

Key Stage 4 Pastoral Assistant

Contract: Permanent

Hours: 37 hours per week

39 weeks per annum (term-time + 1 week) Salary:
£23,026.90 - £25,367.28 per annum (NJC 9-15)
(£27,254 - £30,024 / 0.8449 full-time equivalent)

Start Date: As soon as possible

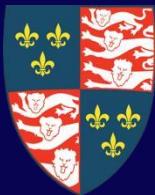
Reporting to: Head of Key Stage and Director of Student Intervention

Closing Date: 9.00am on Tuesday 10th February 2026



Welcome to KEVIGS

King Edward VI Grammar School (KEVIGS) is an 11-18 school in Louth, Lincolnshire with over 900 students on roll. Our ethos is to provide our students with a holistic, academic education that builds a strong foundation for life beyond school.



Summary

We are seeking to appoint a Pastoral Assistant to join our team. The successful candidate will work within the student support team at King Edward's (known as KESH) helping to ensure that the existing high quality support, care and welfare of our students and their families continues.

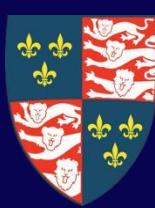
They will provide administrative support and assist the Head of Key Stage in establishing and maintaining high standards of achievement, behaviour, attendance, punctuality and welfare of students within their specified year groups.

The position will report to the Head of Key Stage and Director of Student Intervention and will work closely with the Admissions & KESH Admin Officer and the Attendance Officer. They will also work with other Heads of Key Stage, Tutors, Subject Teachers, Deputy Head Pastoral and Inclusion and other members of KESH, to support students and their families.

There will be a need to liaise directly with external agencies and other professionals. They will contribute to the safeguarding and promotion of the welfare and personal care of our students.

They will demonstrate flexibility and the ability to establish effective relationships with young people. They will work as part of a team, cope well under pressure, and use their initiative to prioritise work. The role will also include some general administrative duties as required with KESH.

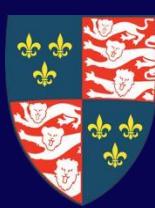
The role of Pastoral Assistant has been identified as significant and is business critical to the day to day running of the school and therefore holidays are not permitted to be taken during term-time. Therefore, as the post is term time plus 5 days, payment for your annual holiday entitlement is included in your annual salary calculation.



Job Description – Pastoral Assistant

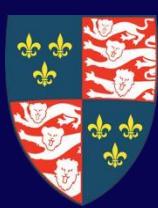
Main Responsibilities, Tasks and Duties

- Work with the Head of Key Stage in the day-to-day management of the cohort providing confidential secretarial and administrative support.
- Liaise with tutors on issues of a pastoral nature, with active involvement in tutor meetings.
- Support the Head of Key Stage in the investigation of incidents; gather relevant information, advise and negotiate as necessary and resolve as appropriate.
- Establish effective supportive and mentoring relationships with students and parents to motivate change, personal growth, self-esteem and independence, being prepared to be creative when making suggestions to resolve student centred problems.
- To liaise and represent the school with other agencies and attend meetings as deemed appropriate by the Head of Key Stage.
- Use Provision Map daily to log parent meetings and key conversations, update Safeguarding concerns, upload key documents and any other pertinent pastoral information relating to students within the year groups allocated.
- To maintain Student physical files and liaise with Admissions Officer when students join or leave the school, so information is shared within a timely manner.
- To co-ordinate and write/support the writing of Report Cards, Pastoral Support Plans, Pupil Premium Profiles and input into Learning Support Plans as appropriate.
- Visit lessons to observe, monitor and record development for identified students, in liaison with appropriate staff to support vulnerable students; including pupil premium students, looked after children, young carers, students showing signs of disengagement, absenteeism, underachievement and social exclusion.
- To maintain regular contact with parents/carers of students and respond to parental enquiries by telephone, letter or email as appropriate in conjunction with the Head of Key Stage.
- Support the Head of Key Stage in monitoring and identifying concerns through comments, behaviour points and detentions on SIMS, ensuring students attend detentions and follow up if they do not in liaison with the Head of Key Stage.



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- Support the Head of Key Stage in monitoring and identifying concerns through comments, behaviour points and detentions on SIMS, ensuring students attend detentions and follow up if they do not in liaison with the Head of Key Stage.
- Inform colleagues, when appropriate, about social or behavioural issues or changes affecting students and assist with the development of strategies and procedures for dealing with students with behavioural difficulties
- Assist with supporting attendance and punctuality of individual students as directed by the Attendance Officer.
- Support safe and well checks for those who do not access full time education including part-time timetables, and other alternative education provision; supporting home visits where necessary and liaising with the Child Protection Officer as required.
- To work with the Head of Key Stage to ensure, and to carry out the Child Protection policy, including safeguarding referrals as required. To be alerted to safeguarding issues, and work with the Head of Key Stage to ensure a coordinated approach to promoting safeguarding practices in the school; log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.
- To refer upwards those issues that may need the guidance/involvement of outside agencies to the Head of Key Stage/Director of student Intervention/Deputy Head.
- To carry out admin for and support Centralised detentions and encourage restorative conversations between students and staff.
- To work as part of the KESH team, sharing duties related to on call and missing protocols, as well as helping manage internal isolation, as necessary.
- To assist in the administration and support the implementation of strategies for celebrating student achievement in liaison with the Head of Key Stage and Director of Student Intervention, such as celebration assemblies.
- To support Head of Key Stage in searches when required.
- Act as a first aider to support pupils when needed.
- Attend staff meetings, relevant INSET staff training sessions and other ad-hoc meetings.
- Keep informed of developments relevant to the academic achievement and well-being of students.
- Provide initial point of contact for duty staff for recording behaviour and achievement points during lunch and break times.
- To be aware of, and to comply with, policies and procedures relating to safeguarding and child protection, health & safety, confidentiality, and data protection, reporting all concerns to the appropriate person.



Person Specification – Pastoral Assistant

Essential

- GCSE (or equivalent) at Grade C or better in Maths and English
- 1 years' experience of working in a similar role either in Education or in Business
- Professionally trained as LSA or working towards it
- Ability to demonstrate and use initiative and foresight
- Ability to follow instructions and work to given deadlines
- Good standard of written English
- Good inter-personal skills
- Good organisational skills
- Ability to present appropriate image of the school to external parties
- Ability to work flexibly as part of a team
- Competent user of Microsoft 365, especially with excel

Desirable

- Knowledge of working in a school environment
- Hold a first-aid qualification



How To Apply

Please apply using the KEVIGS support staff application form via the link below:

<https://www.kevigs.org/our-school/vacancies/>

Closing Date: 9.00am Tuesday 10th February 2026

The School reserves the right to bring the closing date forward if it has a suitable field of applicants.

The School cannot accept CVs

We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. The School reserves the right to obtain formal and informal background information about an applicant to determine whether they are suitable to work at the School. Online searches and reference checks will be undertaken on shortlisted applicants and at interview all candidates must bring with them their birth certificate and a valid passport to confirm their identity, in addition to certificates confirming education and professional qualifications. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.