

# Hodgson Academy

*Imagine...Believe...Achieve*



**PASTORAL SUPPORT OFFICER**

**PERMANENT POSITON  
STARTING ASAP**

Moorland Road, Poulton-le-Fylde, FY6 7EU

# PASTORAL SUPPORT OFFICER

Grade: APT & C Grade 6: Points 11-19

Term-time only plus 5 days

## PASTORAL SUPPORT OFFICER

A **term time** only + 5 days position (including INSET days)

*37 hours per week*

Grade: APT & C Grade 6 points 11-19

Full time salary equivalent: £27,269 - £31,067

Actual Salary: £23,664 - £26,960

As a **Pastoral Support Officer**, you will play a pivotal role in fostering a supportive and inclusive school environment. Working closely with the pastoral team, you will help ensure that every student receives the necessary guidance to thrive academically, socially, and emotionally. Your work will be instrumental in maintaining high standards of student welfare, attendance, and behaviour, contributing to an outstanding student experience.

Further details are available from Jules Hardy: [j.hardy@hodgson.lancs.sch.uk](mailto:j.hardy@hodgson.lancs.sch.uk)

**Hodgson Academy, Moorland Road, Poulton Le Fylde FY6 7EU**

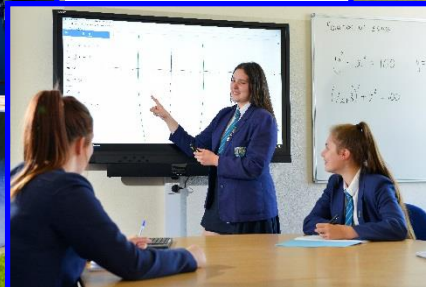
***Closing date for applications Monday 24<sup>th</sup> February 2025 (9am).***

*The school is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to all safeguarding policies and procedures.*

*You shall be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.*

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# Letter from the Head of School

Thank you for your interest in joining Hodgson Academy. I joined Hodgson in 2009 as a newly qualified teacher and over the years I have held a number of leadership roles, and I am now honoured to lead this incredible school from the start of this academic year. It is a privilege to work alongside such a dedicated, passionate, and talented team of professionals who are committed to transforming the lives of young people.

At Hodgson Academy, we are united by a shared purpose: *One Team, One Dream*. This ethos drives everything we do, ensuring that every student who walks through our doors is given the best possible chance to succeed. Our mission—*Imagine, Believe, Achieve*—embodies our commitment to nurturing well-rounded, resilient, and confident individuals who are prepared to thrive in an ever-changing world.

We live and breathe our core values, fostering a culture of aspiration, belief, and achievement:

**Imagine** – We set the highest aspirations for our students, inspiring them to dream big and reach their full potential.

**Believe** – We instil resilience, support, and safeguarding, ensuring that every student feels valued and empowered to succeed.

**Achieve** – We develop the whole person, equipping students with both the knowledge and character to embrace the challenges of life beyond school.

This along with our simple rules: **PAUSE** and **CARE** mean that for children at Hodgson Academy, *who you leave as is as important as what you leave with*. Together, we shape futures and transform dreams into reality.

The landscape of education is evolving rapidly, and the challenges facing our students and their families are greater than ever before. That is why our work has never been more important. We are looking for professionals who share our vision, who believe in the power of education to transform lives, and who are willing to go above and beyond to ensure our students reach their full potential.

As a school, we are ambitious for our students and our staff. We have high expectations, and we are committed to providing a supportive, collaborative, and inspiring environment where everyone can excel. Whether inside the classroom or beyond, every member of staff plays a crucial role in shaping the future of our students. That is why we value teamwork, mutual respect, and a culture of continuous improvement.

Our commitment to excellence is reflected in our results, and we are determined to build on past successes to reach new heights. We are striving to return to the high standards we know our students can achieve, and we believe that success breeds happiness. More than anything, we want our students to be happy, confident, and ready to embrace the opportunities that lie ahead.

If you share our values and aspirations, if you are passionate about making a difference, and if you are eager to be part of a dynamic and supportive team, then I encourage you to apply. At Hodgson Academy, we believe in empowering our staff, fostering innovation, and providing opportunities for professional growth and development.

Thank you for considering Hodgson Academy as the next step in your career. I look forward to the possibility of welcoming you to our team and working together to make a real and lasting impact on the lives of our students.

**Mrs Shabnam Khan**  
**Head of School**

# The Pastoral Support Department at Hodgson

Hodgson Academy's Pastoral Department is forward thinking, resourceful and committed to supporting and caring for all students during their time here. We support students with a wide range of pastoral needs and ensure that students are able to overcome adversity, grow and develop personally and develop the necessary resilience to be successful throughout their lives.

Our department has a drive to help students to feel safe and supported when they are with us and to give them all the tools they need to navigate the challenges, changes and opportunities presented to them throughout their school life.

At Hodgson we have a strong team of professionals who provide pastoral support. This team includes a range of professionals, both teachers and non-teachers, with clearly defined roles and responsibilities working together in a large, well-resourced suite of rooms and offices dedicated to ministering to the pastoral needs of our students.

The Pastoral Department is led by Sarah Hetherington, Deputy Headteacher who works closely with four Heads of House, the Pastoral Support Officers and the attendance team. We also work with a wide range of external key workers such as the NHS, Women's Aid and life coaches. We have a Senior Mental Health Lead who works very closely with students and parents to provide in-house support and care.

The pastoral office is large and open plan and all Pastoral Support Officers work together as a group. This ensures that there is always someone on hand to provide help and support when needed. Incorporated into this area are more private offices and an area called the 'safe space' where students can drop in if required. The attendance and safeguarding teams also operate from this block and work in unison for the good of the students.

