



CIRENCESTER  
KINGSHILL  
SCHOOL

# Unlocking Potential Pastoral Assistant (UPPA)

**Start date: 1<sup>st</sup> September 2025**

**Grade G: Point 8-20**

**Salary: £22,306 - £27,108 per annum pro rata /  
£25,992 - £31,586 full time equivalent per annum pro rata.**

**Depending on experience**

Are you passionate about shaping greater futures for young people? Do you thrive in a dynamic, busy and supportive school environment? Cirencester Kingshill School is seeking an enthusiastic and committed **Unlocking Potential Pastoral Assistant (UPPA)** to join our outstanding pastoral team.

## **About the Role:**

As a UPPA, you will play a vital role in supporting our Year Leaders to create a positive and inclusive culture for students in Years 7–11. The successful candidate will be the first point of contact for students and parents/carers, helping to identify and overcome barriers to learning, such as attendance, safeguarding, medical or behavioural concerns.

## **Responsibilities:**

- Provide frontline support to students, parents/carers, and staff
- Support the attendance processes, first aid response, and behaviour systems
- Be actively involved in safeguarding, admissions, and extra-curricular planning
- Overseeing the Student Support Room in liaison with the Intervention & Inclusion Manager
- Work closely with a range of professionals and external agencies

**Hours of Work:** 37 hours per week

Monday to Thursday: 8.00am – 4.00pm

Friday: 8.00am – 3.30pm

Includes a 20-minute paid break and 30-minute unpaid lunch. Term time plus inset days.

## **What We're Looking For:**

### **Essential:**

- Understanding of safeguarding and pastoral support needs
- Strong interpersonal and communication skills
- Experience working with young people
- GCSE Grade 4/C or above in English and Maths
- Excellent organisational and IT skills (Microsoft Office)

### **Desirable:**

- Experience in an educational or youth setting
- First Aid at Work qualification (or willingness to train)

We value flexibility, a proactive mindset, and a genuine commitment to student wellbeing. This is an excellent opportunity for someone who wants to support young people in unlocking their potential.

## **Why Join Us?**

Cirencester Kingshill School is a successful and popular 11–16 comprehensive school. You will be part of a warm, inclusive team committed to professional development, student support, and continuous improvement.

**Closing date for applications:**

**9am Monday 14<sup>th</sup> July 2025**

**Interviews: TBA**

**Holidays:**

The post is term time only, plus INSET days (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service, plus statutory holidays. All holidays must be taken in the school holidays.

**Safeguarding:**

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

**How to Apply:**

- Please complete the Application Form for Professional Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.
- Letter of application which explains how your experiences and skills will best fit the role of Unlocking Potential Pastoral Assistant.

**Please note that applications without the above being completed/included will not be accepted**

Please email completed application forms and relevant documentation to:

[jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk)

or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

We look forward to hearing from you. If you require any further information please do not hesitate to contact Personnel Manager on 01285 651511 ext. 226, or email:

[jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk)

(we reserve the right to close applications early as this position is urgent, for this reason we urge interested applicants to apply immediately).



## JOB DESCRIPTION

**JOB TITLE:** Unlocking Potential Pastoral Assistant (UPPA)

**LOCATION:** Cirencester Kingshill School - 11 - 16 Secondary School

**HOURS:** 37 hours per week at the following times:

8.00am – 4.00pm: Monday – Thursday

8.00am – 3.30pm: Friday

The above hours include a 20-minute paid break (if working more than 4 hours per day) and a 30-minute unpaid lunch break, to be taken at times agreed with the Line Manager.

**GRADE:** G

**RESPONSIBLE TO:** Responsible to the Heads of Year and Assistant Headteacher: Culture & Ethos

**LINE MANAGER:** Assistant Headteacher: Culture & Ethos

**ASSOCIATED LINKS:** Heads of Year, Tutors, SLT, Middle Leaders, Trustees, Professional Support Staff and Teachers

## JOB PURPOSE:

Supporting our Year Leaders in shaping and embedding the desired year team culture and ethos. As first point of contact for students and parents/carers, the UPPA will triage identified queries and concerns to ensure the correct professional is selected to resolve issues quickly. In addition, the UPPA will work with students and parents/carers to initially identify barriers which are preventing our students from shaping a greater future for themselves, be them attendance, safeguarding, medical or behaviours.

## KEY TASKS:

### Parental Support/Information

- Acting as the first point of contact for parents/carers in need of support for their child and then liaising with the relevant teams to ensure concerns and queries are swiftly actioned.

### Attendance

Assisting/liasing with the Attendance Officer with regards to daily attendance tasks:

- Monitoring absence of the assigned year groups including contacting home and working with students and their parents/carers in identifying barriers to their absence.
- Overseeing/monitoring students signing in/out (late students, appointments etc.).
- Undertaking first day absence calls with regards to students not being in school but having received no reason for absence.
- Meeting & greeting for parental/carer concerns e.g. non-attenders, students refusing to get out of cars and come in to school.

- Liaising and supporting the Attendance Officer when required. UPPAs to cover Attendance in Attendance Officer's absence.

### **Student Support**

- Supporting students with day-to-day enquiries including investigating minor incidents, reviewing/monitoring time out of lessons and supporting with medical requests.
- Producing/issuing toilet cards in liaison with relevant Heads of Year (HOY). Maintaining a log of students who have been issued a card.

