



Pastoral Support Assistant

Information for candidates

July 2026

Introduction from the Principal



Dear Candidate,

Our Vision is for Skinners' Academy to be a highly **successful, aspirational, inclusive** and **vibrant** learning community in which all students are able to **thrive academically and socially, achieve excellent outcomes** that support their future ambitions, **feel safe and supported** because of strong and respectful relationships with staff and peers, and are **enabled to become active and thoughtful citizens** who are well-equipped to navigate the challenges and benefit from the opportunities of wider society and the adult world.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story.

The Academy is on a journey from Good to Great and this was confirmed by Ofsted in May 2022, who stated that *"leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision"*. Additionally, outcomes at Key Stages 3 and 4 have improved steadily over the last few years, with the Academy achieving above national averages for pupil progress at all key stages.

About You

- You can motivate and engage pupils to fulfil their fullest potential.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You are committed to working in a diverse inner-city school and believe that such schools should provide pupils with an environment that is conducive to academic success and personal development.
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5.
- You hold high standards for yourself and others and thrive in settings that have a culture of high challenge and high support.

About Us

- Reconfirmed as a 'Good' school by Ofsted in May 2022, with further significant improvements since then.
- We provide a world class education for pupils aged 11-19, in a modern state-of-the-art building that opened in September 2010.
- We have excellent transport links; 5-minute walk from the bus stop or 7-minute walk from Manor House tube station which serves the Piccadilly Line.
- We have high-quality teaching staff who are fully committed to supporting pupils' academic and personal development.
- We invest heavily in staff development, recognising that our staff members are our most valuable resource, and offering excellent opportunities for professional development.

Thank you for your interest in our Academy. I look forward to receiving your application.

Ms Rachael Adediran
Principal, Skinners' Academy

Our Vision



Our Vision

Our vision is for Skinner's Academy to be a highly **successful, aspirational**, inclusive and **vibrant** learning community in which all students are able to **thrive academically and socially, achieve excellent outcomes** that support their future ambitions, **feel safe and supported** because of strong and respectful relationships with staff and peers, and are **enabled to become active and thoughtful citizens** who are well-equipped to navigate the challenges and benefit from the opportunities of wider society and the adult world.

Our Values

To make this vision a reality, we are guided by our Academy motto of '**Be The Best You Can Be**'.

Our culture is one of 'high challenge, high support' because it is this that allows all members of the Academy's community to be their very best and fulfil their potential.

Our Values

At Skinner's Academy, our values shape the character of our community and support every student in becoming the best version of themselves. They guide our actions, interactions, and ambitions, both within and beyond the classroom.

Be Kind

Kindness is at the heart of a respectful and inclusive school community. We promote empathy, compassion, and understanding, recognising that every action, no matter how small, has the power to uplift others and strengthen relationships.

Be Curious

We nurture a spirit of curiosity by encouraging students to ask questions, explore new ideas, and develop a lifelong love of learning. Curiosity drives innovation and critical thinking, helping learners connect with the world around them in meaningful and engaging ways.

Be Brave

We support students in developing the courage to take risks, speak up, and face challenges with resilience. Being brave means embracing failure as part of learning, standing up for what's right, and believing in one's ability to grow and make a difference.



Skinners' Academies Trust



Skinners' Academies Trust is a collaborative Trust of six high-performing schools in Kent and London working together to improve outcomes for all our students.

The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinners' Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit organisation with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to

provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinners' Academies Trust's mission is to provide its young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



Skidders' Academies Trust: Professional Development



Skidders' Academies Trust are committed to investing in our people and as such offer a high-quality suite of professional development opportunities for all our teachers. Everyone at the Trust is committed to being a reflective practitioner, open to learning and motivated to keep getting better.

We know that professional development for our people will lead to impact in our schools. The five pillars of our offer are designed to offer opportunities to all our staff, to support our vision for an excellent education in all our schools and to have a clear impact on outcomes for all our pupils.

Chartered College of Teaching membership: Open to all

All teaching staff are given full membership to the Chartered College of Teaching. This gives them access to a range of resources including research papers, articles, lesson videos and the quarterly journal, *Impact*; and opportunities to participate in CCT courses or become a Research Champion.

Research-led networking opportunities: Open to all

The Trust-wide book group meets online each half term to explore an education-based text and discuss the implications on classroom practice. Copies of the book are free to members.

Our Research Enthusiasts group similarly meets each half term. It offers teachers from across the Trust, with a passion for evidence-informed practice, the opportunity to debate a range of research and its implications for classroom practice and student outcomes.

Development for middle leaders: Open to aspiring and existing middle leaders

Our bespoke Middle Leadership Programme is a

10-month course designed and delivered internally for those at the start of their leadership journey. Throughout the course we explore evidence and good practice around effective leadership, use of data, managing teams and how to implement improvement. All participants are allocated a mentor who supports them throughout the course and get to visit each Trust school over the course of the year.

