



PASTORAL SUPPORT ASSISTANT KS4

THE SCHOOL

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Boundless Aspiration, Resilient Bravery, Curious Engagement and Selfless Generosity and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

JOB DESCRIPTION: Pastoral Support Assistant KS4

LINE MANAGED BY: Deputy Headteacher Headteacher (Pastoral)

DATE: January 2026

PAY RANGE: AHS Pay Range 3

JOB PURPOSE

To promote the aims of the school, as expressed in the School Statement.

To provide administrative support to the Heads of Years 10 and 11 pastoral support to individual students as required.

Students: Approximately 380

Staff: None

Line managed by: Deputy Headteacher Headteacher (Pastoral)

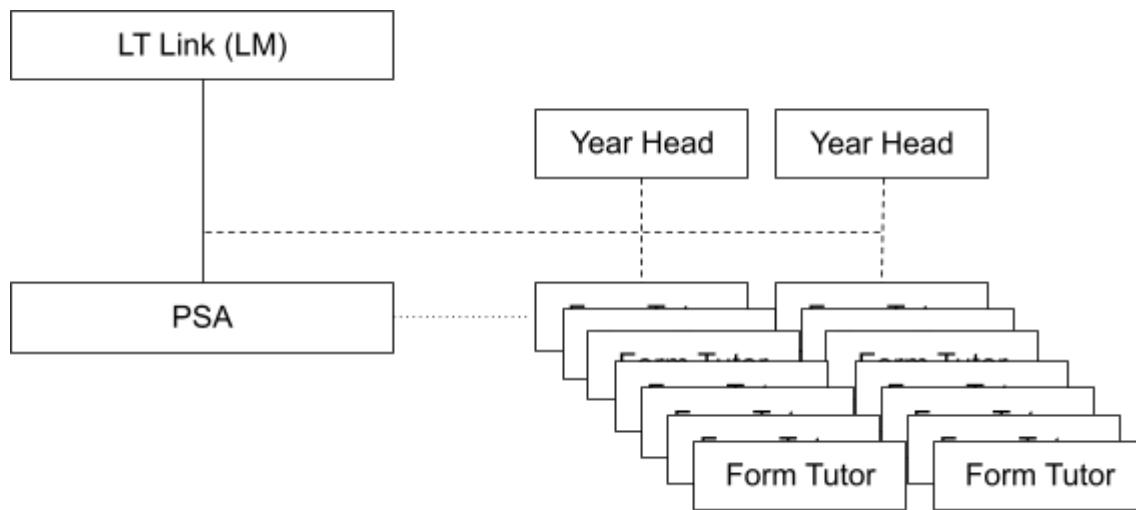
DIMENSIONS

32.5 Hours per week Term Time Only plus inset days 08:30 - 15:30

PERFORMANCE STANDARDS

The Pastoral Support Assistant will be judged against the job description and any targets set up as part of the appraisal process.

ORGANISATION CHART



PRINCIPLE ACCOUNTABILITIES

Supporting a Holistic Approach to Learning

Key Aim 1: To ensure that learners are guided and supported in achieving their academic potential and ensuring personal development and well-being.

Support programmes of specific guidance and support to individual students identified as at risk of underachieving or exclusion by:

- Taking part in the fortnightly meeting with Heads of Year and Deputy Head.
- Assisting in the distribution and analysis of behaviour data
- Assist as directed by the Year Heads, for example in fetching students identified for interviews, taking statements and other general administrative assistance
- Collating information for both internal and external meetings
- Mentoring students identified by HOY
- Chasing unexplained absences

Support the promotion of good attendance and punctuality by:

- Processing leave of absence requests and sending letters to parents
- Managing absence authorisation process on a daily basis
- Issuing regular reports to Tutors, Year Heads and the appropriate members of the Leadership Team

Support the celebration of achievement by:

- Assisting the Year Head in initiatives to praise and reward students;
- Organising awards for Year 10 and 11. Collate nominations from subject teachers and liaise with HOYs re prize winners, ensure prizes are awarded appropriately, invite parents and notify parents that their daughter is receiving an award

Supporting Transition

Support the admission and induction of students by:

- Providing administrative support for the admission procedures as directed by the LT link and Year Heads
- Liaise with schools over transition information

- In the summer term, take on the administration and support of Year 9 as part of their transition into Year 10
- Assist with data entry for new students

Support the transfer process for students moving to other schools, or leaving school, as appropriate by:

- Providing administrative support for transfer procedures as directed by the Year Heads

Supporting Communication and Parental Involvement

Provide support for communication to parents by:

- Telephoning and emailing parents, taking messages and other administrative support as directed by the Year Heads

Support public events involving your Year Group (e.g. Consultation Evenings and Prize Giving) by:

- Providing administrative support for public events

Contribute to whole-school communications including keeping the school website and other social media up to date with relevant news and information.

Key Aim 2: To ensure that learners adopt healthy lifestyles, feel safe and adopt safe practices, enjoy their education, make a positive contribution to the community and prepare themselves for their future economic well-being.

Support L4L and tutor time by:

- Providing administrative support for such activities as directed by the Year Heads

Support healthy, safe practices amongst students by:

- Collating information on student participation in co-curricular activities for monitoring and evaluation

Support the administration of work experience placements

Additional Duties

Promote high standards of dress by:

- Making routine contacts to parents about uniform
- Speaking to students who come to school in incorrect uniform

Work with the Finance Team on administering lockers.

Assist with the overall work of the support team as required.

Maintain an up to date First Aid qualification and assist the First Aid Administrator when necessary.

Manage Year 11 lunchtimes out of school on a Wednesday by issuing passes and checking them on the gate.

Self-Evaluation and Improvement

Contribution to whole school self-evaluation will take the form of:

- Being involved in whole school survey
- Helping to develop and implement the Pastoral Support Team Improvement Plan
- Participating in the Appraisal process
- Participating in CPD activities

JOB DEMANDS	
Supervision	No line management of staff required.
Creativity and innovation	Work mainly to procedures but occasional creativity needed.
Contacts	Work relates to issues that aren't well established and requires contact with outside agencies on a regular basis.
Decisions - discretion	Decisions usually from a range of established alternatives.
Decisions - consequences	Limited and short term effect of decisions.
Work Environment - Work demands	Variable work, by its nature subject to interruptions
Work Environment - Physical	Normal physical effort
Work Environment - Working Conditions	Heated, lit and ventilated environment, although may need to respond to accidents outside in a secondary role as first aid cover.
Work Environment - Work context	Some risk to personal safety through contact with public/students/parents etc
Knowledge & Skill	Range of tasks applying rules, procedures or techniques Ideally First Aid Trained but training will be provided.
ICT skills required	Good ICT skills required, particularly using Google tools, e-mail, and the following applications requiring in-house training: <ul style="list-style-type: none"> • SIMS - staff, parent and pupil management system • CPOMS • ParentMail - parent communication system

How to apply for the role

Please complete the AHS application form and include a covering letter.

- Applications can be e-mailed to: hr@ahs.bucks.sch.uk
- or posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Monday 26th January @ 9am Interviews: As soon as possible thereafter

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. For this role we are open to discussing the possibility of reduced hours, {remote working}, flexible start and finish times, or compressed hours.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references, which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer. We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.