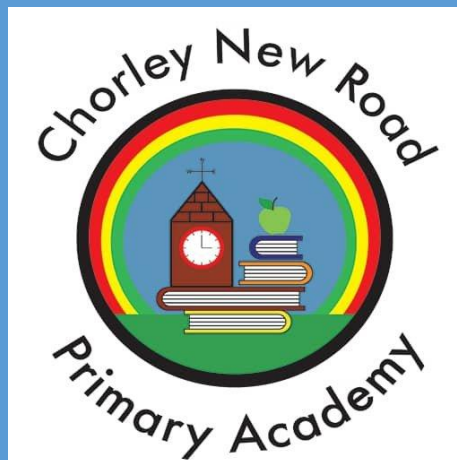




PASTORAL SUPPORT APPLICATION PACK



PASTORAL SUPPORT

Employer: Albany Learning Trust

Location: Chorley New Road Primary Academy

Working Hours: Scale 5 (£29,542 – £32,046 pro rata) – (£23,227 – £25,196 actual salary) 33.5 hours per week - 195 days

Required from: ASAP

Contract Type: Permanent

Closing Date: Tuesday 13th October 2026

Shortlisting Date: Tuesday 13th October 2026 at Noon

Interview Date: Thursday 15th October 2026

Chorley New Road Primary Academy
Chorley New Road, Horwich, Bolton, BL6 6EW
Head Teacher: Miss L. Burrows
Tel: 01204 337046
Email: recruitment@cnr.bolton.sch.uk

The Governors invite applications from committed, dedicated and suitability qualified practitioners with a proven track record of success at ensuring pupils can access the curriculum in the most effective way, appropriate to their needs and understanding.

We are looking for an outstanding professional who can work well as part of a team and is willing and able to work flexibly as required.

You should be able to;

Demonstrate drive and skills to raise standards of pupils' attainment and achievement
Support the differentiation and delivery of the curriculum in your area and be prepared to undertake professional learning to support this
Support the planning and delivery of intervention enabling access to learning for all pupils
Support classroom management and behaviour techniques as directed

In addition you must:

Be committed to the education and social well-being of every child in the school
Continue to build and maintain effective relationships with the school and its' community and partners
Be happy, enthusiastic and friendly

We can offer you:

Well behaved, friendly and motivated children who love to learn
Passionate about offering the very best education for children
5 extra inset days to support your professional development
A coaching culture that allows you to develop your professional development
Access to the Trust wellbeing package
A friendly and supportive staff team
Supportive parents and governors
An opportunity to work in a brand new school with growing numbers on roll

Completed applications should be returned to the Head Teacher by noon on the 13th October 2026.
(Application forms must be completed CVs not accepted) If returning by email to
recruitment@cnr.bolton.sch.uk

Chorley New Road Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

Please contact the office to book on 01204 337046.

Pastoral Support Worker

Job Advert

Chorley New Road Primary Academy (CNR), part of Albany Learning Trust, is seeking a warm, skilled and highly organised Pastoral Support Worker to join our team. This is a key role in helping children to feel safe, included and ready to learn.

We are looking for someone who can build trusted relationships with pupils and families, identify barriers to learning and wellbeing, and provide timely, practical and compassionate support. The successful candidate will work closely with the DSL/DDSLs, SENDCo, teachers, support staff and external agencies to ensure that vulnerable pupils and families receive effective support.

The role will include individual and small-group pastoral work, mentoring and nurture interventions; supporting pupils experiencing difficulties with behaviour, emotional wellbeing, attendance, family circumstances or engagement with school; liaising with parents/carers; contributing to Early Help and multi-agency work; and maintaining accurate, confidential records.

This post would suit someone with experience of working effectively with primary-aged children and families in a school, pastoral, community or related setting. We are particularly keen to appoint someone who already has relevant training and practical experience in delivering evidence-informed mentoring and targeted therapeutic/pastoral interventions, for example LEGO®-based therapy, CBT-informed approaches, emotional literacy, self-esteem, anxiety, resilience or social-skills work. You will need excellent communication and relationship-building skills, sound professional judgement, resilience and a strong commitment to safeguarding and inclusion.

