

# Pastoral Support Worker

## The Hollins

Hollins Lane, Baxenden, BB5 2QY

Start date: Monday 3rd November 2025



**LET**  
**EDUCATION**  
**TRUST**

AMBITIOUS | INCLUSIVE | RESILIENT



# Welcome to LET Education Trust

Dear Colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with primary and secondary schools as members.



We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is emphasized and supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we also have termly meetings for our Safeguarding Leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is also vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps ensure a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We also play a part Initial Teacher Training as part of our remit through the newly formed Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our MAT, I look forward to receiving your application.

You can find out more about our Trust at [www.let-edu.org](http://www.let-edu.org)

Best wishes

Steve Campbell

Chief Executive



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You can find out more at: [www.thehollins.com](http://www.thehollins.com)



**Kind**



**Honest**



**Resilient**



**Reflective**



**Respectful**



**Responsible**



**Aspirational**

Dear Applicant,

Thank you for your interest in the position of Pastoral Support Worker at The Hollins. This post is a key role in the further development of the school as we continue to build on our successes.

We are a fully comprehensive school and serve a differing catchment area across Accrington and the surrounding area. Over 62% of our pupils come from E/E\* areas of overall multiple deprivation, and prior attainment of our pupils is just below average. However, we achieve many great things with our pupils due to our committed, well-trained staff always going the extra mile to care for our pupil's welfare, character development and achievements. We are dedicated to improving the chances of all our young people, including our most vulnerable pupils and learners with SEND and, as such, strive to offer as many opportunities for our pupils as possible, both within and outside of the classroom. We ensure that our staff engage in continual professional learning throughout their time with us, regardless of the level of experience, as we are committed to ensuring we can always be better. The post has arisen due to the need to permanently expand our already excellent pastoral provision so we are looking for someone who can make a genuine difference to our young people. Our pupils thrive and feel most supported when they have the opportunity to build relationships with trusted adults. So we are looking for someone who supports our desire to provide a consistent approach to young people, supporting the development of our calm, safe and dignified school.

The successful candidate would join a dedicated, committed and well-developed team of support staff who are determined to make The Hollins the best it can be for our young people. Our recent transition to becoming an academy is helping cement further collaboration with other professionals, and will allow us to continue to further develop our practice. The LET Education Trust is an inclusive trust recognising the importance of providing for and investing in the adults of tomorrow.



Should you wish to speak to me (on an informal basis), please do not hesitate to contact me. We look forward to receiving your application form, along with covering letter.

Yours faithfully,  
Mrs S Haydock  
Headteacher, The Hollins

# HOW TO APPLY

Please note that CVs will not be accepted.

To apply for this vacancy you need to complete the application form and return this with your covering letter (no more than 2 sides of A4) no later than the specified closing date to Mrs Young, Headteacher's PA at [recruitment@thehollins.com](mailto:recruitment@thehollins.com). Please note CVs are not accepted.

You can find the details by clicking on this link <https://let-edu.org/vacancies/>

Good luck!

# SUPPORT FOR OUR STAFF

## Encourage a climate of connecting with people.

At The Hollins we encourage collaborative working and sharing our moments with each other, both within the school and further afield in the hope that both professionally and personally all our staff feel less isolated and more connected. We are human beings first and foremost and, as such, must look after and care for our well-being.

## Looking after our mental health

We have staff who are trained mental health first aiders who are ready, willing and able to support staff.

You can also have a look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

## Quality staff professional development

We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the Disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve their practice.

## Measure and respond to staff voice.

Our staff voice questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

## Quality behaviour systems in place

Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely important for the smooth running of the school.

# ABOUT OUR 7 VALUES

**These 7 important values underpin every decision we make.**



**Kind**



**Honest**



**Resilient**



**Reflective**



**Respectful**



**Responsible**



**Aspirational**

Alongside the 7 values, we also have our vision, self-evaluation and our school improvement plan. None of these stand alone. They work together to ensure that we at The Hollins do our very best for our pupils and they have a positive experience, fulfilling their potential both academically and personally, celebrating our differences and developing the character to make their mark in the world. Our pupils are encouraged to "Strive to Succeed" and fostering these values will help them to achieve their success.





