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Outstanding
Provider



Candidate Pack
Pastoral Support Officer



Co-op Academy
Belle Vue

Welcome from the Principal

Thank you for your interest in applying for the role of Pastoral support officer at Co-op Academy Belle Vue.

An uplifting day at Co-op Academy Belle Vue. Staff are crafting intentional culture of high expectations and warmth. Highest praise from a student 'I just feel better, emotionally, when I am here.'

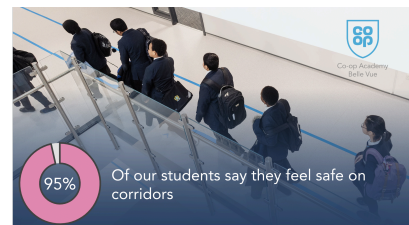
Philippa Sadgrove, Director of Behaviour & Attendance Co-op Academies Trust

You can find our March 2024 Ofsted Report [here](#).

Pupils flourish at Academy Belle Vue. They are nurtured and cared for in a warm and positive climate. The strong behaviour systems and daily routines help pupils to settle into school well. Pupils feel safe and privileged to be part of such a welcoming community.

Outstanding Provider Ofsted 2024

Are you passionate, experienced and looking for a new challenge? Do you want to join an academy with exemplary behaviour, allowing you to focus on celebrating the success of the academy. Do you want to be part of a dynamic team in a growing secondary academy that is dedicated to providing outstanding education to its students? If so, then we have the perfect opportunity for you!



As Pastoral support officer you will oversee the daily operations and leadership of our reset room. You will play a pivotal role in developing the academic, social and emotional development of our students. You will be responsible for creating a positive and nurturing environment that encourages students to strive for excellence and achieve their full potential.

To be successful in this role, we are looking for a person who has:

- A passion for education and a commitment to making a difference in the lives of young people.

- Excellent communication and interpersonal skills, with the ability to build strong relationships with students, staff, and parents.
- A deep understanding of the challenges facing young people and a commitment to promoting their welfare and well-being.
- An innovative and strategic approach to problem-solving, with the ability to inspire and motivate others.
- The ability to work collaboratively as part of a team and to embrace change and new challenges.

In return for your commitment and dedication, we offer a competitive salary, ongoing professional development opportunities, and the chance to be part of a growing academy that is committed to excellence. This is an exciting opportunity to make a real difference in the lives of young people and to contribute to the development of a school that is poised for success.

If you believe you have the skills, experience, and passion to make a difference as our Pastoral Support Officer, we would love to hear from you.

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust, and is built upon the shared values and 'ways of being' that underpin all Co-op Academies ; Be yourself, always - Do what matters most - Show you care - and Succeed together.

Co-op Academy Belle Vue offers something a little different from other schools, whether that be the structure of the day, our investment in technology, or our diverse and exciting 'electives programme'.

When we opened our doors to our first cohort of staff and students, we welcomed a new generation of Co-op pioneers, and together we have built something really special. Although the academy started its life in brand new, custom-built accommodation on the site of Co-op Connell College, we have now moved into our new state of the art academy building on Hyde Road.

Our new building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. As we join our new community we will continue to empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

We are a heavily oversubscribed start-up secondary academy with 720 students, we will welcome another intake of 240 students in September 2025 and we are on our way to becoming a leading educational establishment with a projected growth to 1200 students. We have been operating to an outstanding level and are committed to providing our students with the best possible education. We are the most popular school in East Manchester and on a very special journey.

Cooperation, community, ambition, achievement, respect, responsibility, endeavour, and enjoyment are all key elements in the role of leading personal development at Co-op Academy Belle Vue. The successful candidate will have the opportunity to work closely with the Academy's sponsor, The Co-op Group, and to be part of a supportive network of talented colleagues within the Co-op Academies Trust.

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently.

This role offers a chance to work in a supportive and dynamic school environment, where you can make a real difference to the lives of our students. Co-op Academy Belle Vue is committed to providing an outstanding education and supportive environment for all students, and the new Head of Year Protection will be a key member of the team working towards this goal.

If you are a proactive and organised individual with a passion for education, then this could be the perfect opportunity for you.

As part of the Co-op Academies Trust, we value cooperation, community, ambition, achievement, responsibility, respect, and enjoyment in all our endeavours. The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role.

Scott Fletcher
Principal

The deadline for applications is 12 noon on 7th May. Interviews to be held on the 15th May



Job Title : Pastoral Support Officer

Salary / grade range	Salary: Grade 6 SCP 20-25 - 37 hours Term Time + 10 days Actual Salary - (£28,277 - £31,535) FTE - (£33,390 - £37,248) Start date: September 2025
Location	Co-op Academy Belle Vue
Reports to	Vice Principal

Purpose of role

- To work under the direction of the Associate Assistant Vice Principals (AAVPs) for Behaviour and Attendance, supporting the Heads of Year (HOYs) and Attendance Officers to ensure that the highest standards of behaviour and attendance are maintained across the academy. The postholder will play a key role in providing on-the-ground support to maintain a calm, purposeful environment throughout the school day, actively promoting positive behaviour, punctuality, and attendance. This will involve close engagement with students, staff, and families, and a proactive presence around the site. The Pastoral Support Officer will also assist in running key pastoral routines such as line-ups, late gate, detentions, and internal interventions, ensuring that students are consistently supported to meet the academy's expectations.
- The postholder will be expected to model the academy's CARE principles and uphold the 'Ways of Being Co-op' at all times, contributing to a culture of high expectations, warmth, and inclusion. They will be a visible and active part of the pastoral team and play a key role in building positive relationships with students, helping them to succeed together.

