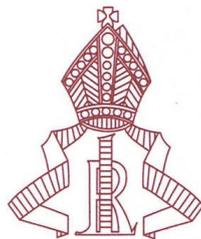


Bishop Luffa School

Pastoral Support Assistant Information Booklet





Pastoral Support Assistant

Grade 6 £26,409 - £27,711 (Actual salary £18,283 - £19,184)

Term time only + 5 INSET days

30 hours per week

Monday to Friday 8.00am - 2.30pm

At Bishop Luffa School we believe that everyone matters. Our Pastoral Support Assistants put that belief into practice.

Person specification:

- You want the best for every child, regardless of their background.
- You care, but you're no push-over.
- You're motivated by education being inclusive for all.
- You're calm, consistent and level-headed, whatever is going on around you.
- You can relate to adults and teenagers, and communicate with them effectively.
- You work well in a team and value other people's opinions.
- You can also work independently and are good at managing your own time.
- You're resilient - you can handle hearing about and seeing things that shouldn't happen to children.
- You're passionate, but this never stops you being level headed.

The Job:

You will be working with students who are finding school, and sometimes life, difficult. Your job is to clear away the barriers that stop them succeeding. Success means that they are engaged in learning and feel as though they are safe and belong as part of our community.

Your work will help students to become independent - you will know you have succeeded when the child doesn't need you anymore.

You will come across a range of needs (particularly undiagnosed SEND needs) and you will need to work with parents, carers and other professionals inside and outside of school to help meet those needs. All of our students deserve our school vision of 'life in all its fullness'. You will be a key person in making sure that everyone has that opportunity.

What can we offer you:

- A great team of people who all want the best for the students we serve.
- Professional supervision - an opportunity to discuss your working life with someone from outside of school.
- Training, both in school and with other organisations.
- A job where you can make a real difference.

What is the job really like:

We asked our existing Pastoral team what a typical day is like. They said:

- You will be interrupted constantly
- You will never finish a cup of tea
- No two days are the same
- You will never have a boring day
- Sometimes you will have to listen to something that is really hard to hear
- You will often be frustrated
- When things go right, there is no better feeling.

What experience do you need for this job:

- Past experience of working with teenagers and/or in a school environment is desirable
- Admin skills are important
- Experience of working with computers is essential
- Experience of handling safeguarding issues is preferable
- Experience of providing emotional support or mentoring role.

What qualifications do I need for this job:

- GCSE or equivalent qualifications in Maths and English.
- Computer literacy.

How do I find out more:

Please contact Nicky Christopher, Head Teacher's PA headspa@bishopluffa.org.uk and she will arrange a phone call or tour.

How do I apply:

The closing date for applications is Monday 30th June 2025.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1578 students including 358 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.



We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.