Subject-specific collaboration: Open to subject leads and subject based TLR holders

We have established Subject Communities for English, Maths, Science and MFL, enabling improvement at subject level the Trust through collaboration between subject leads and shared good practice. This gives heads of department an exciting chance to experience and learn from a range of practice across all our schools.

SLT Community of Practice: Open to senior leaders

All senior leaders across the Trust are members of our SLT Community of Practice, giving them the opportunity to share good practice in school improvement. Leaders participate in visits to Trust schools, hear from external experts and provide professional and supportive critique to one another.

Purposeful Practice Programme: Open to all

Rooted in the best available evidence, this programme provides an opportunity for teachers at all levels to refine and hone their craft. Focusing on granular, high impact teaching strategies, participants will observe these in action before engaging in analysis and review and then planning to incorporate them into their own practice. This is a unique programme to SAT and an exciting opportunity for all practitioners.

Staff Wellbeing & Benefits



Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) provides practical and emotional support:

- A range of counselling options
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence..
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.

Local Café Discount

215 Hackney kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.



Job Profile



POST: Pastoral Support Assistant

GRADE: Scale 4, Spine Point Range 18 - 21

£29,026 - £30,984 (FTE)

£25,807.09 - £27,547.95 (pro rata)

HOURS: Full Time, 36.5 hours per week
Term Time Only (39 weeks per year)

RESPONSIBLE TO: Vice Principal

MAIN ACTIVITIES AND RESPONSIBILITIES

The duties outlined in this job description may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

STUDENT MANAGEMENT

- To participate in the development and implantation of strategies to maintain the highest standards of student behaviour.
- To be responsible for the management of student behaviour within the year group, e.g. use of detentions, reports, telephone calls and letters homes, meetings with parents, referrals to additional support and intervention.
- To support , develop and implement strategies to ensure that the year group attendance and punctuality is at or above the Academy target.
- To develop and manage systems for the monitoring and tracking of student behaviour during the Academy day.
- To motivate and reward students for positive behaviour and excellent work.
- To work with teachers to ensure strong understanding of the needs of pupils and appropriate strategies to achieve positive outcomes in and out of lessons.
- To participate with the VP/AP/HOY and AHOY in the planning and delivery of year group assemblies that promote learning and achievement as appropriate.
- To lead in the development of effective relationships with parents using a variety of communication systems, e.g. meeting with parents, phone calls, letters and attending parent events.
- To establish and maintain effective administration systems both manual and electronic to ensure that every student's information is up to date and accurate.

WELLBEING AND MENTAL HEALTH

- To lead in the development of robust and effective student wellbeing and academic intervention strategies to ensure that students' wellbeing is managed and monitored.
- To develop and implement effective strategies for conflict resolution for managing student and staff relationships.
- To be responsible for implementation and monitoring of the Academy's policy on uniform within the year group, including disciplinary procedures and parental contact/meetings as required.
- To be responsible in the event of a behaviour incident, for the collating of information required by the VP/AP/HOY and AHOY to inform decision making.
- To establish and manage systems for the support and guidance of students during examinations, utilising all available stakeholders.
- To develop, build and maintain relationships with outside agencies who may become involved with individual students.
- To lead in student/parent meetings with external agencies and/or other school groups as required.

DUTIES

To ensure the smooth running of the Academy by carrying out morning, afternoon, transition and break duties.

To supervise pupils who are removed from lessons on a short term basis and provide support and guidance for their successful return to lessons as soon as possible.

To support staff and pupils by having a high profile and visible presence in corridors during lessons and engaging with staff and pupils to build strong relationships.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Job Profile



KEY ORGANISATIONAL OBJECTIVES

The postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate.
- Attend Governing Body staff meetings.
- Participate in staff training and development.
- Develop links with Governors, LEAs and neighbouring schools/Academies.
- Adopting Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for your people.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