## Job Advert

Job Title:	Pastoral Support Worker
Location:	The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
Grade:	6
Annual Full-time salary	£27,269 - £31,067
Annual Pro-rata Salary	£23,664 - £26,959
Hours per week:	37 hours
Contract type:	Permanent, term time plus 5 days <i>(12 month probation period)</i>
Start date:	Monday 3rd November 2025 <i>(Following completion of a Enhanced DBS check (including child barred list check) and other safer recruitment checks)</i>
Closing date:	Monday 22nd September 2025, 9am
Interview date:	Wednesday 1st October 2025, from 8.30am—3pm <i>(subject to change)</i>

The Hollins, part of the LET Education Trust is seeking to appoint a highly motivated and dedicated Pastoral Support Worker to support our pupils. The Pastoral Support role is crucial in supporting the vision and values of The Hollins, a diverse and inclusive secondary school. The primary purpose of this position is to provide comprehensive pastoral care and support to pupils, ensuring their personal, social, emotional, and academic needs are met. The Pastoral Support Worker will work closely with other adults to remove barriers to learning and promote the holistic development of each pupil. The Hollins is committed to the continuous professional development of all staff, and this role will provide ample opportunities for growth and learning. You will be encouraged to engage in relevant training and CPD activities, ensuring that you are kept up-to-date with the latest news and changes within the education sector.



Each school in our Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

If you are shortlisted for the position you are applying for, the recruiting officer will undertake an online search in accordance with KCSiE 2024. We will also carry out additional safeguarding checks at the time of starting employment.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview.

Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.

## Pastoral Support Worker - Job Description

Grade	6	Hours/week	37 hours, term time plus 5 days
Reporting to	Pastoral Manager		
Location	The Hollins, Hollins Lane, Accrington, BB5 2QY		

### Key Duties and Responsibilities

#### Pastoral Care and Support

- Demonstrate a strong commitment to promoting the welfare of pupils.
- Assist with the pastoral care of pupils, addressing their personal, social, and emotional needs.
- Provide one-to-one and small group pastoral support to pupils, as necessary.

#### Intervention and Support

- Work alongside the behaviour manager and assistant headteacher in charge of behaviour to ensure the smooth-running of the isolation room.
- Be a key member of staff in the overseeing of work for pupils in isolation/suspended/directed to other schools.

#### Behaviour Management:

- To support the pastoral team in dealing with behaviour incidents.

#### Skills and Competencies

- Excellent communication and interpersonal skills, along with empathy, patience and a genuine commitment to build positive relationships with pupils, parents, and staff.
- Strong organisational and time-management skills, with the ability to prioritise tasks and meet deadlines.
- Excellent record-keeping and data management skills, ensuring that all relevant information is accurately recorded and reported.

#### Safeguarding

- Adhering to the school's safeguarding and child protection policies and procedures, and ensuring they are implemented effectively.

#### General

1. Be aware of and comply with all trust and school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
2. Carry out all duties with regard to the school's policies and codes of conduct.
3. Participate in training and other learning activities as required and to participate in appraisal and professional development.
4. Set high expectations of conduct, whilst acting as a good role model for others.

**Note:** In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changed circumstances in a manner compatible with the post held.

## Pastoral Support Worker - Person Specification

Essential	Desirable
<b>Education, Qualifications and Professional Development</b>	
<ul style="list-style-type: none"> <li>• 5 GCSEs at C or above, or equivalent, including English and maths.</li> <li>• Level 3 qualifications.</li> <li>• Own car and full driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level qualification</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Working with young people and/or families.</li> <li>• Dealing with pastoral issues relating to young people.</li> <li>• Working with pupils with challenging behaviour.</li> </ul>	
<b>Skills and Knowledge</b>	
<ul style="list-style-type: none"> <li>• Relate well to young people and their families/ carers from a range of ethnic and social backgrounds.</li> <li>• Understand the range of support mechanisms available to young people.</li> <li>• Can work independently and as part of a team.</li> <li>• Can manage and prioritise workload effectively.</li> <li>• Evidence competency in literacy, numeracy and ICT.</li> <li>• Have a willingness to develop a range of approaches to engage young people and encourage them to participate in the learning process.</li> <li>• Understand the absolute need for discretion and confidentiality.</li> <li>• Is an effective communicator with a high level of emotional intelligence</li> <li>• Have a sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• Have skills in networking and working with a range of outside agencies.</li> </ul>
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Commitment to undertake relevant development and training.</li> <li>• Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues.</li> <li>• Commitment to health and safety.</li> <li>• Commitment to attendance at work.</li> <li>• Commitment to equality, diversity and inclusion.</li> <li>• Commitment to the school's values.</li> </ul>	