



**The Blue Coat
School**

Pastoral Support Officer



PROUD TO BE PART OF
Cranmer
Education Trust



**The Blue Coat
School**



November 2025

Dear Potential Candidate

Thank you for your interest in the post of Pastoral Support Officer 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, judged the school to be outstanding in every category.

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 and growing 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 students.

The post holder will be part of the experienced Pastoral team contributing to promoting attendance and will support Directors of Learning 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
0161 624 1484

www.blue-coat.org
f X @BCOldham

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:

<https://careers.cranmereducationtrust.com/vacancies>

If you would like to discuss the position further, please contact 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

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

Actual pro rata salary £24,490 - £27,408 (dependent on continuous service and experience)

Full time, 36 hours 40 minutes per week, Term Time only plus 5 days

Permanent

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 students. The post holder will be part of the experienced Pastoral team contributing to promoting attendance and will support Directors of Learning and the Senior Leadership Team with pastoral concerns.

You must be diligent, pro-active, and an excellent communicator and team player with the ability to build and maintain positive relations with both young people and adults in an effective and appropriate manner.

We are looking for a candidate who:

- Has experience of working with young people
- Has experience of administration in an office environment
- Has empathy with and respect for young people
- 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 <https://careers.cranmereducationtrust.com/>.

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 including life insurance and dependent's pension
- 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 [Careers Site](#) to apply for this vacancy. Please note CVs are not accepted.

Closing date for applications:	Monday 24 November 2025 @ 09:00
Interviews:	Wednesday 26 November 2025
Start Date:	January 2026 - Negotiable for the successful candidate.

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





Job Description

Role:	Pastoral Support Officer
Salary:	Grade 4
Working Pattern:	Full Time, Term Time Only plus 5 Days
Hours:	08:30 – 16:20 (M- F)
Contract:	Permanent
Responsible to:	Assistant Headteacher & Director of Learning (DOL)

Core Purposes of Post

1. Support efficient and effective communication between parents, staff and students, driving standards and ensuring excellent customer service.
2. To play an active part in the work of the Student Support team especially in relation to attendance, punctuality, pastoral support and child protection.
3. To deliver front-line support to students and parents, managing and resolving queries and issues.
4. Support the Directors of Learning and Senior Leadership Team in resolving pastoral concerns.
5. To support the organisation of key school events, including transition, induction and progression events.

Key Tasks

Support efficient and effective communication between parents, staff and students.

1. To act as the first port of call for parental telephone calls, addressing and recording parental concerns and directing issues to relevant members of staff as appropriate.
2. To provide support to students with a range of personal and school related concerns, using school systems to record and update information.
3. To provide operational support to staff and students.
4. Provide an initial response to child protection and safeguarding issues, referring issues to members of the safeguarding team where appropriate.
5. To investigate allegations of bullying and other poor behaviour, take statements and work with senior members of staff to provide effective resolutions including Restorative Practice.
6. To arrange and attend parent meetings with the Directors of Learning and other colleagues.
7. To contribute to the school response if a student is identified as missing.
8. To inform relevant staff of issues impacting student welfare and progress.
9. To play an active part in the work of the Pastoral Team.

10. To administer effective records of student attendance and punctuality and support the school's punctuality system.
11. To follow up and record attendance concerns according to school policy.
12. To provide supervision of students in student social areas, the social exclusion room, Green Room and homework club as required.
13. To maintain effective records of key pupil information and to maximise the use of the school database for reporting purposes.
14. To assist with detentions, collecting, supervising and supporting students as agreed with pastoral leaders and line manager.
15. To coordinate the provision of education for students in fixed term exclusions, whether internal or external, through liaising with teachers and providing appropriate work.
16. To undertake home visits either alone or with other members of staff to follow up attendance and other concerns.
17. To support with the mentoring and monitoring of pupils within a year group.
18. To help organise key school events and parents' evenings including administrative support.

Standard Duties

1. Proactively promote and comply with safeguarding / child protection 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 pupils and with colleagues, and to promote equal opportunities for all.
5. To uphold and promote the values and ethos of the school.
6. Implement and uphold all policies, procedures and codes of practice of the school.
7. Support the school's Health, Safety and Welfare policy 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, 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.



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

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