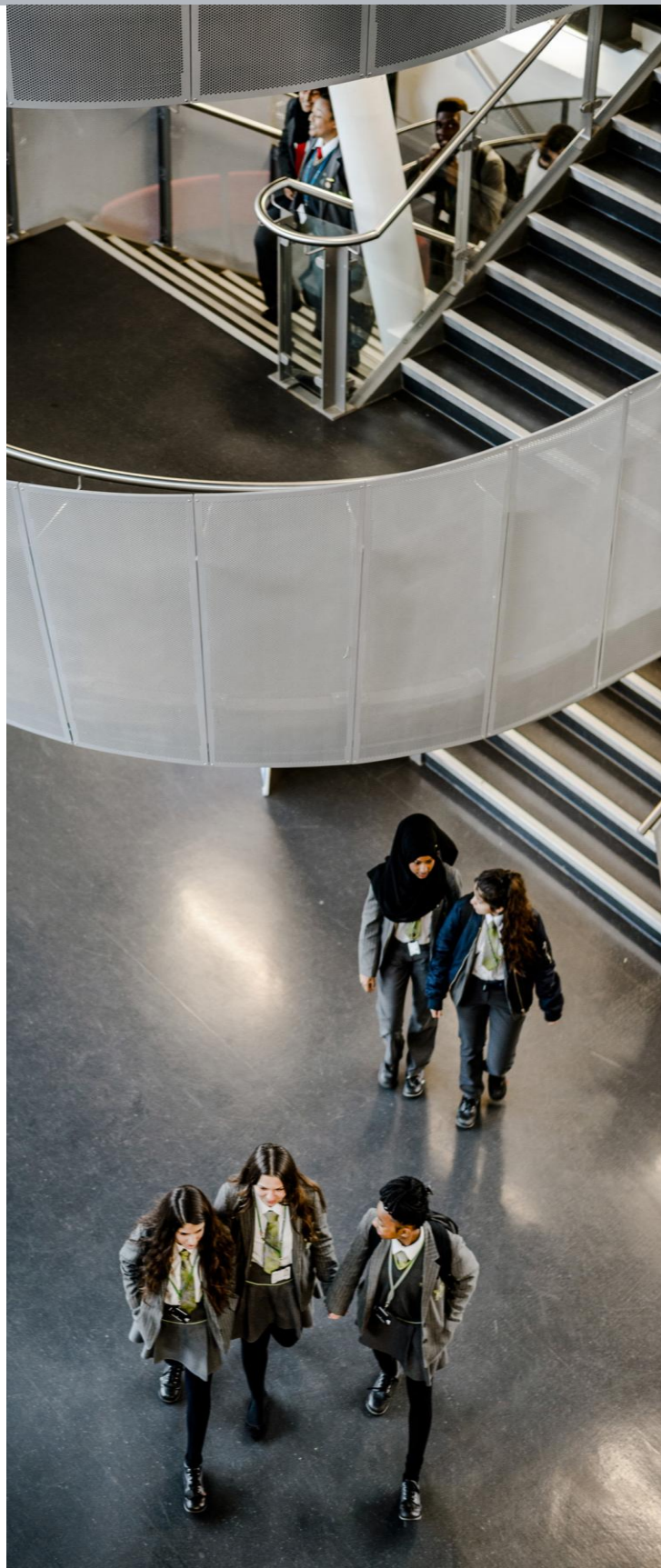
SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITIES

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.



Person Specification



Qualifications	Essential	Desirable
Educated to degree level or equivalent		✓
Relevant training for working with young people aged between 11-19	✓	
Experience	Essential	Desirable
Experience of working with young people aged 11-19	✓	
Proven track record of successfully working with disaffected young people	✓	
Experience of working in a secondary school setting		✓
Experience of assisting students with their learning	✓	
Proven track record of building and maintaining positive relationships with students, parents and staff	✓	
Skills	Essential	Desirable
Personal		
Must be punctual	✓	
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Knowledge and Understanding	Essential	Desirable
Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information	✓	
Knowledge of the rights and responsibilities of parents	✓	
A clear understanding of the factors which lead to educational disaffection in young people	✓	
Knowledge and understanding of strategies to remove barriers to learning in young people	✓	
Knowledge of the range of additional support/agencies available for students	✓	
A clear understanding of safeguarding in the context of working in a school	✓	
Equal Opportunities	Essential	Desirable
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate policies and strategies to support them	✓	
Understanding the needs of bilingual students	✓	

Explanatory Notes



Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts within the Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The Trust will undertake all checks in line with safer recruitment as outlined in Keeping Children Safe in Education.

Interview Process

On the advert has closed, shortlisting will take place, and candidates will be invited to interview.



Conditional Offer: Pre Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of Right to Work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of Professional Status (where relevant)
- Satisfactory Online Check
- Where the candidate has worked abroad or been a resident overseas in the previous five years, such checks and confirmation as required in accordance with statutory guidance.

How to apply?

The closing date for applications is **Monday 13th July 2026 at 9am** with interviews commencing in the week beginning **Monday 13th July 2026**.

Further information about the role and an application form can be found on our [TES page](#)

For more information about this position, or to have a confidential discussion about the role, please contact recruitment@skinersacademy.org.uk.

We look forward to hearing from you

We reserve the right to withdraw from this recruitment process at any given point.



Safer recruitment in education: information for applicants



Skidders' Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Skidders' Academy or TES application form – please visit our [TES page](#)

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.



How to Apply



The closing date for applications is **Monday 13th July at 9am** with interviews commencing in the week beginning **Monday 13th July 2026**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the role and an application form can be found on our [TES page](#).

For more information about this position, or to have a confidential discussion about the role, please contact recruitment@skinnersacademy.org.uk.

We look forward to hearing from you.



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