We are looking for someone who:

- puts children at the heart of their work and develops positive, trusting relationships;
- understands safeguarding, confidentiality and professional boundaries;
- can identify barriers to learning, participation, attendance and wellbeing and help pupils overcome them;
- can support vulnerable children and families sensitively, including when situations are difficult or emotionally demanding;
- works confidently with parents/carers, colleagues and external agencies;
- can plan, deliver and evaluate targeted 1:1 and group interventions;
- ideally has training and successful experience in delivering mentoring and structured interventions such as LEGO®-based therapy and CBT-informed approaches, or comparable therapeutic/pastoral programmes;
- is calm, solution-focused, well organised and able to prioritise competing demands;
- shares CNR's commitment to inclusion and our values of Challenge, Nurture and Respect.

CNR is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safer recruitment checks, including an enhanced DBS check with children's barred list information where applicable.

Salary/grade, hours, working pattern, closing date and interview date: to be confirmed by the school.

PASTORAL SUPPORT WORKER – JOB DESCRIPTION

School	Chorley New Road Primary Academy (CNR)
Trust	Albany Learning Trust
Job title	Pastoral Support Worker
Responsible to	Headteacher / designated safeguarding lead
Line management	No direct line management responsibility
Grade / hours	Scale 5 (£29,542 – £32,046 pro rata) – (£23,227 – £25,196 actual salary) 33.5 hours per week

Purpose of the role

To provide high-quality pastoral support and guidance to pupils and families, helping to remove barriers to learning, participation and wellbeing so that pupils are safe, included, engaged in school life and able to achieve their potential.

Key responsibilities

- Build and maintain effective, supportive relationships with pupils, families, colleagues and external agencies.
- Work with staff to identify pupils who may need pastoral support, including those showing early signs of disengagement, low self-esteem, poor motivation, behaviour concerns, attendance difficulties, family pressures or underachievement.
- Provide planned 1:1 mentoring, check-ins, nurture and small-group interventions, adapting approaches to pupils' individual needs.
- Deliver structured, evidence-informed pastoral and therapeutic interventions within the post holder's training and competence, which may include LEGO®-based therapy, CBT-informed approaches, emotional literacy, anxiety management, resilience, self-esteem, friendship and social-skills programmes; evaluate their impact and adapt support accordingly.
- Contribute to personalised support/action plans with clear outcomes and strategies to reduce identified barriers; monitor progress and review support regularly.
- Support pupils to regulate emotions, develop resilience, confidence, positive relationships and readiness to learn.
- Support effective transition between classes, year groups and key stages, including transition to secondary school where appropriate.
- Develop constructive relationships with parents/carers, providing sensitive support and helping families to engage with school and relevant services.
- Undertake home visits where appropriate, in accordance with school procedures and agreed risk assessment arrangements.
- Identify appropriate internal and external services, contribute to referrals and facilitate access to specialist support; monitor the impact of support and feed back to relevant staff.
- Contribute to Early Help and multi-agency working, including gathering information, attending relevant meetings when requested and completing agreed actions.
- Support the DSL/DDSL team with safeguarding processes appropriate to the role, including accurate recording, information gathering and attendance at Child in Need/Child Protection or other multi-agency meetings when delegated.
- Recognise safeguarding concerns and report them immediately in accordance with school policy; never investigate safeguarding concerns independently.
- Work closely with the SENDCo and inclusion staff so that pastoral support complements the graduated response and pupils' identified needs.
- Support positive behaviour and inclusion, helping pupils to re-engage successfully with learning and school routines following difficulties or periods away from class.

- Contribute to appropriate targeted programmes and interventions and undertake relevant training where required.
- Maintain accurate, timely and confidential records of contacts, interventions, referrals, actions and outcomes, and contribute information to monitoring and evaluation.
- Use school information appropriately to identify patterns or emerging concerns and support leaders in evaluating the impact of pastoral provision.
- Contribute to the development and review of relevant pastoral, wellbeing, behaviour and inclusion practice and share effective approaches with colleagues.
- Work within all school and Trust policies relating to safeguarding, equality, health and safety, confidentiality, data protection and professional conduct.
- Undertake appropriate training and continuing professional development relevant to the role.
- Carry out other duties reasonably commensurate with the grade and responsibility of the post, as directed by the Headteacher.
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Safeguarding

The post holder will have regular contact with children and must demonstrate the highest standards of safeguarding practice. They must know and follow CNR's safeguarding procedures, maintain appropriate professional boundaries, record concerns accurately and promptly, and refer concerns to the DSL/DDSL without delay. Any therapeutic or CBT-informed work must remain within the post holder's training, competence and the school's agreed intervention framework; the role does not replace specialist clinical assessment or treatment where this is required.

