

Pastoral Support Worker

The Milton Keynes Academy
June 2025



**THE MILTON
KEYNES
ACADEMY**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the role of Teacher of PE at The Milton Keynes Academy.

The Milton Keynes Academy is a larger than average secondary school for students aged 11-18. We are based in central Milton Keynes, an area that continues to grow and thrive at a rapid rate. The Milton Keynes Academy joined Creative Education Trust in September 2018. Our network consists of eleven secondary and six primary academies. We also benefit from the support of a central team.

Our mission is to ensure that our students achieve the very highest standard they can irrespective of their starting points. We are ambitious on behalf of our students; we strive to ensure that everyone's potential is maximised. This can be summed up by our vision statement *Opportunities for Everyone*. The golden thread that runs through everything that we do at the academy is our desire and commitment to our students and the local community.

In May 2025, Ofsted once again recognised that we are a 'good' school. The report noted many strengths including our determination to improve the life chances of the young people in our school, especially the disadvantaged pupils.

However, we are not complacent and therefore work robustly with our stakeholders to further enhance our offer.

As well as providing a broad and balanced curriculum, we are committed to imbuing our students with cultural capital so that they can flourish in the wider world. We enjoy some of the best business links in the country and use these well-established partnerships to help us to develop the employability of our students. Working closely with companies such as Deloitte, Metro Bank, John Lewis and Niftylift and organisations such as the NHS, the University of Buckingham and MK College allows our students to develop the confidence and knowledge to seize opportunities. Being part of the CET family of schools, gives our students the gateway to take part in cross-Trust competitions from annual sports tournaments to Shakespeare festivals, from choirs to public speaking.

Schools within the Creative Education Trust pursue a rigorous and continuous programme of educational improvement. You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

We are looking for a committed, dynamic individual who believes in our mission and seeks to further enhance the provision of our young people. In turn, you will become part of a diverse staff team and will enjoy opportunities to support your development.

Our HR Team would be delighted to discuss this role with you and are available on careers@miltonkeynesacademy.org.uk or 01908 341700. You can also find out more at www.miltonkeynesacademy.org.uk

I look forward to receiving your application.

Yours sincerely,

Gordon Farquhar
Principal

**“We are looking for
a committed,
dynamic
individual who
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mission”**

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 14,500 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT THE MILTON KEYNES ACADEMY



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and our statement building is light and airy with grand open spaces and ample light from the exterior with imposing views over the city of Milton Keynes. The specialist areas are exemplary, well maintained and conducive to a wide range of teaching styles and methods.

Being part of the Creative Education Trust has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

The Main Hall

This is spacious with accommodation for up to 300 people, with projection and sound services and a remote control panel. A demountable wall allows the adjoining dance studio to become a professionally lit stage area for performances and presentations

The full sized internal sports hall

This provides state of the art facilities for a full range of internal team sports and also for the fitness training and gymnastics. It is used by the academy during the day and by the wider community during the evenings and weekends

Pitches and astro-turf

Our grass pitches and courts provide for all external team sports and we have excellent athletics areas matched to a broad and balanced sports curriculum. The enclosed five-a-side pitches and basketball courts are popular during games lessons and during the break and lunch social times

Gym

The gym features a wide range of modern sporting equipment, including state of the art exercise bikes and weights for use during and outside school hours, ensuring all Academy students and staff can enjoy an array of sporting facilities

The Hub

A large multi-purpose business engagement centre



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century



Science labs

The science laboratories in the main academy building are equipped for a full range of science teaching in Physics, Chemistry and Biology, with excellent support from a team of professional science technicians. The recently constructed extension has provided further specialist science facilities to allow of the growth of the subject

Restaurant

Our newly built restaurant with panoramic views over the play areas and sports fields provides a light and airy environment for all students to enjoy the healthy and nutritious meals and snacks prepared on site by our team of catering professionals

Music, Drama and Dance

This area is very well resourced with a range of spaces including Black box drama studios – a fully equipped film and sound recording studio, practice rooms, specialist music technology spaces, and a theatre lighting bar training area

Art and Technology

The creative arts and technology faculty has studios for all aspects of art, fashion, textiles, food and workshop activities. There is a laser cutter and a fully equipped facility for ceramics and print making. The materials preparation area allows students to design and make in a wide range of materials and media. There is also an integral exhibition area

Modern and open-plan Library

A quiet area for independent work and reading for pleasure. It is well resourced with a wide range of materials to meet the curriculum needs and leisure interests of the whole school community (including a collection of staff CPD resources)

We aim to engender a passion for wider reading and enquiry, which will broaden our young people's knowledge and develop a love of reading. We welcome readers beginning English, through to those aspiring to University or going into employment.

