



Dear Applicant

Thank you for showing an interest in the Pastoral Assistant post at Portchester Community School.

We are seeking to appoint an energetic and dynamic individual to support a strong team of tutors.

The successful candidate will need very good interpersonal and communication skills and be confident in dealing with pupils, staff and parents on a day-to-day basis. If you match the description outlined above – then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions to support and inform your application. Please contact Mr B Toone, Assistant Headteacher, by calling 023 9236 4399, or email: [b.toone@portchester.hants.sch.uk](mailto:b.toone@portchester.hants.sch.uk)

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle  
Headteacher



**Pastoral Assistant**  
**Permanent, 37 hours per week**  
**Term-time only plus one week (40 weeks)**  
**Grade C, Actual Salary: £21,410 to £22,309 p.a.**  
**Full Time Equivalent £24,405 to £25,430 p.a. (Pay Award Pending)**  
**Start Date: September 2025**  
**Closing Date: Wednesday 14 May 2025**

We seek to appoint an energetic, enthusiastic and dynamic Pastoral Assistant to support a strong team of tutors who are led by an innovative Head of Year. The role will involve supporting staff and pupils in sustaining positive behaviour management and good attendance across the school.

The successful applicant will be an ambitious practitioner who wishes to develop their career through working with a talented group of staff who are committed to improving outcomes for our pupils. The ability to support sustained engagement with learning in school and at home through creative intervention will be a key part of the role.

This role is an exciting opportunity to work with youngsters and parents in supporting their progress and integration in school. The successful candidate will need very good interpersonal and communication skills and be confident in dealing with pupils, staff and parents on a day-to-day basis.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

If this describes you then we are interested in hearing from you.

GCSE Grade 4/C (or equivalent) in English and Mathematics is essential.

We can offer:

A school that is moving towards outstanding.

A school with a calm and considered environment.

A school which pupils, staff and the community feel proud.

Membership of a strong staff body.

Effective training and support.

The opportunity for promotion when the occasion arises.

We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

Within the school we also have a resourced provision for physically disabled pupils who are integrated fully into the life of the school, which brings a richness and variety to the curriculum and adds to our extensive after school provision. We are proud of the way we address the needs of all of our pupils.

As a community school we also have a nursery and a pre-school.

Visits to the school are welcome as well as informal discussions to support and inform your application. Please contact Mr B Toone, Assistant Headteacher, by calling 023 9236 4399, or email: [b.toone@portchester.hants.sch.uk](mailto:b.toone@portchester.hants.sch.uk)

An Application Pack can be downloaded from our website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) under the 'About Us' menu, or email: [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)

Please email your completed application to [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk) or send to Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD, marked for the attention of Mrs Y Boxall, Personnel Services Leader. Please return the equalities monitoring form in line with the details shown on the form.

Please be aware that a Hampshire County Council application form must be completed, as CVs are not accepted.

Applications will be considered on receipt and suitable candidates invited for interview. We reserve the right to withdraw the advertisement early if the vacancy is filled before the closing date.

**Closing Date: Wednesday 14 May 2025**

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will form part of the pre-employment checks on shortlisted candidates.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief and marriage and civil partnership.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

[DBS filtering guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering-guidance)



## **APPLICATION GUIDE**

### **Vacancy Details**

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

### **Job Description**

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

### **Person Specification**

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

### **The Application Form**

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

### **Application Process**

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email ([recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)), or via the school on 023 92 364399.

### **The Short-listing Process**

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

### **The Interview Process**

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

### **References**

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

### **Offers of Appointment**

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

## **Statement on Safer Recruitment**

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

## **What to bring to interview**

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

**Successful    Confident    Responsible**

**Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**



**Headteacher:** Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

**T:** 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

<b>Details about the post: Pastoral Assistant</b>	
<b>Salary:</b>	Grade C. Actual Salary: £21,420 to £22,309 p.a. Full Time Equivalent Salary: £24,405 to £25,430 p.a.
<b>Contract Type:</b>	Permanent, 37 hours per week Term-time only plus one week (40 weeks) Monday to Thursday: 08:00 to 16:00 and Friday 08:00 to 15:30
<b>Safeguarding of pupils:</b>	
<b>School statement:</b>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
<b>Context for the vacancy:</b>	
<b>Start date:</b>	September 2025.
<b>Terms and conditions:</b>	
<b>School statement:</b>	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
<b>Equalities Statement:</b>	
<b>School statement:</b>	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	Please email your completed application form to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> by Wednesday 14 May 2025. If you intend to email the equality monitoring form, please send in a separate email to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> with the title: 'Confidential - equality monitoring form'. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a>
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	<b>Fully</b> completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.





**Headteacher:** Mr R Carlyle BEd (Hons)

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## **Pastoral Assistant**

### **LOCAL LIST OF DUTIES**

**Responsible to: Year Leader**

**Grade: C**

**Term-time only**

The post requires you to provide a support service complementary to the teaching activities in this school, as outlined in Hampshire County Council's Manual of Personnel Practice which has been adopted by the Governing Body of this school.

To represent Portchester Community School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming site.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for HCC employees. Attendance at training courses may be required as part of professional updating.

The holder of this post will work under the day to day direction of the allocated Year team. Qualities of flexibility and a willingness to provide quick and efficient service are required.

### **Specific Aspects of the role:**

To support the whole school policy of inclusion.

To assist pupils' access to the curriculum.