PASTORAL SUPPORT WORKER – PERSON SPECIFICATION

Applicants should use their application to demonstrate how they meet the essential criteria. Evidence may also be explored through interview, references and selection activities.

Area	Criterion	Status
Experience	Experience of working effectively with primary-aged children and families in a school, pastoral, community or related setting.	Essential
Experience	Experience of supporting vulnerable children and families and working with external agencies.	Essential
Experience	Experience of mentoring, pastoral intervention, nurture or targeted pupil support.	Essential
Experience	Experience relating to safeguarding, attendance, family support or behaviour/wellbeing.	Desirable
Qualifications	GCSE English and Mathematics at grade C/4 or above, or equivalent.	Essential
Qualifications	Relevant Level 3 qualification, or equivalent relevant experience.	Essential
Qualifications	Safeguarding, counselling/mentoring, nurture, first aid, attendance or other relevant pastoral training.	Essential
Qualifications	Willingness to undertake role-specific training required by the school.	Essential
Knowledge	Strong understanding of safeguarding, confidentiality, information sharing and professional boundaries.	Essential
Knowledge	Understanding of inclusion, attendance, behaviour, wellbeing and barriers to learning.	Essential

Knowledge	Knowledge of effective approaches to engaging and supporting parents/carers.	Essential
Knowledge	Understanding of how targeted pastoral support can promote participation, social inclusion and engagement with learning.	Essential
Knowledge	Knowledge of monitoring, evaluation and accurate record keeping.	Essential
Knowledge	Understanding of SEND and inclusive approaches to supporting pupils with differing needs.	Desirable
Skills	Excellent communication and relationship-building skills with children and adults.	Essential
Skills	Ability to establish positive relationships with pupils who may be anxious, disengaged or presenting challenging behaviour.	Essential
Skills	Ability to deal sensitively and calmly with difficult, confidential or emotionally demanding situations.	Essential
Skills	Ability to identify barriers, plan appropriate support and review impact with pupils and colleagues.	Essential
Skills	Ability to deliver effective individual and small-group interventions.	Essential
Skills	Very good organisation, record-keeping and ICT skills.	Essential
Skills	Ability to use initiative, prioritise competing demands and respond appropriately to unplanned concerns.	Essential
Skills	Ability to work effectively as part of a team and collaboratively with external professionals.	Essential
Personal qualities	Commitment to CNR's values of Challenge, Nurture and Respect and to an inclusive, positive school ethos.	Essential
Personal qualities	High levels of integrity, reliability, resilience, empathy, enthusiasm and professional judgement.	Essential
Personal qualities	Commitment to safeguarding and promoting the welfare of children.	Essential
Personal qualities	Commitment to equality, dignity and respectful relationships with all members of the school community.	Essential
Experience	Training and practical experience in delivering structured mentoring and targeted pastoral/therapeutic interventions, for example LEGO®-based therapy, CBT-informed approaches or comparable evidence-informed programmes.	Desirable
Experience	Experience of evaluating the impact of interventions and adapting provision in response to pupils' progress and needs.	Desirable

Knowledge	Understanding of the appropriate use and professional boundaries of therapeutic and CBT-informed approaches in a school setting, including when concerns require referral to suitably qualified specialist services.	Essential
Qualifications	Recognised training or certification relevant to mentoring, LEGO®-based therapy, CBT-informed practice, emotional literacy, counselling skills or other therapeutic/pastoral interventions.	Desirable

Safer recruitment

The successful candidate will be required to provide satisfactory references and complete all appropriate pre-employment and safeguarding checks. The post is subject to an enhanced Disclosure and Barring Service check and children's barred list check where applicable.