



Fareham  
Academy

Applicant Pack

# Pastoral Support Leader

Grade D

Start date: 01 June 2026

14.8 hours per week (40 weeks - term time) 08:00am – 16:00  
(2 days per week)

Actual Salary - £9,748 to £10,725

FTE Salary - £27,779 - £30,564

Fareham Academy  
[www.fareham-academy.co.uk/vacancies](http://www.fareham-academy.co.uk/vacancies)

For more information regarding the post please visit our website or email  
Mrs Payne on [g.payne@fareham-academy.co.uk](mailto:g.payne@fareham-academy.co.uk)

**Closing Date: 20 February 2026**

## Letter from Headteacher

Dear Applicant

I am delighted that you are expressing an interest in working at Fareham Academy. We are a caring and forward-thinking school, where academic achievement and the personal development of each child go hand in hand. Our motto “Unlocking Potential – Creating Opportunity” supported by our “Kindness” ethos captures the ambition we have for all our students.

We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process. Indeed, it was the students and the team that inspired me and many others to join Fareham Academy.

If you have any questions on the recruitment process, please email [g.payne@fareham-academy.co.uk](mailto:g.payne@fareham-academy.co.uk) or visit our website - [www.fareham-academy.co.uk](http://www.fareham-academy.co.uk)


Yours faithfully,

Christopher Prankerd  
Headteacher

Yours faithfully,



Christopher Prankerd  
Headteacher



**“Developing transferrable skills such as teamwork, communication, problem solving, and innovation to better prepare students for the constantly changing world.”**

## Pastoral Support Leader Job Share – 2 days

Fareham Academy is a thriving 11-16 mixed Academy, set on a well-resourced and self-contained site that is set truly at the heart of its community. We are a caring and forward-thinking school, where academic achievement and the personal development of each child go hand in hand. Our motto 'Unlocking Potential – Creating Opportunity' supported by our values of Resilience, Aspiration and Kindness, captures the ambition we have for all our students.

We work exceptionally hard to offer our students the best possible educational opportunities and unlock the potential in every child.

We are looking to recruit a Pastoral Support Leader to join our friendly and enthusiastic pastoral team. The pastoral team provide support to students to overcome any barriers to their learning.

Your role will involve:

- Providing a high level of support to students and staff in all matters linked to pupil wellbeing, behaviour and attendance
- Providing support with child protection and safeguarding
- Undertaking administrative work that supports the pastoral care of students

Please refer to the job description and person specification for full details of this rewarding role.

## Your Opportunity

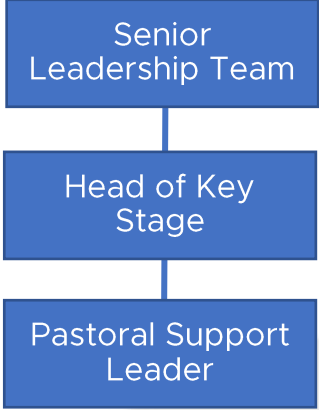
The successful candidate will:

- Highly motivated and committed
- Good numeracy/literacy skills educated to GCSE level standard.
- Well organised and punctual with a professional attitude to work
- Will to work as part of a hard-working, dedicated team
- Positive, proactive, with a good sense of humour who is willing to work flexibly to meet the changing needs of the school
- Be an active member of school life and actively subscribe to the ethos of the school

In return we will offer you:

- A Staff Well-Being Programme
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- A caring and supportive working environment
- A fully paid Private Health Care Programme
- Local Government Pension Scheme

Post Details		Schedule 6
Department:	Pastoral	
Job Title:	Pastoral Support Leader	
Grade:	Grade D	Term Time Only 40 weeks per year
Responsible to:	Head of Key Stage	
Responsible for:	N/A	
<b>Job Purpose:</b>		
To support the application of the behaviour policy via administrative support for Heads of Year. To manage and monitor behaviour and progress of students that have not responded to classroom intervention and require supervised learning. To implement a programme which supports reintegration of students with challenging behaviour after sanctions. To take a lead role on reward programmes throughout all year groups. To take a lead on Student Leadership. To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To work under the guidance of Heads of Key Stage, the Heads of Year and the Pastoral Leader. To run and manage the Internal Exclusion Room & be part of the SOR team.		
<i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>		
Person Specification		
Qualifications and Professional Memberships		Essential/ Desirable
Educated to GCSE level standard or equivalent with passes including English and Maths at Grade C or above		E
Experience and Knowledge		Essential/ Desirable
A level experience		D
An up to date, in depth knowledge of counselling techniques		D
Experience of working with young people, especially in a school environment		E
Dealing with mediation/counselling/behaviour management		E
Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others		E
Be able to prioritise and manage workload.		E
Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.		E
Be able to work in an organised and methodical way and have sound organisational and coordination skills.		E
Be able to work effectively under pressure.		E