To be proactive in developing strategies for pupils to avoid setting up barriers to learning.

To support identified pupils with setting targets and progress.

To assist with the administration of the behaviour logs/referrals.

To support the School's ethos of successful learning, confident individual, responsible citizen

## **1. Teaching, Learning and the Curriculum**

### **1.1 Use strategies to support by:**

- discussion 1:1 with a pupil.
- detailed analysis of behavioural log printouts.
- liaison, discussion and consultation with pastoral, curriculum and support staff

- 1.2 Play a key role in intervention programmes to:
- develop pupils' self esteem, independence, organisational, and thinking skills
  - support identified pupils with targets for Individual Education Plan, Behaviour Support plans and Target Review.
- 1.3 Play a key role in preventative work for identified pupils who are at risk of exclusion.
- 1.4 Assist Year Leaders with annual events and assemblies as required.
- 1.5 Work with Year Leaders to support identified pupils as first point of contact.
- 1.6 Liaise with the Year Leader to identify strategies for independent learning.
- 1.7 Assist individual and groups of pupils with over-coming barriers to their Learning, including liaison with Learning Support to address the individual needs of all pupils.
- 1.8 Assist with CRE, SMSC and enrichment activities within a Year group.
- 1.9 Participate in the implementation of the school's attendance and behaviour policies.
- 2. Monitoring and Evaluation**
- 2.1 Use pupil data to assist monitoring of progress and attendance.
- 2.2 Monitor detentions to identify pupils for additional help and liaise with the Year Leaders.
- 3. Leading and Managing People and Relationships**
- 3.1 Liaise with parents as directed by Year Leaders.
- 3.2 Support the Year group tutors
- 3.3 Undertake professional development activities relevant to the post.
- 3.4 Work with the wider safeguarding team, to respond appropriately to concerns raised about pupils' in a specific year group.
- 4. Managing Resources**
- 4.1 Assist the Year Leader with record keeping and updating pupil files, including rewards and sanctions
- 5. Improvement**
- 5.1 Contribute to the appropriate section of the School's Improvement Plan, meeting agreed timescales and success criteria.
- 6. Accountability**
- 6.1 Attend Year Leaders meetings as required.
- 6.2 Act as a contact for identified excluded pupils.

- 6.3 Represent the school at appropriate interagency meetings.
- 6.4 Collate the relevant documentation for any pupil who is on a 'suspension' from school.
- 6.5 Contribute to Governors' Pupil Discipline Committee meetings by providing appropriate information.
- 6.6 Support Internal Inclusion and Internal Exclusion Strategies
- 6.7 Using a range of mediums to communicate regularly with parents and carers



### **PERSON SPECIFICATION: PASTORAL ASSISTANT**

<b>Quality/Skill</b>	<b>Essential (E) Desirable (D)</b>	<b>Application</b>	<b>Reference</b>	<b>Interview</b>	<b>Task</b>
<b>Qualifications</b>					
GCSE Grade C in English and mathematics (or equivalent)	E	*			
NVQ 3 qualification or higher	D	*			
NVQ3 for Teaching Assistants or equivalent qualification or experience.	D	*			
<b>Skills, knowledge and aptitude</b>					
Working knowledge of national curriculum and other relevant learning programmes	D	*			
Understanding of principles of child development and learning processes and in particular barriers to learning	D	*			
Very good literacy/numeracy skills	E	*			
Good communication skills and able to clarify and explain instructions clearly	E	*			
Professionally discreet and able to respect confidentiality on particular issues	E	*			
Able to work as part of a team	E	*	*	*	
Able to maintain effective relationships	E	*	*	*	
Able to maintain confidentiality at all times	E	*	*	*	
Proven organisational ability	E	*	*		
Empathy with pupils and sympathetic to their needs	E	*	*	*	*
Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of people	E	*	*	*	*
Able to work on own initiative	E		*		
Experience of working with children in a secondary school setting	D	*			

<b>Quality/Skill</b>	<b>Essential (E) Desirable (D)</b>	<b>Application</b>	<b>Reference</b>	<b>Interview</b>	<b>Task</b>
Knowledge of Special Educational Needs and experience of working with children with additional needs	D	*	*	*	
<b>Personal Attributes</b>					
Good communication skills and ability to clarify and explain instructions clearly	E	*	*	*	*
<b>Safeguarding</b>					
An awareness of and commitment to safeguarding and promoting the welfare of children	E	*	*	*	
<b>Equality</b>					
An awareness of and commitment to all aspects of equality	E	*	*	*	

\* = will be evidenced by application form/reference/ interview/ presentation



## **Job Hazard Form**

This form highlights hazards related to the role that could pose a risk to the post holder.

### **Role Title: Pastoral Assistant**

#### Manual Handling

The types of manual handling operation involved in this role are *objects*.  
These manual handling operations are required on an *infrequent basis*.  
The weights involved in these manual handling operations are *up to 6-10kg*.

#### Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

#### Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role *also involves working with children and young people with special needs including those with physical disabilities*.

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis*. The role is *also likely to require behaviour management interventions for which the postholder will be trained*.

#### Work Equipment/Machinery

This role also involves working with computers.

#### Driving

This role may require the postholder to drive *a mini bus/their own vehicle for work purposes, on a voluntary basis, following appropriate training if necessary*.

#### COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to *change printer toner cartridges on an occasional basis*. Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



## **Policy Statement**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

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