



Langley Park
School for Girls



Pastoral Support Worker Recruitment Pack

Enabling everyone to thrive - acting with
kindness, determination and respect

Pastoral Support Worker
Required for: As soon as possible

Term time: 36 hours per week / 39 week per annum

Scale 6 (point 16–20)

Salary £33,417–35,448 (Full time equivalent)

Actual salary: £28,573 per annum

We are looking to appoint a dynamic and proactive Pastoral Support Worker to play a prominent role in delivering outstanding pastoral care. Working alongside our Heads of Year and Heads of Key Stage, you will demonstrate commitment, drive and have a proactive problem-solving approach in support of outstanding student behaviour and wellbeing.

The role has many facets and will require considerable skills in liaising with parents and carers, students, teachers and other stakeholders, including external agencies with the ability to develop and maintain positive relationships – a key to the success of the role.

The Pastoral Support Worker will frequently be the person filtering information and tackling situations as they arise thus a calm head and the ability to communicate clearly and confidently are essential.

This is an exciting opportunity to work within a strong and committed pastoral team to not only ensure the effectiveness of our day to day pastoral care but also play a crucial role in making a difference to the education and lives of our children and young people.

You will have excellent inter-personal skills and have the highest expectations for yourself and others. You will be able to work both independently and as part of a wider team and prioritise workload accordingly. You will be joining a team of highly skilled and committed professionals who are relentless in the pursuit of pastoral excellence.

Langley Park School for Girls is a high achieving, popular and well-respected school within our local community. Situated on the Langley Park campus alongside our neighbouring boys' school and primary school, we benefit from excellent transport links to and from central London and proximity to the Kent countryside.

“Pupils flourish into independent, confident young adults at this school.”

“Pupils are polite, kind and respectful to one another. They have strong professional relationships with their teachers.” (Ofsted)

“The school curriculum supports pupils to excel.” (Ofsted)

We can offer:

- Highly motivated students with a commitment to their learning.
- Very good standards of student behaviour.
- Innovative approaches to Teacher Professional Development.
- Opportunities to work and grow within our trust and beyond the school.
- A friendly and supportive working environment.
- An Employee Assistance Programme and flu vaccination.

Closing Date: Monday 31st March 2025 (9.00am)

Interviews Date: Friday 4th April 2025

Please send your completed application form and covering letter to Helen Partridge
(HR Manager) hpa@lpgs.bromley.sch.uk

We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body. We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is essential in our Trust and we recognise the gap that would be left in our offering without these.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful applicant will be subject to Enhanced Disclosure and Barring Service check.

Dear Candidate,

Thank you for your interest in joining our community as a Pastoral Support Worker within our pastoral team. The information here gives a brief sense of our school. Equally, you are most welcome to arrange time to visit.

Langley Park School for Girls, part of Impact Multi Academy Trust, is a large secondary comprehensive school in Beckenham. We have 1,200 girls in Year 7-11 and a large co-educational sixth form of 450 students. We proudly draw from a large number of boroughs and schools in our sixth form creating a diverse and vibrant community.

LPGS has a proud history and is an exciting environment in which to work and study. The arts are highly valued and invested in and staff and students alike enjoy the wide range of opportunities available: our dynamic careers academy and huge range of clubs, societies, groups and trips.

We have an ambitious and broad curriculum, for example:

- All Year 7 students learn an instrument for a term as part of our music scheme to widen access and participation.
- KS3 students enjoy Dance and a Visual Arts rotation of art, textiles and digital media.
- We have a wide range of clubs, societies, educational visits and exchanges as part of our enrichment programme.

We achieve positive academic results whilst also focusing on student wellbeing and mental health.

If you would like to be part of our school community, we would welcome your application.



Kind regards,

Steve Whittle

Headteacher

Life at LPGS

My daughter really benefited from the healthy and sustained pastoral support at the school – mental health and wellbeing are not treated in a tokenistic, one-off kind of way.

Parent

When you have a child who is on the SEN register, it can sometimes feel like pushing water up a hill, but the SENCO explains everything so well, makes it clear, and that is because he cares.

Parent

I felt the sense of community, we were all one team with one common goal of just achieving great things, and we were all willing to help each other. That's what really drew me to here.

Sixth Form student

Pupils flourish into independent, confident young adults at this school.

Ofsted

My students and colleagues make me laugh and I look forward to coming into work due to their hard work and fascinating insights.

