



The Blue Coat  
School

# Pastoral Support Officer (Sixth Form)



PROUD TO BE PART OF  
**Cranmer**  
Education Trust

February 2026

Dear Potential Candidate

Thank you for your interest in the post of Pastoral Support Officer (Sixth Form) at The Blue Coat School  
<http://www.blue-coat.org>

We are proud to be an Ofsted Outstanding, vibrant and welcoming 11-18 Church of England school with over 1,700 students of diverse faith, culture and background. We are consistently the highest attaining state secondary school in Oldham and amongst the highest in the country.

From humble beginnings, we have become one of the biggest, and most successful schools in the country. The school has a national reputation for high-quality teaching and learning, pastoral care, consistently high examinations results, and outstanding progress. Our most recent Ofsted Inspection, in 2022, judge the school to be outstanding in every category. We are a National Teaching School Hub and as a result are currently supporting almost 600 ECT's and their mentors across 187 Schools.

Blue Coat is dedicated to serving young people, to enable them to become everything they can be and everything they are meant to be. We are a Church of England school that welcomes other Christian denominations, and of other faiths, and none. Our Anglican beliefs, values and worship are the core of our life together in school.

Our aim is that all our pupils become good human beings, good friends, neighbours, citizens - people we are proud to know. Their social and emotional development, their self-respect and their ability to self-manage are just as important as their cognitive development. Pupils who are happy and secure in their school learn well and become successful people. High-quality pastoral care is at the core of the school.

The Blue Coat School is part of The Cranmer Education Trust, a strong multi- academy trust based in Oldham and Rochdale, with partnerships that extend into Tameside, Manchester, Stockport and beyond in the East Greater Manchester/ Pennine/ Lancashire region. We are committed to our local and regional area and the diverse communities that our schools serve, and to the training and professional development of all the people who work in schools to provide the quality of education, inspiration, and nurture that our young people need and deserve.

We are looking for a dedicated and professional individual to promote efficient and effective communication between parents, staff and students and pastoral care for our sixth form students.

The post holder will be part of the experienced Pastoral team contributing to promoting attendance and will support the Assistant Headteacher (Sixth Form) and the Senior Leadership Team with pastoral concerns.

## **Continuing our legacy of excellence.**

**We are a proud member of Cranmer Education Trust.**  
The Blue Coat School, Egerton Street, Oldham, OL1 3SQ  
**Headteacher:** Mr R Higgins. M.A.

[secretary@blue-coat.org](mailto:secretary@blue-coat.org)  
0161 624 1484

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  @BCOldham



# The Blue Coat School

The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

Full details about the post and application form are available from: [Cranmer Education Trust Vacancies](#)

If you would like to discuss the position further, please contact [hr@blue-coat.org](mailto:hr@blue-coat.org) to arrange a call with the Senior Leadership Team.

We look forward to hearing from you.

Yours sincerely,

**Mr R Higgins**  
**Headteacher**





## Job Advert

*“Pupils, and students in the sixth form, flourish at this school. They are immensely proud of their school and its history. Pupils experience an ambitious curriculum that is successfully designed to build a deep and secure body of knowledge over time. They are exceptionally well prepared for the next stage in their education.” (Ofsted 2022)”*

### **Pastoral Support Officer (Sixth Form)**

**Grade 4 SCP 12 - 17, £28,598 - £31,022 per annum (Pro-rata)**

**Full time, 36 hours 40 minutes per week**

**Term Time only plus 1 week**

**Permanent**

We are recruiting a Pastoral Support Officer to join our friendly, professional Sixth Form team, to work with young people aged 16-18. Our Sixth form provision is well established and mirrors the traditional values and high expectations of The Blue Coat School. We pride ourselves on creating a warm and welcoming learning environment for our students; we recognise the importance of this in enabling them to flourish and to be everything they can be and everything they are meant to be.

This role is pivotal in supporting our students as they progress through their sixth form studies, helping them to keep on track with their academic progress by providing pastoral support and encouraging and developing positive attitudes to learning and excellent attendance.

