opportunity to reach their full potential.

We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are looking for a colleague who has:

- Experience working with young people
- Strong interpersonal and communication skills
- Ability to manage challenging behaviour calmly and effectively
- A good understanding of safeguarding and wellbeing
- A proactive, supportive, and resilient approach

In return we will offer you:

- A dedicated and supportive staff team
- Polite and welcoming children and families
- A working environment where everyone is valued and respected
- Excellent CPD within the school and across the Trust

Application Process

Send all application forms to Mrs Edmunds (Trust HR Officer) at recruitment@chsfg.lumero.org or if you have any questions call 020 8300 3156.

No CVs and no agencies.

References will be requested for those shortlisted only and prior to the interview.

Only those shortlisted for interview will be contacted. We reserve the right to interview and appoint prior to the closing date. Early applications are encouraged.

Closing date for applications: 9am on Thursday 3rd December 2026

Interview Dates: w/c Monday 7th December 2026

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description – Pastoral Support Officer

REPORTS TO: Assistant Headteacher

LOCATION: Chislehurst, Kent

SALARY: NJC Scale 2, Point 3 - £21,815 (FTE £29,561)

HOURS: 31.25 hours, 38 weeks, 08:30 – 15:15 (with a 30 minute break), Monday to Friday

CONTRACT: Fixed Term Contract ending on 31st August 2027

START: January 2027

Job Purpose

To provide pastoral support to students across the school, supporting their wellbeing, behaviour and personal development. The postholder will work closely with the Assistant Headteacher and wider pastoral team to identify and remove barriers to learning, improve attendance, and contribute to a positive, inclusive school environment.

Main Duties and Responsibilities

- Provide support and guidance to students experiencing social, emotional or behavioural difficulties.
- Build strong, trusting relationships with students to promote engagement, motivation and positive behaviour.
- Support students identified as at risk of exclusion, persistent absence or disengagement.
- Support the implementation of behaviour and wellbeing strategies across the school.
- Monitor and support student attendance and punctuality in partnership with the Attendance Officer and pastoral team.
- Carry out pastoral interventions, including 1:1 mentoring, restorative conversations and group work.
- Support the reintegration of students following exclusions or long-term absence.
- Be a point of contact for students requiring emotional support or guidance.
- Promote safeguarding and wellbeing, reporting concerns in line with the school's safeguarding policy.
- Liaise with parents, carers and external agencies where appropriate to support student welfare.
- Maintain accurate records of support and interventions using school systems.
- Supervise students during unstructured times or within internal support settings as required.
- Contribute to the wider life of the school and assist in promoting a positive school culture.
- Undertake any training relevant to the role.
- Carry out other duties in line with the role, as requested by the Assistant Headteacher

Person Specification – Pastoral Support Officer

Criteria	Essential	Desirable
Qualifications	• GCSEs (or equivalent), including English and Maths (Grade 4/C or above) • Safeguarding and child protection training	• Relevant qualification in youth work, counselling, education or social care • First aid training
Experience	• Understanding and/or Experience of working with young people in a school or youth setting • Understanding and/or Experience of supporting students with social, emotional or behavioural needs	• Experience working with external agencies or families • Experience of using behaviour or attendance data systems (e.g. MIS, CPOMS)
Skills & Abilities	• Understanding of issues affecting young people, including mental health, bullying and attendance • Awareness of safeguarding and child protection procedures • Ability to build positive and professional relationships with young people • Strong communication and interpersonal skills • Ability to stay calm and respond effectively in challenging situations • Good organisational and record-keeping skills • Commitment to collaborative working practices	
Personal Qualities	• Empathetic, approachable and non-judgmental • Reliable, proactive and resilient • Able to work both independently and as part of a team • Committed to equal opportunities and inclusive practice • Willingness to undertake relevant training and development	

LET is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

We offer family friendly and flexible working arrangements.

Lumero Educational Trust

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