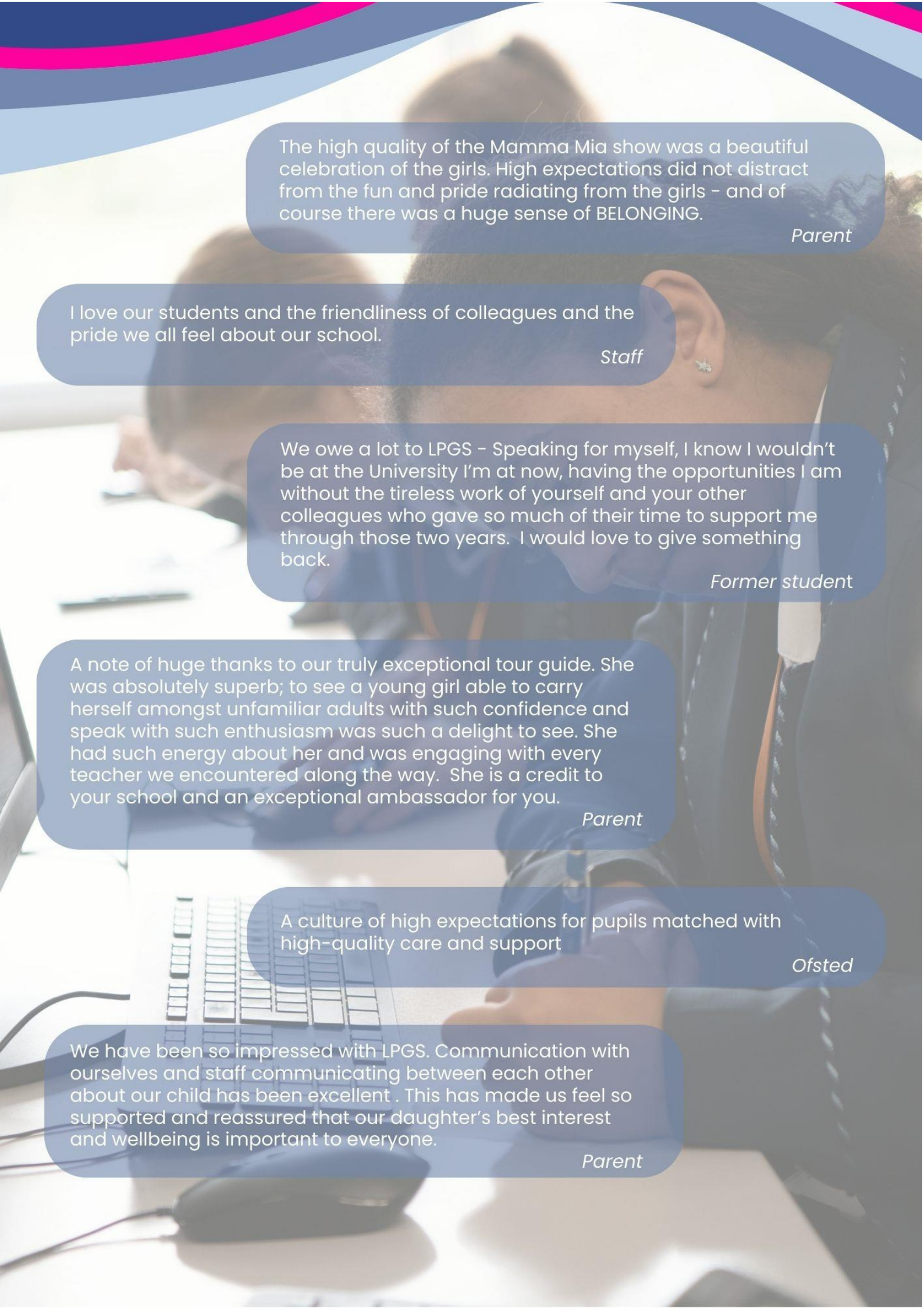
Staff

The quality of teaching at this school is nothing short of outstanding. Staff have always been there to fully prepare us for exams and have always gone out of their way to provide us with a high standard of education. The Sixth Form community is extremely friendly and diverse and is a community of individuals who are keen to succeed and help one another.

Student

We are sure our daughter learned a lot about teamwork, perseverance and the joy of adventure thanks to your thoughtful planning and engaging activities on this trip.

Parent



The high quality of the Mamma Mia show was a beautiful celebration of the girls. High expectations did not distract from the fun and pride radiating from the girls – and of course there was a huge sense of BELONGING.

Parent

I love our students and the friendliness of colleagues and the pride we all feel about our school.

Staff

We owe a lot to LPGS – Speaking for myself, I know I wouldn't be at the University I'm at now, having the opportunities I am without the tireless work of yourself and your other colleagues who gave so much of their time to support me through those two years. I would love to give something back.

