



Recruitment Pack

Pastoral Support Assistant



Rushden Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.



**Rushden Academy is proud to be part of
TOVE Learning Trust**

Welcome to Rushden Academy

Our school mission is to provide opportunities for all students to aspire, explore and succeed. This mission, along with our school values (Smart, Respectful, Hard-Working, Resilient and Team Players) are at the heart of our learning journey.

Rushden Academy takes pride in its strong sense of community and collaboration. At Rushden Academy, we aim to provide our students with an education which offers a rich and ambitious curriculum combined with a wide range of extra-curricular opportunities. Our positive working ethos is embedded into all that we do, supporting our students to be inquisitive, creative and confident learners. We value each of our students, nurturing and encouraging them to reach their potential.

We value learning as a lifelong experience. We believe in challenging students in every activity that they undertake and that they perform best when they are educated in a safe environment. Our staff care about our students and take time to listen to their views.

The school has an ethos of personal achievement, responsibility and leadership combined with mutual respect for all members of our community. We celebrate the many talents and skills that each and every student brings to our school.

We provide all students with opportunities to develop their individual character and believe that a strong and supportive partnership with parents is crucial to students' happiness and success. This is achieved through regular communication about progress and an excellent pastoral care system.

The academic standards of the school are high and superb extra-curricular opportunities complement learning during the school day. Our community prides itself on high standards of behaviour.

Rushden Academy is a delightful place to teach and has dedicated, well qualified specialist staff and ambitious, talented and hardworking students educated to meet the challenges they will face in an ever-changing world. We are an open and welcoming school with an enormous amount to offer.

Rushden joined the Tove Learning Trust in 2018. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

We are very proud of our school and our thriving school community. We look forwards to receiving your application. If you have any questions, please do not hesitate to contact us.

Mr Jonathan Firth
Principal

"It is great to see that as a school we are all looking at ways to improve and work as a team. All ideas are taken into consideration and valued. This is what makes Team Rushden!"

Staff Survey November 2024



You can find out more at www.rushden-academy.net

About Tove Learning Trust

A very warm welcome to Tove Learning Trust, a multi academy trust (MAT) established in Northamptonshire in 2016.



The Tove Learning Trust is a family of academies that aims to inspire education that leads to outstanding outcomes. Our trust consists of primary, secondary, and alternative provision schools across two regional hub areas in Northamptonshire and Milton Keynes, as well as the West Midlands.

Our trust was founded at Sponne School, an outstanding school based in Towcester, Northamptonshire. We are committed to ensuring that all of our students achieve their full potential, and we work hard to provide stimulating environments that enable every child to develop and flourish. Our schools and teaching staff share best practices to strengthen their skill sets, deliver outstanding teaching and enhance the outcomes of our pupils.

We value the unique differences and identities of all our pupils and see them as positive attributes to build upon. Each of our schools is unique, with its own personality, values, and ethos. As a trust we support and nurture this, ensuring that their core individuality and beliefs remain the same.

As an employer of choice, we value diversity and work as a team to remove barriers to equity. We offer rewarding career opportunities for both new and existing employees and are proud of our links with the Grand Union Teacher Training Partnership and our strategic partnership with a regional Teaching School hub. This offers first-class training and development opportunities within the MAT, including an outstanding induction year for all early career teachers. Our support network benefits all of our schools, pupils and employees.

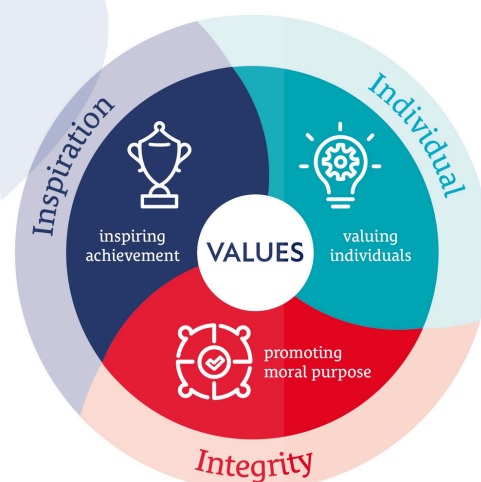
Dr Jamie Clarke
Chief Executive Officer

Our Aim, Purpose and Vision

Our Aim - Our aim is to make each school a safe environment for our students, equipping them with the confidence they need to be successful, resilient and respectful members of society.

Our Purpose - Tove Learning Trust has a clear moral purpose. We are here to serve pupils and to help them in their future life chances through really strong educational and wider life experiences.

Our Vision - To ensure that all students in the trust schools are provided with inspiring educational experiences that lead to outstanding outcomes.



You can find out more at www.tovelearning.org.uk

Staff Survey November 2024

We are very pleased to have excellent feedback from our Staff Survey this year:

“Communication with staff is the best it has ever been. I feel that I am well informed and able to do my job effectively.”



“This is the best school I have ever worked in when it comes to wellbeing and workload.”

“I honestly believe that this is the best job I have ever had. This school cares about my progression, cares about its students, and I feel proud to be a part of this team.”



You can find out more at www.rushden-academy.net

Ofsted 2022

“There are strong positive relationships between staff and pupils at this school. Pupils enjoy attending and staff are proud to work at the school.”



