

TENBURYHIGH

ORMISTON ACADEMY



A role at Tenbury High Ormiston Academy offers a future working with extraordinary children within an exceptional team.

JOB TITLE: Pupil Support Officer -Behaviour (Support Staff)
32.5 hours a week/term time only plus 5 training days (pro rata)

START DATE: 13th April 2026

SALARY: Grade 4 SCP 11-14 £21,262 - £22,318 (32.5 hours)
(FTE £28,142 - £29,540)



Tenbury High Ormiston Academy, Oldwood Road, Tenbury Wells, WR15 8EJ

www.tenburyhighormistonacademy.co.uk

T: 01584 810304



Pupil Support Officer – Behaviour (Casual)

Tenbury High Ormiston Academy is a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. It is part of Ormiston Academies Trust (OAT) which is one of the largest not-for-profit multi-academy trusts in England. OAT's mission is to become the Trust that makes the biggest difference, both inside and outside the classroom. This aligns with Tenbury High's vision of High Achievement Outstanding Care.

Our pupils at Tenbury High are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be. In a very recent Ofsted inspection, inspectors described our pupils as confident, polite and pleasant. Inspectors recognised leaders were ambitious in all aspects of school improvement and have led and embedded significant and impressive change across all aspects of school life.

"Leaders and staff want the best for all their pupils and convey this through their positive interactions, both around the school and in lessons.. "(Ofsted 2024)

"Leaders, staff and pupils are all rightly proud of their school and of all the improvements that they have made together over the past few terms " (Ofsted 2024)

We are seeking to appoint an enthusiastic and committed Pupil Support Officer to join our successful and ambitious academy.

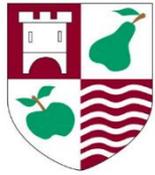
Tenbury High Ormiston Academy has many exceptional features and is a great place to work.

- Our pupils who are happy, well behaved, positive in outlook and genuinely proud of the academy;
- Staff and pupil relationships are excellent
- We have a stable and very committed, welcoming and hardworking staff
- Our staff teams work collaboratively and supportively to provide the best provision for our pupils
- We offer an innovative, effective and bespoke CPD model providing regular opportunities for professional development
- We have a highly supportive and engaged board of governors and an equally supportive local community and multi academy trust

We hope that you will apply if you:

- have a positive, caring and inclusive outlook
- can work well under pressure
- enjoy a challenge and making a difference to the life chances of all our pupils
- set high standards and inspire pupils and staff to meet them
- enjoy working with young people and want the very best for pupils at the school

Please visit the school website tenburyhighormistonacademy.co.uk to find out more about us.



TENBURY HIGH

ORMISTON ACADEMY

Oldwood Road, Tenbury Wells
Worcestershire WR15 8XA
Tel: 01584 810304
Email: admin@tenburyhigh.co.uk

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr A Wilks



A Specialist Science and
Mathematics College

March 2026

Dear Applicant

Pupil Support Officer – Behaviour (Support Staff)

32.5 hours per week term time only plus 5 staff training days (pro-rata)

Salary: Grade 4 Point 11-14 - £21,262 - £22,318 for 32.5 hours (FTE £28,142 - £29,540)

Thank you very much for the interest that you have shown in the above post at Tenbury High Ormiston Academy.

We are a unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. Our pupils are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be.

We are looking to appoint an organised, resilient, and committed Pupil Support Officer to start with us in December. The post sits within our support staff structure and will be line managed by the Senior Leader with responsibility for attendance and behaviour. The successful applicant will be passionate and committed to delivering an inclusive experience for our pupils.

The post holder will play a vital operational role in supporting pupils who require immediate and bespoke behaviour support and intervention. THOA is an inclusive school, at the heart of our community, and we work hard to ensure pupils are supported, in whatever ways possible, in order to access a broad and balanced curriculum allowing them to be the best they can be. When barriers present, stopping pupils from achieving this aim, the postholder will work with pupils to support them to overcome the immediate challenges they are facing.

The postholder will be working with some of our most vulnerable and challenging pupils to help them navigate their personal difficulties. The successful applicant will need the right mindset and positivity to be successful in this role, always believing that our pupils can achieve more, exploring every opportunity for support.

Training and support will be provided based on the successful postholder's experience and skills.

We would encourage all prospective candidates to visit the academy to tour and meet with other members of the staff and our pupils. I also encourage you to visit our website; take a look at our Facebook page and email Christine Sheppard (csheppard@tenburyhigh.co.uk) if you have any specific questions or to book a tour of the school.

I am grateful for the interest that you have shown and would urge you to apply for the post by completing and returning the application on mynewterm.

I do understand the effort required to submit an application and appreciate the time that you will take to do so.

Yours sincerely

A handwritten signature in black ink, appearing to read 'V. Dean', with a large loop on the 'V' and a horizontal flourish extending to the right.

Vicki Dean
Principal

Tenbury High Ormiston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Tenbury High Ormiston Academy is an equal opportunities employer and welcomes applications from all sections of the community. All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, Prohibition check, two references and enhanced DBS check including Children's Barred List.