The role incorporates safeguarding initial response and referrals, general management of student wellbeing and welfare and also plays an important role in organising sixth form events, ensuring that students settle well into sixth form life and, when the time comes, are well prepared for their post-18 journey. It is a varied, challenging role and an extremely rewarding one.

We are looking for a candidate who:

- Can quickly establish rapport with parents, staff and young people
- Has a positive attitude and looks to bring out the best in others
- Can manage a busy and demanding workload
- Can understand data and apply practical improvements
- Has professional resilience and integrity and the ability to handle confidential issues and material sensitively and appropriately
- Is approachable and has the ability to inspire respect and confidence
- Has the ability to work under pressure, self-motivate, plan, organise and prioritise effectively



Working for The Blue Coat School means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high level of support and access to expertise. This is an excellent time to join the team, as we develop collaborative structures and systems to enhance and support our growing family of schools.

There are 10 schools in our trust, both primary and secondary schools, across Oldham and Rochdale. The trust also incorporates a teacher training school and the East Manchester Teaching Hub, which support the training and development of new and existing teachers across the North West of England. For further details please visit: [Cranmer Trust Vacancies](#)

This position will be based at The Blue Coat School, Oldham, but may from time to time require travel as necessary to collaborate with other schools which are all locally based.

We offer:

- Opportunities for professional development in a growing Trust
- A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best
- LGPS career average pension scheme with a generous employer contribution
- Central Oldham location close to good transport networks

**The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.**

For further information please refer to:

- The Cranmer Education Trust's Safeguarding and Child Protection Policy [Trust Policies | Cranmer Education Trust](#)
- The Trust's statement on the employment of ex-offenders, in the vacancy Supporting Documents section.
- The job description and person specification for further information regarding the safeguarding responsibilities of the role.

Follow the link [Vacancies](#) to apply for this vacancy. Please note CVs are not accepted.

<b>Closing date for applications:</b>	Monday 16 February 2026 @ 09:00
<b>Interviews:</b>	W/B 23 February 2026
<b>Start Date:</b>	ASAP

**The Cranmer Education Trust is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process.**



## Job Description

<b>Role:</b>	<b>Pastoral Support Officer (Sixth Form)</b>
<b>Salary:</b>	<b>Grade 4, SCP 12 -17</b>
<b>Working Pattern:</b>	<b>Full Time, Term Time Only (Plus 1 Week)</b>
<b>Hours:</b>	<b>08:30 – 16:20 (M- F)</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Responsible to:</b>	<b>Assistant Headteacher (Sixth Form)</b>

### RESPONSIBILITIES

#### Core Purposes of Post

1. Deliver a comprehensive pastoral service to sixth form students, supporting our young people to become the thoughtful, resilient, well-rounded young adults we are all proud of.
2. Support our students as they progress through their studies and encourage them to develop positive attitudes to learning.
3. Play an active part in the work of the sixth form team, particularly in relation to attendance, punctuality, pastoral support and safeguarding.
4. Deliver front-line support to students and parents, managing and resolving queries and issues with professionalism and excellent customer service.
5. Support Directors of Learning and Senior Leadership Team in resolving pastoral and welfare concerns.
6. Support the organisation of key sixth form extra-curricular and enrichment events, including those around enrolment, induction and progression.

#### Sixth Form Team

1. To administer effective records of student attendance and punctuality and support the school's punctuality system.
2. Support the supervision of students in social areas.
3. Keep accurate and timely records of student / pastoral activity.
4. Arrange and attend parent and agency meetings with the sixth form team and other colleagues as required.
5. Undertake home visits either alone or with other members of staff to follow up attendance and other concerns.
6. Provide other sixth form / student related support as required.