### **First Aid/Medical concerns:**

- Be the initial contact for any student requiring first aid providing the appropriate treatment, which includes:
  - Attending classrooms when it is reported a student is unwell or injured in lesson. Complete necessary assessment and if needed, escort to medical room to receive further treatment and/or relevant medication.
  - When a student is in the medical room liaise with Reception/Main Office staff as to whether students can remain in school or a phone call home/collection is required.
  - Keep appropriate First Aid logs/data of any matter dealt with as set by the school.

**It is a requirement of the post that the post holder will undertake a First Aid course as set by the school and renew this qualification as required.**

### **Attitudes and Engagement**

- Managing the behaviour recording system for the designated year groups and preparing analysis for the Year Leaders to ensure swift follow-up actions
- Mentoring key students as directed by the Assistant Headteacher in line with our Unlocking Potential strategy

### **On-Call Alerts**

- Taking on call alerts from class teachers etc. Contacting relevant on-call staff to deal with situations and assisting where needed.
- Maintaining logs/data of all on call alerts.
- Completing investigations when needed e.g. incidents at breaktimes/lunchtimes. Informing relevant HOY of the incident and liaising with them as to any further actions/sanctions required.

### **Management/administration of school detention system:**

- Producing and issuing relevant detention letters.
- Maintaining logs/data of all detentions, preparing reports/data dashboards when required.
- Monitoring non-attendance to detentions and liaising with relevant staff e.g. relevant HOY with regards to further action/escalating sanctions where required.

### **Student Support Room (SSR)**

- In liaison with the Intervention & Inclusion Manager, to oversee the Student Support Room (SSR) each day.

### **Support with extra-curricular year group activities:**

- Work alongside relevant HOY in liaising with the Finance Office with regards to administration associated with the organisation of year group trips.

### **Safeguarding**

- UPPAs to be Deputy Designated Safeguarding Lead (DDSL) trained (0-2 training). Assisting Designated Safeguarding Lead & Deputy Designated Safeguarding Lead when required.
- Supporting and liaising with external agencies that visit students within school e.g. greeting, booking meeting rooms, keeping records of which students being seen and by whom.

## **Admissions**

Lead on admissions for designated year groups, including:

- In liaison with Head's PA complete tours for perspective new students/families.
- When new students commence, in liaison with HOY, meet/greet on first day in school and complete fortnightly check-ins for the student's first term to make sure they are settling in and deal with any concerns or day-to-day issues the student may be having.

### ***For the UPPA Y6-Y8 lead***

#### **Y6 – Y7 Admissions**

- Support HOY 7 and help administer the Year 6 admission process, including:
  - In liaison with Head's PA & Data Manager keep a track of students offered a place and from which primary schools.
  - Transfer of relevant student information to other staff e.g. SENCO or Inclusion.
  - Assist with organisation and preparation of Induction Day.

On occasion postholders may be required to attend out of contracted hours meetings or events, in these circumstances post holders will be entitled to claim Overtime or Time off in Lieu.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your Line Manager or the Headteacher.

## **Other Conditions**

### **Holiday entitlement**

The post is full time, all year round which totals 52.143 weeks of the year. This includes 25.5 days paid holiday rising to 30.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

### **Claims/Time off in Lieu**

If a member of Professional Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

### **Resignation**

A resignation period of 1 month is required.

### **Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

Post Holder Sign: ..... Date: .....

Please print your name: .....

Line Manager Sign: .....Date: .....

Please print your name: .....

June 2025

# Cirencester Kingshill School

## Person Specification – UPPA

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified to a minimum level of GCSE Grade 4 (C) in English and Mathematics (or above) or hold a relevant equivalent qualification</li> <li>• Willingness to undertake further training when needed</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at Work qualification</li> </ul>
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Possess good interpersonal skills, with an ability to communicate effectively verbally and in writing with students, staff, parents/carers and external agencies.</li> <li>• Understanding of the educational systems and current developments</li> <li>• Understanding of common pastoral issues and how to respond to the different situations</li> <li>• Creativity and ability to find solutions to difficult problems</li> <li>• Understanding of safeguarding procedures</li> <li>• Organisational ability: to be systematic, efficient, meet deadlines and priorities</li> <li>• Excellent working knowledge of Microsoft Office, including Word, Excel and Outlook</li> <li>• High personal and professional standards</li> <li>• Ability to maintain strict confidentiality</li> <li>• Ability to collate and summarise data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education setting</li> <li>• Knowledge of SIMS and other education management information systems</li> <li>• Experience of working with young people with additional needs or behavioural and emotional issues</li> </ul>

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>• Have flexibility and be motivated</li> <li>• Openness to new ideas and practices, adaptable with a positive 'can do' attitude</li> <li>• Ability to work unsupervised and deal with unpredictable situations, as well as work as part of a team.</li> <li>• Have tact and discretion, as well as be able to establish positive relationships with students, colleagues, parents/carers and external agencies</li> <li>• A supportive understanding of, and commitment to, the school and its success</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to take part in the wider life of the school</li> </ul>

# Cirencester Kingshill School

## Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Long service awards
- Cycle to Work scheme
- Additional day of holiday per year 'Me day.' Conditions apply.
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- Access to join Blue Light discount card scheme (nominal fee applies)
- The dining room is open for staff to use before school for breakfast and at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund
- 10% discount on Adult Education at Cirencester College: [About Adult Education – Cirencester College](#)