



Ark Blake Academy



Pastoral Officer





Welcome from the Principal

Dear Candidate

Thank you for your interest in our current Pastoral Officer vacancy and in furthering your career at Ark Blake Academy. We are a thriving and successful academy based in East Croydon. Opened in 2020, we are now consistently over-subscribed in every year group with students in Years 7-11. Here at Ark Blake you will find:

- Behaviour that is built upon our *'work hard, be kind and take responsibility'* ethos
- Learning that is nurtured through our calm, purposeful and warm environment
- Academic excellence that is achieved through high quality teaching by passionate subject experts
- Knowledge rich, bold and innovative curriculum that equips students for the future
- Enrichment that develops lifelong skills and unlocks hidden talent

I joined the Academy in September 2023, and we also welcomed a number of senior and middle leaders to the Academy at that time. As we continue to prosper we look forward to welcoming further outstanding candidates to our brilliant team in 2025/26.

In terms of what drives our school culture, it is based around the simple but powerful belief of **'working hard, being kind and taking responsibility'**. We aim to become a leading school in London as quickly as possible by living out this day-to-day belief and ensuring our students leave with the 'master key' that opens any door for the future progression. We never accept that background determines outcomes, and we work relentlessly to reinforce this with our student community. We also aim to be exceptionally supportive of our fantastic staff body and have a genuine and meaningful approach to staff wellbeing and workload that means they are free to focus on what really matters for the day-to-day student experience.

At our most recent Monitoring Visit in April 2025, the continued improvement to the Academy since September 2023 was recognised and this is testament to the hard work put in by staff and students:

- Staff and students' alignment with the school's values is striking. Students and staff alike fully buy-in to the school's culture and ethos*
- Students' behaviour is excellent. Lessons are characterised by warm relationships between staff and students*
- Students speak very positively about the quality of teaching they experience*

**In our most recent staff survey 99% of our staff team agreed with the statement
'I am proud to work at Ark Blake'.**

If you feel that you can add value to our fantastic team, we look forward to receiving your application!

If you have any questions about working at Ark Blake Academy, wish to speak with a member of our team or would like to arrange a visit, please contact Vicky Rouse, v.rouse@arkblake.org or call us on 020 3443 9000.

Sam Rispoli, Principal

"No bird soars too high, if they soar with their own wings."

Pastoral Officer

Do you want to join our fantastic team where you will help make a lasting impact on our students and unlock their life chances?

We currently have an opportunity for an exceptional Pastoral Officer to join our team

Location: East Croydon – 10 minute walk from East Croydon Station
Contract: Permanent
Working Pattern: Full Time (Term Time + 2 Weeks), Monday to Friday 8.00am-4.30pm
Reports to: Vice Principal, Culture & Ethos
Start Date: September 2025 or sooner
Salary: Competitive: Ark Outer London Grade 7 Scale points 14-24 (£31,646 to £36,727 actual salary) depending on experience
Closing Date: Midnight on Monday 7th July 2025

**Please note we will be reviewing applications on an ongoing basis and this advert may close earlier than advertised depending on the level of response.
Early application is strongly advised.**

The Role

We are seeking to appoint a highly motivated and inspiring Pastoral Officer. You will work with families, parents and carers to enable young people to have full access to educational opportunities and overcome barriers to learning. As well as your key responsibilities, you'll be an inspirational role model to our students and work with staff and the wider school community to establish a supportive and nurturing environment in which all students can progress.

As Pastoral Officer, you will contribute to the strategic leadership of the Academy, ensuring effective pastoral systems and procedures are consistently implemented. You will support with behaviour across the Academy.

The ideal candidate will:

- Be part of the team managing the Academy's Reset Room, addressing student behavioural issues
- Support the Vice Principal, Culture & Ethos in creating and embedding a culture that enables all students to maximise their achievements across the spectrum of school life
- Monitor students' academic progress and address the needs of students who require help to overcome their barriers to achievement, both inside and outside of school, through activities and strategies enabling them to reach their full potential
- Liaise both internally and externally with agencies and individuals to support student progress
- Work with relevant colleagues to ensure that the highest level of pastoral care is provided to every student and play an active role in resolving any issues of student welfare and support
- Work closely with the families of students with poor attendance
- Work alongside the Attendance Manager and Safeguarding Manager to triangulate student information
- Support with the safeguarding of all students in our Academy

Work Hard, Be Kind & Take Responsibility

You will demonstrate

- Excellent team working skills
- Excellent communication skills, both written and spoken
- Empathy, patience, reliability and consistency
- Flexibility, proactivity and a willingness to change approaches when necessary
- A high level of self-awareness and self-management
- Resilience, motivation and commitment to achieving excellence
- Ability to be reflective and proactive in seeking feedback to constantly improve practice
- A genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to regular and on-going professional development and training

About our school

Ark Blake Academy is a successful academy based in East Croydon that opened in September 2020. We are consistently oversubscribed in every year group and currently have students in Years 7–11. We have an exceptionally strong team of committed staff at Ark Blake and are now seeking to recruit for further key roles to drive forward our ambitious plans.