### **Pastoral Support**

1. Provide support to sixth form students with a range of personal and education-related concerns using school systems to record and update information.
2. Provide operational support to staff and students in respect of pastoral care and case management.
3. Provide an initial response to safeguarding issues, referring to members of the safeguarding team where appropriate.
4. Investigate behavioural issues, working with senior members of staff to provide effective resolutions including restorative practice.
5. Support excellent attendance by managing and monitoring student absences, including locating and resolving issues where students are identified as missing.
6. Inform relevant staff of issues impacting student welfare and progress.

### **Event Organisation & Administration**

1. Coordinate the planning and delivery of both sixth form and university transition, enrolment, induction, progression events and university visits.
2. Play an active role in organising sixth form events, including administrative support as required.
3. Contribute to relevant meetings about student welfare, taking minutes where necessary.

### **Standard Duties**

1. Proactively promote and comply with safeguarding in all areas of responsibility.
2. To model, implement and champion consistently the 'Blue Coat Way' across the school so that effective learning can take place.
3. To contribute to the school liaison and marketing activities – e.g. providing news for social media, the website, contributing to newsletters to parents.
4. Understand the importance of inclusion, equality and diversity, both when working with students and colleagues, and to promote equal opportunities for all.
5. To uphold and promote the values and ethos of the trust.
6. Implement and uphold all policies, procedures and codes of practice.
7. Support the Health, Safety and Welfare policies and be aware of the responsibility for personal health, safety and welfare and that of others, reporting any hazards and actively contribute to the security of the school and sixth form, e.g. challenging a stranger on the premises.
8. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
9. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
10. Undertake any other additional duties commensurate with the grade of the post

**Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**The post is subject to an Enhanced DBS including a check against the children's barred list.**



<b>Person Specification</b>	<b>E</b>	<b>D</b>	<b>A/I</b>
<b>Educational Qualifications</b>			
High level of general education including GCSE Mathematics and English A*-C (or equivalent)	✓		<b>A</b>
Willingness to obtain first aid certificate		✓	<b>A/I</b>
<b>Experience</b>			
Experience of working in an educational environment			<b>A/I</b>
Experience of working with young people	✓		<b>A/I</b>
Administration in an office environment	✓		<b>A/I</b>
Can proactively plan and manage workload whilst reacting / responding to situations which arise	✓		<b>A/I/T</b>
Experience of liaising effectively with other organisations and agencies to deliver outcomes		✓	<b>A/I</b>
Experience of restorative practice to improve relationships		✓	<b>A/I</b>
Experience of legal responsibilities for managing education attendance		✓	<b>A/I</b>
<b>Skills &amp; Abilities</b>			
Empathy with and respect for young people	✓		<b>I</b>
Approachableness and ability to inspire respect and confidence	✓		<b>I</b>
Professional resilience and integrity and the ability to handle confidential issues and material sensitively and appropriately	✓		<b>A/I</b>
Excellent communication skills with adults and young people	✓		<b>A/I/T</b>
Ability to work under pressure, self-motivate, plan, organise and prioritise effectively	✓		<b>A/I/T</b>
Ability to use initiative and be proactive	✓		<b>A/I/T</b>
Can demonstrate reliability, flexibility, professionalism	✓		<b>A/I</b>
Ability to work as part of a team	✓		<b>A/I</b>
Demonstrate a commitment to safeguarding and promoting the welfare of the students	✓		<b>A/I</b>
Ability to work to deadlines with excellent attention to detail and accuracy levels	✓		<b>A/I/T</b>
Ability to analyse and interpret data	✓		<b>A/I</b>
<b>Personal</b>			
Willingness to undertake an enhanced DBS Disclosure check	✓		<b>A/I</b>
Flexibility with working hours and ability to cope with a wide range of tasks in a busy and changing environment	✓		<b>A/I</b>
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	✓		<b>A/I</b>





## Person Specification

E	D	A/I
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### Special Working Conditions

Full driving license, daily access to a car and occasional business use insurance	✓		A
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Essential:	E	Desirable:	D
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Application:	A	Interview:	I	Test	T
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**N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview**

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