Be able to maintain confidentiality.	E
<b>Practical Skills</b>	
Ability to plan, prioritise and organise work and resources for self and others	E
Be able to work accurately and to work to set deadlines	E
Awareness of standard procedures e.g. titrations and making up standard solutions	
Confident basic user of ICT.	E
<b>Personal Qualities &amp; Attributes</b>	
Ability to work as part of a team and on own initiative and with resilience	E
Self-motivating with the ability to multi task	E
Good interpersonal skills, and the ability to enthuse and motivate others	E
Willingness to undertake first aid training	E
Ability to regulate emotions in difficult situations	E
<b>Communication</b> Adaptability / Flexibility Planning and Organising Teamwork Continuous Improvement	E E E E
<b>Organisational Information</b>	
<p><b>All staff are expected to:</b> Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.</p> <p>Help maintain a safe working environment by:</p> <ul style="list-style-type: none"> <li>• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li> <li>• Following local codes of safe working practices and the school's Health and Safety Policy.</li> <li>• Undertake such other duties within the scope of the post as may be requested by your Manager.</li> </ul>	
 <pre> graph TD     A[Senior Leadership Team] --&gt; B[Head of Key Stage]     B --&gt; C[Pastoral Support Leader] </pre>	

## Main Responsibilities/Activities:

*This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.*

*More specifically the post holder will be expected to:*

### **Key responsibilities:**

#### **Responsibilities**

##### **Student Support**

- Attend reintegration meetings after student exclusion and implement procedures
- To coach students in behaviour modification techniques through interventions, mediations, addressing anger management, aggression, social skills, assertiveness, self-esteem etc.
- To organise the collection of work for students in supervised learning and monitor its completion.
- To advise students with coping strategies to enable them to “move on,” allowing for success and coping with failure
- To lead and promote Student Voice through the Student Council and the Student Leadership Team
- To raise student motivation through Reward Schemes, including the organisation of Reward Days
- To interview students individually on the inclusion register, to clarify the school’s expectations, the programme and timescale involved.
- To manage the transition programme from KS2 to KS3, liaising with the Pastoral Team and the Head of Key Stage 3
- To liaise with Heads of Year, Student Support Services and parents on appropriate progress plan including target setting and to maintain communications between parents and school as appropriate.

##### **Curriculum**

- To ensure vital work missed will be covered in supervised learning and to provide a subject link when working one to one.
- To obtain current KS4 coursework, deadlines and resources from curriculum leaders and assist students in meeting their work commitments whilst in supervised learning

##### **Communication**

- To attend meetings with parents and other bodies as appropriate.
- To represent the school and attend external agency meetings in the absence of a Head of Year e.g. EHH, CIN and CP meetings
- To liaise and initiate multi agencies to support the students
- To send out letters and text messages to parents with regards to behaviour, rewards, attendance,
- Coordinate with other schools regarding School-to-school offsite provision and share best practice and policies together.

##### **Administration**

- To provide administrative support to Heads of Year

- Triage of Student ROI's
- Attendance monitoring and implementation
- Lateness monitoring and Administration
- To ensure reports and appropriate records are completed, including the school's computerized management system, together with the maintenance of the inclusion register.
- Maintenance and development of Class Charts System school wide including staff training.
- To monitor and give feedback on all work undertaken by students in supervised learning
- Organize and manage one off day's such as, vaccination days, and school photo days
- Implement and develop analysis of Behaviour Data for presentation to Senior Leadership Team.

#### Other

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and 'Working Together to Safeguard Children' in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, online checks and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.



**Fareham**  
Academy

### **Academy Address**

St Anne's Grove  
Fareham  
Hampshire  
PO14 1JJ

### **Contact Information**

Main Office  
Tel: 01329 318003  
Email: [enquiries@fareham-academy.co.uk](mailto:enquiries@fareham-academy.co.uk)



@farehamacademy