



Welcome to our Trust

Pastoral Support Worker Recruitment Pack



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Welcome to Anglian Learning

Thank you for your interest in the position of Pastoral Support Worker at Bottisham Village College.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact the HR team at hrrhub1@anglianlearning.org to organise the details.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin

CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 11 000 pupils and employing over 1650 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

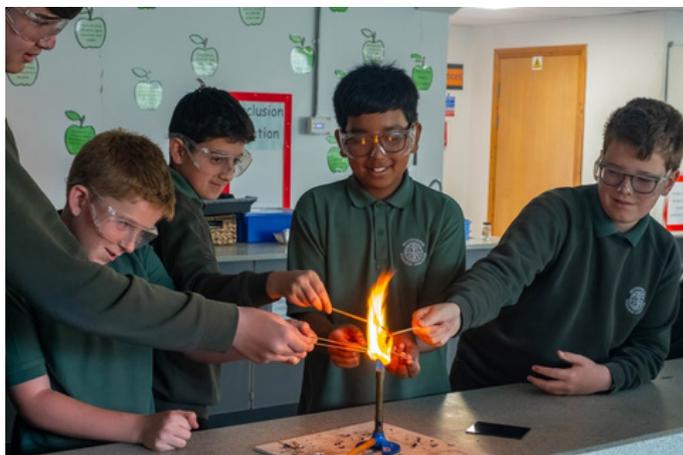
3

counties

22

academies

About Bottisham Village College



We are an ambitious and innovative comprehensive school for up to 1500 students, based in the heart of rural East Cambridgeshire and we take great pride in our vision: to inspire, to care for and to enrich the lives of every student within our community.

We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society.



In addition to our academic rigour, our relationship-driven approach permeates throughout all aspects of college life, from the maths classroom to the sports field, from the music room to the ICT suite and from the library to the auditorium, this is a college where we recognise the transformative power of positive relationships. Students will only succeed if they are happy and we make every effort to achieve this.

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. This vision still resonates today with both Adult Learning and a Sports Centre actively used by the whole community.



About Bottisham Village College



Our Staff

We are committed to supporting the professional development of all members of staff. To this end, we have a varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues across the Trust as well as drawing on external expertise. Colleagues with management responsibilities are given appropriate time within their timetable to fulfil these duties, and ECTs have a reduced timetable in order to support them in their early stages of their career. The Trust's network of leaders and schools will be able to support you with a range of opportunities and enhancements. We are equally keen to nurture, grow and celebrate teachers who are willing to share effective pedagogy and practice to support their colleagues.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact the HR team on hrhub1@anglianlearning.org

Benefits

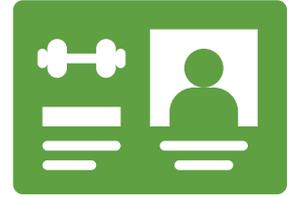
Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

We are seeking a dedicated and compassionate Pastoral Support Worker to join our safeguarding team. This is a pivotal role for an individual who is passionate about student wellbeing and committed to ensuring that all young people feel safe, supported, and able to thrive. You will play a key part in maintaining a strong safeguarding culture across the school, acting swiftly and effectively in response to concerns and working in line with statutory safeguarding guidance and school policies. You will ensure that all actions are timely, appropriate, and thoroughly recorded whilst working closely with colleagues and external agencies where necessary, maintaining a child-centred approach at all times. You will also provide both targeted and responsive support to students identified as vulnerable or at risk, particularly those experiencing emotional, social, or mental health challenges. This includes working with students on pastoral support interventions, building positive relationships with them and their families, and helping them to develop strategies to manage their wellbeing to enable them to thrive and fulfil their potential.

Collaboration is central to this role. You will work closely with Heads of Learning, Assistant Heads of Learning, the SENCo, and the wider Inclusion Team to identify students in need of support and to coordinate effective interventions. You will also take responsibility for overseeing the delivery of targeted programmes, such as e-safety and wellbeing interventions, ensuring their impact is carefully monitored and evaluated to support continuous improvement. Your role will require a high level of professionalism, discretion, and the ability to make sound judgements in sensitive situations.