“Pupils show positive attitudes to learning. They receive a good quality of education. Pupils enjoy a range of extra-curricular activities. Many are enthusiastic and proud to be a part of the highly anticipated school productions.”

“All members of this school community are a part of what is commonly known as ‘Team Rushden’. This team encompasses a caring ethos, shared values and high expectations, which exude throughout the school. Pupils feel safe and happy in this environment.”



Pastoral Support Assistant

Application Deadline: 15th August 2025

Salary Scale

TLT Scale: Grade G, Point 8-13 (FTE £25,992 - £28,163 Actual £22,356.05 - £24,223.35)
37 hours per week, term time only + 5 staff training days

Line Manager

SLT Link

Do you have the skills and knowledge to join an incredible team of staff and students?

Are you interested in joining a team that truly looks after your well-being?

Do you want to work in a school with personalised continued professional development, focused on helping you make the next step in your career?

Rushden Academy is a truly special place to work. Recognised as a 'Good' school in all five areas by Ofsted, Team Rushden comprises of a supportive, dedicated and committed body of staff, as well as an incredible group of students who are extremely grateful for the education they receive. We are proud of the community we serve and the sky is the limit for the students within our care.

Our latest Ofsted report recognised the strength of our team stating *"All members of this school community are a part of what is commonly known as 'Team Rushden'. This team encompasses a caring ethos, shared values and high expectations, which exude throughout the school. Pupils feel safe and happy in this environment."*

Rushden Academy is part of a highly successful trust called Tove Learning Trust (TLT). We are very well supported by TLT, we have excellent networks across the trust for collaboration purposes and staff can access a range of training programmes both within school and across the trust.

We share our sixth form; this provision is called The Huxlow and Rushden Sixth Form. We are fortunate to have a special relationship with a local secondary school, sharing our expertise not only at KS5 but also at KS4 with cross moderation and quality assurance systems.

We are looking for an enthusiastic and committed Pastoral Support Assistant to join our dynamic team at Rushden Academy. Some of the key areas of the role are:

- To support the behaviour and pastoral welfare of our students.
- To be part of the team that supports challenging behaviour.
- To adopt the key worker role for named students.
- To liaise with support staff, teachers and families.

The successful candidate will receive unrivalled support, excellent continuing professional development and lots of opportunities for career development.

If you feel you could make a significant contribution to Team Rushden then we would very much welcome your letter of application together with a completed application form.

Please note - the application deadline may close earlier if the level of interest is high.

For further information please see our website, or our posts on social media:



You can find out more at www.rushden-academy.net

Job Description & Personal Specification: Pastoral Support Assistant

Salary Scale

Point 8 pro rata Tove Learning Trust Pay Policy
(FTE £25,992 - £28,163 Actual £22,356.05 -
£24,223.35)

Hours of Duty

37 hours per week over 39 weeks (term time
plus five staff training days)

Line Manager

SLT Pastoral Lead

Job Purpose

To contribute to the comprehensive
coverage of daily operations involving
welfare, safety and behaviour assistance with
student pastoral care.

To respond to minor pastoral issues arising
throughout the school day in liaison with
designated Head of Year.

To provide a point of contact for parents,
carers and students.

To work alongside additional pastoral and
safeguarding colleagues to support the
wellbeing of students.

Main Duties and Responsibilities

To support the learning of students.

To support the improvement of attendance
of students.

To offer help and guidance to students at risk
of internal isolation.

To develop and utilise strategies in an
attempt to modify and improve behaviours.

To improve relationships between students,
their peers and students and staff.

To support the monitoring of school uniform
everyday.

To keep appropriate records of pastoral
support offered to students for their individual
records.

To complete staff training in line with
Safeguarding Lead expectations.

To support internal re-focussing team during
staff absence.

Support teaching and promote learning,
explaining and adapting work, prompting
and encouraging students.

Attend and contribute to joint planning
meetings with teaching staff to agree
expectations and requirements.

This job description may be subject to
modification or amendment after
consultation and agreement with the post
holder.

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safeguarding and promoting the welfare of
children and young people and expects all
staff and volunteers to share this commitment.
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Person Specification Pastoral Support Assistant

	Essential	Desirable
Education & Qualifications		
Educated to GCSE Level or equivalent	Y	
Experience		
Previously worked in a school environment	Y	
Demonstrate previous experience of working with children/ young people with supportive needs	Y	
Demonstrate the ability to prioritise their workload	Y	
Working within the knowledge of child protection / safeguarding procedures		Y
Trauma Informed trained		Y
Knowledge and Skills		
Microsoft Office		Y
Experience of using the Google platform (docs, sheets, slides)		Y
Personal Attributes		
Work in accordance with the Trust's values and behaviours	Y	
Sound judgement and decision maker - confident in using own initiative	Y	
Eligible to live and work in the UK	Y	
Willing to work flexibly in accordance with policies and procedures to meet operational needs of the Trust	Y	
A commitment to continuing personal development and training	Y	
A commitment to safeguarding and promoting welfare of children and young people	Y	
To be positive and enthusiastic	Y	
Excellent interpersonal and communication skills	Y	