The Library is open throughout the school day. A Study Club runs after school for learners to obtain support with their work.

Additionally we have:

- Interactive whiteboards in every classroom
- Extensive ICT systems



The school prides itself on celebrating diversity and inclusivity.

Ofsted, January 2023

SUPPORT FOR OUR STAFF

Every member of staff benefits from:

- High professional Development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

On site

- Restaurant
- Tea/Coffee
- Gym
- Parking

Employee Benefits

- Vivup platform that brings employee benefits, discounts, and wellbeing and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information and face to face counselling support on a range of issues including emotional, personal, legal and financial or relationship issues for yourself and those living within your household
- Bike2Work Scheme- where you can save up to 42% on the cost of bicycles and/or equipment
- Home Use Programme- you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.

You can find out more at:

www.creativeeducationtrust.org.uk



PASTORAL SUPPORT WORKER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

The Milton Keynes Academy

CONTRACT TYPE

Full-time, permanent

HOURS AND WEEKS

37 Hours per week

39 weeks per year (Term-time only)

SALARY

Grade 6

£29,093 - £34,314 per annum (dependent upon experience)

£23,740.67 - £28,001.14 per annum (actual, pro-rata)

REPORTING LINES

Accountable to: Pastoral Managers

PURPOSE

- Provide high quality pastoral support to students at times of need.
- Identify and intervene in behavioural issues including lateness to lessons, disruptive behaviour and support reconciliation and restorative work.
- Support the pastoral welfare of students and be available to students (and parents) in a designated Key Stage throughout the day
- Establish positive relationships with students, parents, staff and external agencies in line with the school's vision and values

KEY METRICS

- Supporting students' attendance and punctuality to lessons
- Support of distressed student with focus of support and prompt return to learning
- Reducing Reset attendance through early intervention in learning villages
- Reducing escalating behaviours into suspensions
- Improving general academy behaviour
- Insist upon and maintain high standards of uniform
- Contribution to professional and supportive communication with key stakeholders such as parents/carers
- Contribute relentlessly to a committed and support focussed pastoral team in a dynamic learning environment

ROLES AND RESPONSIBILITIES

- Support safeguarding team in understanding wider context of students identified to them

You can find out more at:

www.creativeeducationtrust.org.uk

- Support with the completion of MARFs (Multi Agency Referral Forms), referrals to alternative provision and Early Help Assessments and provide ongoing information/reports for outside agencies on students (e.g. CAMHS / PEPS) through information sharing
- Know the vulnerable students and act as a champion for them
- Keeping up to date with community events and information that may impact on the wider student body

- Support Tutor time in villages, line up, or Ruston centre as directed by Pastoral managers. Ensure process such as pastoral messages, literacy sessions, uniform checks are taking place consistently.
- Support management of behaviour and upholding school standards in the Academy with uniform, behaviour choices representing the school values.
- Taking statements issue sanctions and/or make recommendations on appropriate support.
- Encourage, praise and motivate students, including persistently seeking opportunities to reward
- Support meetings with parents/carers including plans of interventions.
- Share important information regarding students with Year Leaders, Pastoral Managers and Ruston team.
- Take part in patrols and being available on corridors in non-supervised time including lesson change over.
- Support in designated villages to prevent escalation of behaviour issues and support students reconcile with staff and remain where appropriate in learning.
- Support Reset when requested and required.
- Arrange handover of exclusion work and suspension reflection sheets, support readmission meetings and re-integration support to students.
- Support Curriculum leaders with restorative work with students to overcome persistent behaviour concerns and repeated sanctions.
- Collection of work for excluded students
- Keep the line managers apprised of any concerns about student behaviour/attendance which may impact on student progress, identify any trends and support Year Leaders and Pastoral Managers implementation of subsequent intervention plans

- Relentlessly support students with attendance into Tutor time, assemblies and lessons throughout school day
- Supervision of villages and corridors to ensure students move calmly, safely and punctually into lessons
- Support Pastoral Managers and Year Leaders with students' attendance to interventions
- Support students attendance to reward events, detentions and subject evenings

- Support students in transfer or placement of students to and from other schools. This will include support of Year Leaders.