JOB DESCRIPTION

Post Title:	Pupil Support Officer - Behaviour (Support staff)
Hours:	32.5 hours/week, term time only plus 5 staff training days (pro-rata)
Responsible to:	Assistant Principal – Behaviour and Attendance
Salary:	Grade 4 Point 11-14 - £21,262 - £22,318 for 32.5 hours (FTE £28,142 - £29,540)

VISION AND PURPOSE:

- To assist in the development of a highly inclusive learning community within the academy leading to outstanding achievement, safeguarding and attainment for all students
- To support the progress, behaviour and attendance of all children
- To ensure that all students feel safe and free from all aspects of bullying within the academy
- To provide pastoral care for pupils who need support for emotional wellbeing
- To provide effective behaviour support to the Heads of Year and the Designated Safeguarding Lead
- To provide a positive professional role model to staff, students and their families in relation to inclusion and restorative practices
- To support in the running of the academy's RESET room
- To support in the delivery of reading interventions

MAIN DUTIES AND RESPONSIBILITIES

SUCCESS MEASURES:

TO BE AGREED WITH POSTHOLDER AND UPDATED ANNUALLY

OPERATIONAL RESPONSIBILITIES:

As Pupil Support Officer, this role is to support the pastoral team in meeting the responsibilities of that post, as detailed below. Precise delegation of responsibilities will be agreed annually.

1. Carry out the majority of hours on the academy's on call rota, supporting children, in the moment, struggling to remain in the classroom
2. To be part of the 'on call' team and assist with behaviour incidents
3. Monitor, analyse, and report on behaviour, for SLT and Governance usage
4. Develop strong partnership links with our young people
5. To support the operational nature of the RESET room, supervising and setting work according to timetable and the logging and arrangements of RESET detentions and isolation procedures.
6. Support with all standard operating procedures related to RESET and isolation
7. Identify the needs and assess those pupils requiring extra support and support with the development of individual action plans for targeted pupils
8. Liaise with teaching staff to provide particular support via active drop ins to lessons
9. Maintain accurate pupil records and prepare written reports and evaluations
10. Manage the logging of internal suspensions and log attendees and trends
11. Champion the rewards and behaviour system
12. Deliver Lexonik reading intervention sessions to pupils requiring additional support (training will be given for the Lexonik reading programme)
13. Support safeguarding within the Academy through accurate triaging of incidents, reporting and referring

14. Be a visible and positive presence around the school site including at social times and before/after school
15. To support in creating a culture of praise and reward, where pupils and staff feel valued
16. Variety of duties as agreed
17. Work to a high standard in implementing agreed policies, priorities and expectations, modelling good practice for other colleagues
18. Promote a culture of teamwork, in which the views of all members of the academy community are valued and taken into account
19. Any other duties as deemed reasonable by the Principal in order to meet the strategic and operational needs of the academy

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Additional Responsibilities

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks that the Principal, line manager or senior staff may from time to time reasonably require. The nominal hours attached to this post are 32.5 hours per week though additional hours paid on a casual basis may be required especially during academy holidays. It is a requirement of this post that personal holidays are arranged to coincide with academy holidays. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

PERSON SPECIFICATION – PUPIL SUPPORT OFFICER (BEHAVIOUR)

Skills:

- An ability to build relationships and communicate with young people
- understand trauma to support and coach identified pupils or be willing to learn
- understand a range of de-escalation skills and strategies or be willing to learn
- excellent communication and listening skills
- the ability to analyse problems and devise solutions
- assertiveness in dealing with pupils and fellow professionals
- determination to see problems and solutions through to the end
- the ability to empathise
- a non-judgemental approach
- organisation and time management skills
- the ability to relate to young people and adults and to build trust so that they can achieve their full potential
- the capacity to motivate and act as a role model
- negotiation skills
- flexibility and adaptability, as well as the ability to work well under pressure
- report writing skills and the ability to maintain accurate records
- a commitment to equality and diversity
- an understanding of confidentiality and the handling of sensitive information
- knowledge of, and a commitment to, safeguarding in schools.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • GCSE English and Maths – grade C or above – or equivalent. • Can build excellent relationships • Experience of working with young people • Self-motivated and self-confident • Strong communication skills • Proactive • A flexible working attitude • Team player • Evidence that you have worked as part of a team • Sense of humour • Organisational and planning skills • IT and number literate • Consistently high expectations of self and other • Creative problem solver • Commitment to the highest standards of child protection • Enjoy working with young people • Demonstrate energy, vigour and perseverance and promote an “I can” philosophy • Can work under pressure, prioritise time and meet deadlines • A willingness to develop your own professional learning • A positive role model to staff and pupils • A professional work ethic 	<ul style="list-style-type: none"> • Willingness to take on delegated responsibility • Ability to manage resources • Ability to anticipate problems and identify opportunities • Experience working in an educational setting