



Houlton School  
Sixth Form Pastoral Support Officer

Job Description and Person Specification

# Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation, aspiration and excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school.**'

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are**, the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum**.

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.

**Paul Brockwell**

Executive Principal

# About the Role

Thank you for your interest in the position of Sixth Form Pastoral Support Officer at Houlton School

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Houlton School is recruiting a Sixth Form Pastoral Support Officer to provide pastoral support to Sixth Form students allowing them to thrive in school. This includes working with individuals to support with their attendance, wellbeing and punctuality as well as supporting their learning and enabling them to transition effectively between main school and Sixth Form studies. This role will play a key part in supporting student engagement, attainment and achievement and attitudes to learning and education.

Candidates should have:

- Experience of working with and supporting groups and individual students
- Experience of managing behaviour of groups of students
- Experience of liaising with staff
- Strong personal organisation skills
- Experience of providing for the care, safety and welfare of pupils
- Experience of using ICT effectively and systems of Edulink, sims, CPOMS
- Very good communication skills and an ability to work within a team
- Experience of university applications is desirable.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Houlton?**

A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.

You'll be working within a community of passionate, committed colleagues who genuinely support each other.

A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.

Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

### **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Houlton School
<b>Job Title:</b>	Sixth Form Pastoral Support Officer
<b>Salary:</b>	NJC Pay Range 9 NJC Pay Scale 22 – 25 £33,699.00 – £36,363.00 FTE £29,475.63 – £31,805.76 <i>Actual</i>
<b>Contract:</b>	37.5 hours Term Time + 7 days Permanent
<b>Responsible to:</b>	Site Sixth Form Lead
<b>Key relationships/Liaison with:</b>	Vice Principals Tutors Teachers Students Parents
<b>Job purpose:</b>	Houlton School wishes to appoint a Sixth Form Pastoral Support Officer to provide pastoral support to Sixth Form students allowing them to thrive in school. This includes working with individuals to support with their attendance, wellbeing and punctuality as well as supporting their learning and enabling them to transition effectively between main school and Sixth Form studies. This role will play a key part in supporting student engagement, attainment and achievement and attitudes to learning and education.
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• To provide pastoral support to students in Years 12 and 13.</li> <li>• To ensure students follow the dress code expectations and sixth form policies and model the behaviours of role models for the rest of the school.</li> <li>• To use data (including attendance, behaviour, lateness, etc) to identify students who may be not meeting the Sixth Form expectations.</li> <li>• To ensure the provision of appropriate pastoral intervention and support programmes for students in the 6th Form.</li> <li>• To work with all Sixth Form students in the study hub guiding and supporting their independent study and setting and following through with study expectations.</li> <li>• To develop and embed independent learning strategies and study habits for all students in supported study.</li> <li>• To work with SEN and PP students when they are in the study area and 1-1 mentoring sessions as appropriate.</li> </ul>	

- Liaise with teachers to support students with work to be completed in the Study Hub.
- To implement a rewards system (including managing the Passports process and leading Celebration Assemblies) to acknowledge and celebrate students who consistently meet the expectations of Sixth Form.
- To act as an pastoral advocate for student's mental health and be responsible for developing this area.
- To lead the development of appropriate pastoral systems that provide students with a base of care within the Sixth form.
- To ensure effective day-to-day management of the attendance, behaviour and punctuality of students in the Sixth Form, working alongside the Site Sixth Form Lead and the Trust Head of Sixth Form.
- Lead a team of tutors in actively monitoring and following up on student progress and meeting expectations.
- To develop and enhance the pastoral practice of others so that students can access appropriate support when required.
- Lead and monitor the Passport To programme.
- To attend Parents Consultations and offer guidance and pastoral support to students and parents/carers on the most effective habits, systems and practises to support their progress and development.
- To support the overall attainment and progress of students working collaboratively with the Sixth Form team.
- To act as a Sixth Form advocate and actively recruit students into Sixth Form

### **Support to School**

- Understand and comply with policies and procedures relating to Child Protection, Health & Safety and Security, confidentiality and data protection, reporting concerns to an appropriate person.
- Understand the school's policies relevant to the specialist subject/support provided and how they relate to the local and national frameworks/policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop,
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meeting and participate in training and other learning activities as required.
- Supervise pupils on visits, trips under the overall guidance of the responsible teacher, in accordance with an appropriate Risk Assessment and LEA guidance.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Sixth Form Pastoral Support Officer  
**Responsible to:** Site Sixth Form Lead

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<p>Maths &amp; English GCSE 4 (C) or above</p> <p>Training and experience in behaviour management</p> <p>Training in child protection and safeguarding</p>	Degree level education or equivalent in an appropriate subject
<b>Experience</b>	<p>Understand and experience of ICT as a learning tool</p> <p>Experience of working in an education setting</p> <p>Mentoring with students (revision techniques, organizational skills)</p>	Experience of teaching
<b>Knowledge/Skills (Ability to)</b>	<p>Good communication and listening skills and able to present information, verbally and in writing</p> <p>Able to organise and lead activities for parents and/or children</p> <p>The ability to develop professional relationships with students at post 16</p> <p>Able to exercise initiative and independent action</p> <p>Be pro-active in offering ideas and contribute to whole school review</p> <p>High expectations of students in their work ethic and independent study</p>	<p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</p> <p>A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook</p> <p>Ability to understand the UCAS process and some understanding of entry to higher education.</p>

	Able to adapt teaching styles to the needs of groups or individual pupils	
<b>Personal Qualities</b>	Calm Confident Flexible Reliable Professional and confident	

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 15 May 2026
- **Closing date:** 01 June 2026
- **Final shortlisting:** 01 June 2026
- **Final panel process:** 09 June 2026