- Support students coming into Academy on redirection trials and leaving to attend trials at other partnership schools with positive reminders and supervision checks.
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- Support students/parents with pastoral issues through mentoring, listening, investigations and Restorative Justice
 - Ensure that telephone calls and messages are responded to in a timely manner
 - Attend and support key stage events in liaison with the Year pastoral lead, Pastoral Manager, SLT e.g. Parents' Evenings, trips and Options Evenings
 - Ensure that your involvement with students as well as other staff reflects the Academy's inclusive ethos and its commitment to being a professional learning community
 - Contribute to supervision duties to ensure the maintenance of a safe and secure school environment
 - Keep up to date with developments and understand the latest information on data protection, confidentiality and other legal issues
 - Comply with school policies
 - Ensure that safe working practices are adopted, and a safe working environment is maintained
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

We will review applications on receipt. Suitable candidates may be interviewed before the closing. and we reserve the right to withdraw the position if an early appointment is made.

You can find out more at:

www.creativeeducationtrust.org.uk

Category	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Recent evidence of professional development and further management training relevant to support of young people and working as part of a team 	<ul style="list-style-type: none"> Further professional qualifications
Experience / knowledge	<ul style="list-style-type: none"> Experience of working in a secondary school environment or equivalent experience Experience of having worked in successful team Evidence of good practice and student support Experience of working closely with external agencies Good results profile (evidence of added value) Good understanding of the impact of interventions in improvement of attendance and behaviour Knowledge and understanding of the principles regarding the safeguarding of children and Child Protection Experience in using rewards creatively to motivate students Experience of dealing with a range of pastoral issues An ability to communicate with essential stakeholders such as parents/carers over positive, challenging and sensitive issues 	<ul style="list-style-type: none"> Experience of raising students' aspirations Experience of improving a school's attendance and achievement to outstanding levels of student performance Experience of having challenged underperformance and using restorative techniques Experience of developing community cohesion and working with the community
Expertise	<ul style="list-style-type: none"> An ability to support relentlessly the organisational and strategic direction of students required to support the vision and values of the Academy as we move from good to great Ability to give clear support to Year Leaders, Pastoral Managers, Tutors and support staff Ability to work effectively with staff, students, governors, parents and the community Ability to support leadership of a year group through a Key Stage Ability to listen and act upon advice and work collegially Ability to communicate to a wide variety of audiences, including large groups of students, parents and the Principal Provide unrelenting support to students and staff in reconciliation of behaviour concerns Ability to work co-operatively as a positive team member Relentless focus on supporting Academy values Willingness to embrace change and new ideas in an evolving team Ability to reach and justify difficult decisions in consultation with line manager Ability to inspire, motivate and hold colleagues to account 	<ul style="list-style-type: none"> An appreciation of the need to handle staff sensitively, whilst supporting them Ability to analyse and solve complex issues with an eye for detail Ability to find innovative solutions to problems/issues

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Personal Attributes	<ul style="list-style-type: none"> • High levels of drive and energy • Be flexible, with an approachable style to students, staff and parent/carer support • Commitment to the post and your own professional development • Commitment to our local community and improving the life chances of our community • Ability and motivation to interact with students, staff, parents and the wider community to foster a culture of learning, enterprise improvement and inclusion • Have high expectations of student performance and behaviour and uniform • Excellent communicator and able to resolve conflict • Sense of humour, good listener with a positive outlook • Ability to work under own initiative and as a member of a team • Ability to organise own work to meet deadlines • Accuracy and attention to detail • Enjoy working with young people • Have high quality interpersonal skills • Ability to cope well under pressure • Ability to manage workloads and priorities • Commitment to uphold the Academy's ethos • Commitment to uphold the Academy's Equality Policy • Commitment to safeguarding Children 	
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