Former student

A note of huge thanks to our truly exceptional tour guide. She was absolutely superb; to see a young girl able to carry herself amongst unfamiliar adults with such confidence and speak with such enthusiasm was such a delight to see. She had such energy about her and was engaging with every teacher we encountered along the way. She is a credit to your school and an exceptional ambassador for you.

Parent

A culture of high expectations for pupils matched with high-quality care and support

Ofsted

We have been so impressed with LPGS. Communication with ourselves and staff communicating between each other about our child has been excellent. This has made us feel so supported and reassured that our daughter's best interest and wellbeing is important to everyone.

Parent

Impact Multi Academy Trust (IMAT)

We believe that being a Trust with both primary and secondary schools is an enormous asset, since it enables us to share our expertise and knowledge, learning from each other to improve the education of children from ages 4 to 18. We have high aspirations for our students that attend Impact Multi Academy Trust schools. We also have high expectations about what they will receive from, and contribute to, their education.

We believe strongly in educating the whole child. We offer our students the highest quality academic education, delivered within a broad, balanced and rich curriculum; alongside which our schools offer a wide range of high quality extra-curricular opportunities, with music and sport a particular strength.

The heads, senior leaders and colleagues actively meet and collaborate – this work is furthered by our Curriculum Strategy Leads.

Our Trust, as it is today, was formed in September 2022 and currently comprises seven schools:

- Clare House Primary School
- Hawes Down Primary School
- Langley Park Primary School
- Langley Park School for Boys
- Langley Park School for Girls
- Ravens Wood School
- Hayes School

For further information, please visit the Trust website www.imat.uk.



Staff Wellbeing

Our commitment to this is captured in our Staff Wellbeing Charter which you can read in detail [here](#) and includes:



CPD – we invest in our staff and in ourselves through a [professional growth](#) approach to appraisal that prioritises our improvement as teachers over data-driven targets



Respectful relationships are at the heart of how we approach others in our community: staff and students.



We take a conscious work-load focused approach to marking (no onerous expectations), data drops and parents' evenings.



A deliberate and moderate approach to emails and communication, using scheduled staff communications instead of lots of emails and no expectation that staff respond outside of their working hours.



Trained Mental Health First Aiders to support staff and a comprehensive Employee Assistance Programme that includes 24 hour support line, swift access to counselling and a wide range of advice and support via the Wisdom App.

The Pastoral Team

The pastoral team at Langley Park School for Girls plays a key role in providing quality care, support and guidance to students. You will be joining a supportive and hardworking group of people who enjoy working with students, parents and staff and making a difference.

Pastoral care aims to support our students such that they are able to achieve their potential in all aspects of their school career. We work together to ensure that all students at Langley Park School for Girls are able to be safe, happy and successful. Our tutorial programme, assemblies and PSHE lessons in all years, aim to raise students' confidence, and help them to develop knowledge, interpersonal skills, social skills and communication skills in preparation for adult life. We secure the active involvement of students in their learning and in the wider community.

Behaviour management

We pride ourselves on the positive relationships and calm, purposeful atmosphere in school. These are supported by our routines, systems and expectations, which promote good learning habits and behaviour for learning.

The school sets high standards of behaviour for its students and is a community which values and respects each individual, whether staff or students. Racism, sexism, LGBTphobia and other forms of discrimination are not acceptable.

We expect all students to follow the "Langley Way" and to demonstrate our school values of Belonging, Equality, Kindness, Ambition, Respect and Determination. Our students achieve highly and we recognise that high achievement takes place within a framework of high expectations. You will play a key role in supporting our students to be ready for learning, to take responsibility for their actions and to be respectful towards others.

We endeavour to not only 'manage behaviour' but to change behaviours. Students experiencing difficulties are therefore offered individual support by the Pastoral Team, SEND Hub, Safeguarding Team and Wellbeing Hub. Our system of Praise Points (P points) and Consequence Points (C Points) ensure that we reward students and hold them to account for high standards of behaviour. Sanctions are applied fairly in accordance with DfE guidance.

The Pastoral Team

Key Stage 3			Key Stage 4		Key Stage 5	
Head of Key Stage 3			Head of Key Stage 4		Assistant Headteacher (Sixth Form)	
HoY7	HoY8	HoY9	HoY10	HoY11	HoY12	HoY13
Deputy HoY			Deputy HoY			

Additional non-teaching support roles include:

Wellbeing Hub staff SEND Hub staff (AHT – SENDCO, Assistant SENDCO) Pastoral Support Worker (new role) across KS3 & KS4	Sixth Form Supervisor/Administrators Sixth Form Academic Learning Mentor Senior Pastoral Manager
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Job Description

Purpose of the Job

To promote positive behaviour, inclusion and a safe and purposeful learning environment for students working with Heads of Year and the wider pastoral team.