At Ark Blake Academy, our mission is to embed a powerful knowledge-rich curriculum and provide fantastic opportunities for character development, all underpinned by an environment where exemplary behaviour is the norm. In terms of our school culture, it is based around the simple but powerful belief of **‘working hard, being kind and taking responsibility’**. We aim to become a leading school in London as quickly as possible by living out this day to day belief.

What we offer our staff?

Ark Blake Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Salaries 2.5% higher than main pay scale
- Twice as many training days as standard
- Generous pension scheme
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers
- Interest free loans – up to £5,000 available for season tickets or to buy a bicycle
- Gym discounts offering up to 40% off membership
- Access to our Employee Assistance programme providing free confidential counselling, legal advice and a range of support
- Access to high-quality, regular professional development

Why Work at Ark Blake Academy?

Further information about working at Ark Blake can be found [here](#).

For more information about our school, please visit: www.arkblake.org,
or to arrange a confidential conversation about this role or arrange a visit
please contact: v.rouse@arkblake.org

Work Hard, Be Kind & Take Responsibility

Job Description

Key Responsibilities

Pastoral Systems & Support

- Regularly monitoring the behaviour, attendance and punctuality, attainment and progress of all students, groups and subgroups
- Supporting on the detention system including the culture of the room, activities and reflections completed by students, and follow ups
- Supporting on the Lesson Patrol system across the Academy, ensuring that students adhere to the Behaviour Policy
- Deputising for Heads of Year as required
- Producing reports on behaviour as required to share with SLT
- Liaising with appropriate personnel regarding support for student progress and wellbeing, e.g. school staff, parents/carers, outside agencies and governors as appropriate
- Fostering effective relationships with the parents/carers of students and communicate regularly with them in a professional manner
- Carrying out home visits to students experiencing attendance or other issues as required
- Participating actively throughout the network, by attending relevant meetings and, as appropriate, delivering network-wide training and initiatives

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification

Qualification Criteria

- GCSE at grade C or above (or equivalent) in English and Maths

Knowledge, Skills & Experience

- Experience of raising attainment and managing behaviour of all students in a challenging context
- Experience of establishing effective, appropriate relationships with challenging young people, their families, stakeholders and the wider community
- Ability to support staff in restorative conversations with students
- Effective and systematic behaviour management and experienced in implementing and sustaining effective behaviour management strategies
- Excellent communication and interpersonal skills and the ability to maintain effective working relationships with a variety of stakeholders
- Good working knowledge of the relevant legislation
- Knowledge or experience of various intervention strategies
- Experience of contributing to policy formulation, implementation, evaluation and review

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and an understanding of how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of their background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player who can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to Work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Ensure compliance with Ark's data protection rules and procedures
- To carry out other reasonable tasks as directed by the Senior Leadership Team
- This post is subject to an enhanced DBS check

About Ark

Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.

There are 30,000 students learning in our network of 39 schools. We've always believed that, with the right approach, every child has the potential to succeed. We work in the communities where we can make the biggest difference to children's lives, and all our schools are non-selective.

It works:

Our schools achieve great results – significantly outperforming national averages, especially when it comes to driving progress – the best measure for 'closing the gap'.

We take what we learn in our schools to develop new solutions and approaches that we can share. Over the last two decades, we have developed and incubated more than 20 projects and programmes, supporting them to scale and achieve systemic impact on the life chances of all children. Over 350,000 children currently learn using an Ark curriculum and our Ark Start nurseries are demonstrating a new model for early years education that we hope will become the norm.

76%

Ark is among the top performing trusts at primary. In 2024, 76 percent of pupils achieved the expected standard or above in reading, writing, and maths – surpassing the national average of 61 percent by 15 percentage points.

83%

Eighty-three percent of our sixth form students go to university at 18, compared to 38 percent nationally. Of those progressing to university, six in 10 attend a top third university compared to three in 10 nationally.

At secondary, six in 10 students from a disadvantaged background at Ark achieve GCSEs in Maths and English, compared to just four in 10 nationally

Transforming lives through education