



**West Kirby**  
Grammar School

## **Pastoral Support Assistant**

October 2025

TTO SCP 12 - Band F (12-17)

Graham Road, West Kirby, Wirral. CH48 5DP

[www.wkgs.org](http://www.wkgs.org)

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# Advertisement

## Pastoral Support Assistant

October 2025



### Pastoral Support Assistant

We are seeking to appoint an enthusiastic, committed individual to be a member of the Pastoral Team to offer support to students in Year 7-11.

The successful candidate will promote the ethos of the school, with regard to standards of behaviour, dress code, punctuality and attendance, support the development of students in Years 7 – 11, and develop supportive relationships with students.

The successful candidate will be expected to be involved in activities to assist with the transition process between key stages including Open Evenings, Information Evenings, and Transition Days and visits.

What we would like from you:

Relevant background or qualifications and ability to be pro-active, inspiring and above all, an effective communicator.

The enthusiasm, energy and determination to make a significant impact on the support of the students in Years 7 – 11.

West Kirby Grammar School is an outstanding selective girls' grammar school with boys admitted into the Sixth Form. Academic standards are exceptional and extracurricular provision enriches the lives of students.

### How to Apply

Complete the application form online and supply a letter, of no more than two sides, explaining why you wish to join our Pastoral Team and what skills and experience you can bring to the school.

**Closing date:** Monday 13 October at 9am

**Interviews:** Wednesday 15 October

# Job Description

## Pastoral Support Assistant

October 2025



Job title: Pastoral Support Assistant

Reporting to: Wellbeing Manager

Grade: TTO SCP 12 - Band F (12-17)

Salary: £24,180 - £26,230 (actual)

Hours: 36 Hours per week, Term-time only - You may be asked to work up to 3 additional days

### **Liaising with:**

Heads of Year, External Agencies, Heads of Department/Subject, Subject Teachers, Senior Assistant Headteacher (Pastoral), Attendance Administrator, Examinations Manager, Office Staff, Site Staff.

### **Duties and Responsibilities:**

#### **Child Protection, Safety, & Wellbeing**

Build and foster strong, respectful relationships with all students.

Collaborate with Heads of Year and the Wellbeing Manager to address problems and provide guidance.

Identify students needing guidance and support.

Liaise with parents/carers on day-to-day issues and concerns.

Support Heads of Year and SENDCo with students having SEND.

Understand and stay updated with KCSIE and school safeguarding policies.

Record necessary information on MyConcern and inform DSL if the concern is urgent.

#### **Attendance & Punctuality**

Promote the school ethos regarding punctuality and attendance.

Record all 1:1 appointments and group sessions as planned absences.

Encourage students to attend lessons promptly and support those returning from leaving lessons.

#### **Positive Behaviour for Learning**

Model and promote expected behaviour as per the WKGS Way.

Engage with students to celebrate achievements and guide them towards opportunities.

Use Arbor for logging and monitoring rewards and incidents.

Understand barriers to learning by referring to each student's PCP and implement support strategies.

Deliver 1:1 or group support to reduce barriers to learning and accompany students to lessons when appropriate.

## Job Description (Cont.)

### Pastoral Support Assistant

October 2025



#### Academic Progress, Achievement & Personal Development

Develop and lead small group interventions to aid academic progress.

Encourage participation in school events and extracurricular activities.

Recognise and celebrate student achievements within and beyond school, communicating these to Heads of Year, Senior Leadership Team, and parents/carers.

Positively acknowledge students exemplifying school values or the WKGS way.

Ensure students accessing support have the relevant lesson resources by communicating with teaching staff.

#### Other Duties:

Embody Professional Standards and act as a positive role model.

Model positive, inclusive, and respectful relationships, ensuring high behaviour expectations.

Provide accurate responses to parent/carer enquiries.

Assist with transition activities between key stages, including Year 6 Taster sessions, Induction Days, Open Evening, Induction Evening, and 11+ Familiarisation sessions.

#### Personal Qualities:

The successful applicant will above all be confident, calm and a good communicator with a positive and 'hands on' attitude towards their work, together with a generous sense of humour.

Ability to work as part of a team and on their own initiative.

#### Additional Duties:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To respect confidentiality at all times.

To actively engage in the staff review and development process.

To undertake any other duty as specified by the school not mentioned in the above.

This job description does not form part of the employment contract and may be subject to change at the Headteacher's discretion to meet school demands.

# Person Specification

## Pastoral Support Assistant

October 2025



Job title: Pastoral Support Assistant

Reporting to: Wellbeing Manager

Grade: TTO SCP 12 - Band F (12-17)

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential      D: Desirable

### 1. Experience. Direct work experience, other relevant experience

Experience of Word and Data Processing Software is essential (E)

Experience of working with young people is desirable (D)

### 2. Knowledge

Good literacy and numeracy skills (E)

### 3. Skills and abilities

Strong keyboard and Word / Data Processing skills. Precise and with attention to detail (E)

An ability to recognise confidential issues and maintain this confidentiality (E)

Excellent organisational and multi-tasking skills (E)

An ability to communicate effectively with parents, students and staff (E)

An ability to develop effective working relationships and to work as part of a team is essential (E)

### 4. Qualifications, training and education

Good written communication skills with the ability to produce high quality documentation (E)

Experience of working in a school is not essential but desirable (D)

### 5. Attitudes and approaches (to be assessed at interview)

A reflective professional with a desire for continuous improvement (E)

Desire to develop own learning and do things differently and better (E)

A commitment to working within school to develop a collaborative vision which embraces excellence, high standards and inclusion (E)

Possess energy and enthusiasm (E)

Willing to learn from and with others in the development of good practice (E)

Have humility and resilience (E)

Willing to try out new ideas and be flexible in their approach (E)

Ambitious – can see an opportunity to make an impact and develop own skills (E)



West Kirby Grammar School is a vibrant and thriving girls' grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

### Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

### High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

### Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

### Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

### Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

### Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.



### Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Access to a comprehensive range of health and wellbeing services offered by Education Mutual
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and dedicated 1:1 wellbeing discussions with the Headteacher to respond to staff needs.
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Greater PPA/Free time than national recommendation
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and learning walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

### Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.





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