Reporting to: Heads of Key Stages

Key tasks/responsibilities:

- Provide support to Heads of Year and deputise, as required.
- Promote behaviour for learning by helping students to improve their behaviour and intervene where student behaviour needs to be corrected.
- Liaise and communicate with parents/carers and external agencies as required.
- Provide support to teachers in the reintegration of students to lessons following incidents.
- Plan, manage and support staff with restorative practices.
- Manage and support students removed from lessons, including the provision of work, in conjunction with SLT and Middle leaders.
- Support the staff in the Wellbeing Hub, as required
- Undertake break/lunchtime supervision as required around the school.
- Ensure the completion of Temporary Individual Health Care Plans, as required e.g. for students returning to school on crutches.
- Act as a point of contact for students who report unwell during the school day and may need to go home
- Support the first aid team, as a designated first aider on a rota (training will be provided)
- Support the attendance of students at after school detentions.
- Provide follow up to daily 'Truancy call' as required in support of whole school attendance. and support identified students to improve attendance particularly those at risk of persistent absence (PA).
- Lead and support the investigation/follow up from incidents during the school day.
- Provide support with the preparation of referral and suspension/exclusion paperwork.
- Participate in and support return from suspension meetings.
- Support and lead identified group pastoral interventions.
- Support with follow up actions from safeguarding referrals as identified by members of the safeguarding team.
- Regularly update information and assist with case management.
- Keep up to date on-line behaviour and pastoral support logs and share information as required.
- Attend and contribute to pastoral meetings/assemblies as required.
- To carry out any other duties as required by the Line Manager or Headteacher.

Person specification

Qualifications & Training	
Level 2+ qualification in English and Maths	Essential
5 GCSEs or equivalent at Grade C/4 or above	Desirable
2+ A levels or equivalent	Desirable
Evidence of further relevant and substantial professional development	Essential
First aid qualification	Desirable
Professional experience	
Experience of working with/volunteering to support children and young people	Desirable
Skills and knowledge	
Be a positive role model	Essential
Be reflective about your own practice	Essential
Be able to communicate effectively and accurately in written and spoken English	Essential
Be committed to improving practice through professional development	Essential
Be able to act on own initiative and use effective, non-confrontational strategies to manage behaviour	Essential
Be able to cope with change, be flexible and handle uncertainty	Essential
Have an understanding of the needs of children and young people	Essential
Potential to be a good or outstanding Pastoral Support Worker	Essential
Have good time management and personal organisation skills	Essential
Be willing to contribute to the wider life of the school	Essential
Knowledge of school systems	Desirable
Good ICT skills	Essential
Be able to communicate effectively with parents and carers	Essential
Be able to relate effectively to young people and influence their behaviour	Essential
Be able to work effectively with colleagues and form positive relationships	Essential
Personal attributes	
Professional in manner, actions and appearance	Essential
Be passionate about young people and their education	Essential
Have a commitment to raising standards and achievement	Essential
Show evidence of being able to build and sustain effective working relationships with a range of people	Essential
Have an excellent punctuality and attendance record	Essential
Have a capacity for hard work	Essential
Special requirements of the role	
Demonstrate a commitment to equality and social justice	Essential
Demonstrate a commitment to promoting the school's ethos, values and aims	Essential
Knowledge of equal opportunities and approaches to inclusion	Essential
Show a commitment to safeguarding and promoting the welfare of children and young people	Essential
Demonstrate an ability to maintain confidentiality	Essential

Explanatory notes

Application Procedure

1. Read carefully all the information about this post.
2. Complete the application form as fully as possible. You must use the Trust application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
3. In the section 'Details in support of your application' please tell us:
 - a. Why you are applying for this post.
 - b. How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

Appointment Process

1. Suitable applicants will be shortlisted for an interview.
2. If you are successful, you will receive either a letter, email or phone call inviting you to attend an interview. It is therefore important that you give us a daytime telephone number and email address.
3. Candidates called to an interview will:
 - a. Complete a task relevant to the role
 - b. Be given a tour of the school
 - c. Have an opportunity to meet members of the team
 - d. Have a formal interview with the Line Leader and a member of the Senior Leadership Team.

Pre-employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer, Headteacher, or mentor at your placement if you are still training. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Health Assured.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

This post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

The salary will be in accordance with the National Joint Council for Local Government Services (NJC).

Pension Scheme

Support staff, whether full or part time, will automatically be enrolled into the Local Government Pension Scheme unless they elect to opt out.

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 School 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.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Langley Park School for Girls

Hawksbrook Lane
South Eden Park Road
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