Job Description

Pastoral Support Worker Bottisham Village College



SALARY:	Scale 5, points 12 to 17 (£28,598 - £31,022 FTE)
HOURS:	Full time, 37 hours per week. Term time plus 1 week usually reserved for training days (39 weeks)
PENSION:	LGPS Pension Scheme
ANNUAL LEAVE:	Starts at 25 days plus Bank Holidays, more for those with local government continuous service. - Payment for annual leave is included on top of usual salary, and not given as bookable days off.
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at Bottisham Village College but may be asked to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Assistant Principal

JOB PURPOSE:

- Act as a pivotal member of the safeguarding team, supporting the management and resolution of raised concerns, ensuring actions are taken promptly and in accordance with safeguarding policies.
- Provide targeted and ad-hoc support to at-risk students with emotional, social, and mental health needs, including those on pastoral support plans.
- Collaborate with Heads of Learning, Assistant Heads of Learning, SENCo, and the Inclusion Team to identify students requiring support.
- Oversee the delivery of targeted intervention programmes, such as e-safety courses and wellbeing programmes, ensuring consistent tracking of intervention impacts.

MAIN RESPONSIBILITIES

- Manage referrals to external agencies, including Social Care, Yonited, Early Help, School Nurse, and Counselling services.
- Support the Heads of Learning and Designated Safeguarding Lead in promoting the welfare and academic progress of Bottisham Village College students.
- Conduct regular meetings with students to address emotional, social, and mental health needs, providing targeted support.
- Implement strategies to assist students with low attendance, encouraging regular school attendance.
- Offer targeted assistance to students at risk of classroom exclusion, teaching them strategies for self-regulation and resilience building.
- Execute Educational Health Assessments as needed, ensuring effective communication with parents, carers, or guardians.
- Adhere to the College's protocol for logging concerns, triaging appropriately, including managing incoming information through MyConcern.

- Participate in and contribute to meetings with the Line Manager and Inclusion Team as required.
- Provide support for students with access arrangements during examinations.
- Deliver one-to-one mentoring to identified students, aiming to enhance their resilience and self-regulation.
- Arrange restorative meetings for students facing friendship issues.
- Coordinate with external support providers such as NCS, Kick Ash, Terence Higgins Trust, YMCA, and Young Person Workers.
- Serve as a Mental Health First Aid responder, offering immediate support for students experiencing mental health crises and guiding them towards appropriate long-term resources.
- Mentor junior staff members, including apprentice Social Workers.

Parents and other stakeholders:

- Maintain regular communication with parents and carers, ensuring they are fully informed and involved in decision-making processes related to their child's provision, including participation in parents' evenings and Team Around the Child (TAC) meetings.
- Collaborate with parents and other stakeholders in the creation and updating of Early Help Assessments (EHAs), attending Team Around the Family (TAF), Child in Need (CIN) meetings, Child Protection (CP), and core group meetings as necessary.
- Foster positive relationships with parents who may be difficult to engage.
- Participate in parents' evenings and conduct meetings with individual parents as needed.
- Keep parents, carers, and guardians updated on their child's in-school support and progress.

Administration:

- Maintain accurate safeguarding chronologies and ensure timely updates to reflect any new concerns or developments.
- Oversee the administration of concern management, ensuring all safeguarding concerns are logged, tracked, and followed up in accordance with school policies.
- Manage and prioritise own workload efficiently.

Other Duties:

- Serve as a qualified Designated Safeguarding Person, performing deputy safeguarding duties as assigned by the Designated Safeguarding Lead and the Principal.
- Assume the role of Domestic Abuse Lead within the school.
- Carry out additional responsibilities aligned with the role as directed by the College Leadership Team.

Qualifications and Training

Essential:

- GCSE in English and Maths, with a Grade C or equivalent
- Willingness to complete Designated Safeguarding Lead training

Desirable:

- Designated Safeguarding Lead training

Experience

Essential:

- Experience working in a busy, educational environment, ideally in a secondary school.
- Experience of safeguarding procedures.

Desirable:

- Experience as a Designated Safeguarding Lead
- Experience of supporting young people with additional needs

Skills and Knowledge

Essential:

- Strong written and spoken English
- Excellent communication skills at all levels
- High attention to detail and accuracy
- Strong teamworking ethic, working collaboratively with colleagues
- Resilient and empathetic approach
- Proactive and flexible approach to work with ability to prioritise
- Competent use of IT systems, including MS Office

Desirable:

- Knowledge of safeguarding procedures
- Knowledge of additional needs

Personal Qualities

Essential:

- A positive interest in working with children
- An adaptable and flexible approach to working
- A strong commitment to safeguarding and promoting the welfare of young people
- A satisfactory enhanced DBS check, 2 references and medical clearance for the role.

How to apply

Dates

CLOSING DATE:	Sunday 19 April 2026
INTERVIEW DATES:	To be confirmed with shortlisted candidates
START DATE:	As soon as possible, subject to pre-employment checks

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. **Applications may be reviewed as received so please apply early to avoid disappointment!**

If you are passionate about this role and meet the person specification we invite you to apply for this exciting opportunity via our [online application process](#).

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the HR Team via hrhub1@anglianlearning.org.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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