Key Responsibilities

Behaviour Support

- To be a visible presence around the academy, proactively supporting positive behaviour during transitions, lesson changeovers, social times and at the start and end of the school day.
- To support the daily line-up routines, ensuring students enter the building calmly, correctly equipped, and ready to learn.
- To uphold and model the academy's behaviour policy, supporting students to meet expectations with consistency, care and clarity.
- To assist with internal interventions including the Reset Room, supporting students to reflect, restore and reintegrate where appropriate.
- To help facilitate restorative conversations and reintegration meetings between staff and students, under the direction of Heads of Year or AAVPs.

- To escort students calmly and safely when removed from lessons, if required, and log all incidents in line with academy procedures.
- To assist with the organisation and supervision of corrections, detentions, and follow-up actions related to behaviour incidents.
- To support the delivery of small group behaviour interventions or check-ins with key students, as directed by HOYs or the Behaviour Mentor.
- To build strong, professional relationships with students, offering encouragement, challenge and care in line with our principles.

Attendance Support

- To support at the academy's late gate each morning, greeting students, recording lateness, detentions and contributing to the efficient running of the system.
- To assist with follow-up calls for absent students where needed and support welfare checks through home visits alongside the Attendance Officer or AAVP.
- To complete punctuality checks throughout the day and follow up on students arriving late to lessons or not attending sessions without permission.
- To support students who have been absent with reintegration conversations, ensuring they are caught up and settled back into academy life.
- To assist with data input, filing and organisation related to attendance processes and follow-up interventions.
- To maintain accurate records of all interactions and interventions using Arbor and CPOMS.

General Duties

- To contribute to the smooth running of key pastoral routines including transitions, daily behaviour and attendance briefings, detentions and Review Day.
- To work collaboratively with Heads of Year, Attendance Officers, AAVPs and wider staff to ensure a unified approach to pastoral care.
- To build positive relationships with families, supporting communication and engagement in pastoral matters.
- To supervise students during detentions, isolation or other agreed interventions, ensuring they are productive, supported, and meeting expectations.
- To contribute to safeguarding by following the academy's reporting systems and flagging any concerns in line with KCSIE and school policy.
- To attend and contribute to pastoral and safeguarding meetings, professional development sessions and whole-staff training.
- To model the academy's values and expectations at all times and support in upholding a calm, respectful and inclusive school culture.

Monitoring and Assessment

- To contribute to the monitoring of student behaviour and attendance data, identifying patterns and supporting the AAVPs, HOYs and Attendance Officers in planning appropriate responses.
- To track and evaluate the impact of punctuality and behaviour interventions, providing feedback to line managers and adjusting approaches where necessary.

- To record all interventions, conversations, and follow-up actions using the academy's systems (Arbor and CPOMS) with accuracy and timeliness.
- To support the HOYs and AAVPs in preparing reports, summaries and updates on key students or year groups as required.
- To share relevant information with staff to improve consistency of approach and ensure students are supported effectively across lessons and transitions.
- To contribute to the review and development of pastoral strategies and routines through observation, feedback, and reflection with the wider team.

Mentoring, Supervision and Development

- To contribute to the overall ethos, work, and aims of the academy by attending relevant meetings and supporting the development of pastoral routines, systems, and procedures.
- To participate in staff meetings, training sessions, and CPD events as directed, including those specific to the nature of the post (e.g. behaviour, attendance, safeguarding)
- To demonstrate a personal commitment to professional development, including engaging with reflective practice and coaching where offered.
- To take part in supervision duties across the academy, including lunch, break, transitions, and after-school duties, contributing to a calm and safe environment.
- To recognise and challenge any incidents of racism, bullying, harassment, discrimination, or any form of inequality, ensuring that academy policies are followed and that all students understand the standards expected.
- To build and maintain respectful, professional relationships with students, acting as a role model and mentor in line with the academy's CARE principles.
- To understand and implement child protection and safeguarding procedures, reporting concerns promptly and appropriately in line with statutory guidance and school policy.
- To assist in maintaining good discipline throughout the academy, including escorting and supervising students during internal movements or educational visits, as required.
- To work in partnership with other professionals and specialist agencies involved in a student's education or welfare (e.g. social workers, Early Help, youth services), under the direction of the Associate Assistant Vice Principals or Heads of Year.

Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.
- In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including;
- Motivation to work with children and young people

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications: <ul style="list-style-type: none"> • 5 or more GCSE Grade C or equivalent including English and mathematics • Appropriate first aid qualification (or committed to achieving within agreed timescales). • Evidence of participation in regular professional development or further study 	D	A/ I A/ I A/ I
Experience: <ul style="list-style-type: none"> • Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary. • Proven experience within last 2 years in an educational setting • A high level of interpersonal and communication skills are necessary. The post holder will need to have the ability to communicate effectively with colleagues, outside agencies and other key stakeholders. • Knowledge and experience in safeguarding and child protection is essential. • Relevant degree or demonstrable equivalent level of comparable work experience (i.e. middle management experience) • Counselling or behaviour / mentoring qualification or willingness to work towards within agreed timescales 	D D D	A/ I A/ I A/ I A/ I

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<ul style="list-style-type: none"> • Excellent communication skills, including advisory and persuasive skills. • Experience of implementing attendance policies. • Ability to establish positive and effective relationships with children and young people. • Organisational skills . • Excellent ICT skills. • Analytical skills. • Ability to keep accurate records. • Ability to work successfully as a team. • Ability to work on your own initiative. • Confidentiality. • Report writing skills. 		A/ I A/ I A/ I A/ I A/ I A/ I A/ I A/ I A/ I A/ I
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Attention to detail and professional pride. • Commitment to the school's policies and ethos • Commitment to Continuing Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes. • Flexibility. • Confidence when dealing with agencies / parents / attending meetings and clear communication skills. 		A/ I A/ I A/ I A/ I A/ I A/ I A/ I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.