At Hodgson we pride ourselves in giving all our teams access to training and CPD when it is required and staff are given the opportunity to develop and grow via our internal CPD and external training providers where necessary.

The Governors and the Leadership team are seeking a new member of the team who will provide high quality and impactful support for all students with pastoral needs.

# Job Description & Person Specification

**POST:** Pastoral Support Officer

**RESPONSIBLE TO:** Head of School  
Deputy Headteacher  
SENCO/DSL  
Head of House

**RESPONSIBLE FOR:** As below

**GRADE:** APT & C GRADE 6 Points 11-19

**HOURS:** 37 hours per week, Term Time only plus 5 days (including INSET days)

The academy is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to all safeguarding policies and procedures.

You shall be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note we are also a non-smoking/non-vaping site.

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## Role Purpose

As a **Pastoral Support Officer**, you will play a pivotal role in fostering a supportive and inclusive school environment. Working closely with the pastoral team, you will help ensure that every student receives the necessary guidance to thrive academically, socially, and emotionally. Your work will be instrumental in maintaining high standards of student welfare, attendance, and behaviour, contributing to an outstanding student experience.

## Safeguarding Commitment

Hodgson Academy is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and adhere to all safeguarding policies and procedures.

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## Key Responsibilities:

### Under the direction of the Heads of House

#### Student Welfare & Pastoral Support

- Provide one-to-one and group support for students facing social, emotional, or behavioural challenges.
- Act as a mentor and positive role model, offering guidance on transition periods (KS2 to KS3, KS3 to KS4 and KS4 to KS5), bullying, organisation, and conduct.
- Implement personalised intervention strategies to support individual student needs.
- Work in collaboration with external services when implementing Early Help strategies, including writing of Early Help Plans.

- Assist in ensuring that safeguarding procedures and policies are effectively followed.
- Maintain close monitoring and support for disadvantaged students, including those eligible for Pupil Premium funding.

### **Attendance & Punctuality**

- Monitor student attendance and punctuality, addressing emerging concerns promptly with parental phone calls and meetings.
- Work collaboratively with students, parents, and staff to improve attendance rates.
- Work closely with the Attendance and safeguarding team.
- Conduct home visits and parental meetings where necessary to discuss attendance concerns.
- Assist with tracking students who fail to arrive for admission or who go missing during the school year.

### **Student Behaviour & Engagement**

- Provide on-call support for behavioural incidents and assist in resolving conflicts.
- Investigate student behaviour concerns in collaboration with Heads of House and Form Tutors.
- Support the implementation of rewards and sanctions, ensuring high standards of behaviour across the academy.
- Arrange/deliver intervention programs aimed at improving student conduct and engagement.

### **Parental & Community Liaison**

- Act as a key contact for parents regarding student welfare and pastoral concerns.
- Build and maintain strong home-school relationships, fostering effective communication.
- Support parent evenings, student progress reviews, and other school events.

### **Administration & Data Management**

- Assist with maintaining accurate and up-to-date student records.
- Ensure all information is read on CPOMS of the KS2 to KS3 transition and in year transition.
- Ensure all records are up to date and ready for transfer between KS4 to KS5
- Prepare data analysis reports on attendance, punctuality, and behaviour trends.
- Minute House Team meetings.
- Ensure student services and house notice boards remain current and relevant.

### **Leadership Support**

- Foster leadership opportunities for students within the academy.

### **Classroom & School Support**

- Provide cover for absent Form Tutors and subject teachers as and when required.
- Offer classroom support as necessary to facilitate student learning and engagement.
- Maintain a visible presence during break and lunch times, supporting a safe and positive environment.

### **Key Skills & Attributes**

- Strong interpersonal and communication skills.
- Ability to engage and support students with diverse needs.
- Experience in mentoring or providing pastoral care to young people.
- Knowledge of safeguarding policies and child protection procedures.
- Proficiency in data management and analysis.
- Ability to work collaboratively within a team and with external agencies.

## Additional Information

- The academy operates a strict non-smoking/vaping policy across the entire site.
- Occasional additional working hours may be required, agreed in advance with the Head of School or Finance Director.
- The role requires participation in professional development and training programs.

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## Equal Opportunities

Hodgson Academy is an equal opportunities employer and values diversity. We welcome applications from all sections of the community, regardless of background, gender, race, or disability status.

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## Person Specification

<b>QUALIFICATIONS AND EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualification in English/Literacy and Mathematics/Numeracy (e.g. GCSE at Grade 4/C or better, functional skills level 2)	*	
Recognised Level 3 qualifications (e.g. A levels, BTEC Level 3)		*
Experience of working with children	*	
Experience of working in a classroom environment		*
Experience of supporting children with challenging behaviour		*
Experience of supporting children with schoolwork		*

<b>KNOWLEDGE AND SKILLS</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work with children	*	
Ability to relate to and develop professional relationships with children	*	
Ability to work as part of a professional staff team	*	
Ability to manage a classroom	*	
Time management and organisational skills, including use of IT	*	
Knowledge of, and ability to enact, the concept of confidentiality	*	
Knowledge of the National Curriculum		*

<b>OTHER ATTRIBUTES</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and protecting the welfare of young people	*	
Commitment to equality and diversity	*	
Commitment to health and safety	*	
Commitment to attendance at work	*	
Commitment to attend in-service training	*	

## Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out pre-employment checks in line with the latest version of the DfE's 'Keeping Children Safe in Education' document. This may include an online search.

Job Description and Person Specification prepared by: Shabnam Khan

Date: February 2025

Agreed by post holder: \_\_\_\_\_

Date: \_\_\_\_\_