Longhill High School

11-16 mixed community school (NOR 1000)

Falmer Road, Rottingdean, Brighton BN2 7FR

Headteacher: Rachelle Otulakowski

Tel: 01273 304086

Email: personnel@longhill.org.uk

**Pastoral Support Assistant**

**NJC Scale 5 - £28,163 to £30,060 pro rata (Pay Award Pending)**

**Actual Salary £25,650 to £27,377 pro rata**

**Full Time 37 hours per week term-time only**

**Permanent**

**From September 2025**

Longhill High School is seeking to recruit a Pastoral Support Assistant to join our supportive and enthusiastic pastoral team. If you are dedicated to helping students develop their full potential; calm, patient and flexible; capable of creative thinking and excited by the prospect of a challenge, we’d love to hear from you.

In this role you will be the key support to the head of year. You will play a crucial role in providing comprehensive pastoral support and be responsible for addressing the day-to-day concerns of students, parents, and staff members. This role involves handling parental enquiries, supervising students, assisting with administrative tasks, and supporting the overall well-being of students through mentoring and behavioural management.

In March 2024 Ofsted said that *‘Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement and they receive and feel that it is helping them improve.’*

Closing date for applications**: Midday Monday 21 July 2025**

Shortlisted applicants will be invited to attend an **interview week of the 28 July 2025**

Please read through the job pack for further information about this vacancy

**Job Pack**

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>>attach job pack<<

**Enquiries & How to Apply**

If you would like to discuss the role or arrange a visit to the school, please contact the Headteacher’s PA personnel@longhill.org.uk

Please return your application by email to: personnel@longhill.org.uk or by post for the attention of the Headteacher’s PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR

>>Attach Application Form- Support Staff<<

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to a Disclosure & Barring Service (DBS) Check.

Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All candidates must complete our standard application form in order to be considered. CVs are not accepted in the interests of safeguarding.

Brighton & Hove City Council – Taking Action for Equality.