



Hertswood Academy

Aim High • Achieve Excellence

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Executive Headteacher Peter Gillett BSc (Hons) Mathematics, PGCE, NPQH, MBA (Leadership)

Headteacher Wanda Gill BSc (Hons) Animal Science, PGCE, NPQH

Hertswood Academy

Pastoral Support Officer

Hertswood Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Pastoral Support Officer

Salary: H5 SP5 FTE £27,254+ Hertswood Allowance FTE £500

Hours: 37 hours per week. Term time plus 5 Inset days. 44.6 weeks paid

Contract type: Full-time Permanent

Reporting to: SENDCO

Responsible for: Pastoral Support Team responsible for SEND students

Main purpose

The Pastoral Support Officer will:

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher to plan and deliver activities
- Support pupils with routines, transitions and behaviour management
- Support pupils in and out of lessons with their learning and conduct around school

Duties and responsibilities

Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans
- Support students in social times such as before school, lunchtimes by being a safe person to report to

- Support daily duties through scanning and lunch duties to ensure there is presence amongst the year group that you are attached to

Teaching and learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Develop positive working relationships with parents and carers to support the pupil in academic progress and social, emotional development

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend school in house CPD programme

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Attend regular safeguarding training to keep up to date

- Use schools CPOM safeguarding system to ensure any concerns reported in line with policies.

Hertswood Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths ● Qualified HLTA or working at HLTA level
Experience	<ul style="list-style-type: none"> ● Experience working in a school environment or other educational setting ● Experience working with children / young people with special educational needs (SEN) ● Experience planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of all pupils ● Knowledge of how to help adapt and deliver support to meet individual needs ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ● Excellent verbal communication skills ● Ability to work as part of a team and to be flexible in their approach to daily routines ● Active listening skills ● The ability to remain calm in stressful situations ● Knowledge of guidance and requirements around safeguarding children ● Good IT skills, particularly using IT to support learning
Personal qualities	<ul style="list-style-type: none"> ● Enjoyment of working with children ● Sensitivity and understanding, to help build good relationships with pupils ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding pupil's wellbeing and equality ● Resilient, positive, forward looking and enthusiastic about making a difference ● Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: January 2026

Next review date: July 2026

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
