

SEE

Pastoral Support Officer

Applicant Information Pack



CARING

NURTURING

LEARNING

WELCOME TO SEE...

SEE Oldham (Portland) is an independent school based in Tameside, catering for small number of young learners aged 11-16 (Year 7 to Year 11 secondary school-aged pupils) who find it difficult to cope and maintain their place within a mainstream school environment. We are excited to introduce our new school site where we welcome learners from Tameside, Oldham, Rochdale and Manchester.

SEE Oldham (Portland) is a school that helps develop those learners who may have previously presented with challenging behaviour by offering a nurturing, holistic style to learning.

Our approach to education is both inclusive and personalised. Our school provides a small, supportive setting where each child's individuality is respected, and their growth and resilience are our priorities. We are deeply committed to creating environments that foster safety, acceptance, and encouragement, allowing learners to feel valued and supported as they take steps toward their personal and academic goals.

Staff members play an essential role in supporting each child's journey by building strong relationships, recognising their unique strengths, and meeting them where they are. The work we do is deeply rewarding, but it also requires compassion, creativity, and resilience. We are a proud group of dedicated professionals who share a commitment to nurturing and empowering young people with social, emotional, and mental health (SEMH) needs. Our team is a collaborative and supportive community, with a shared sense of purpose that truly transforms lives.

Thank you for considering joining our team. We are looking for individuals who are not only skilled educators but also empathetic, adaptable, and driven by a passion for helping children succeed. We are also looking for individuals keen to undertake personal growth through training and development. **If this sounds like you, we warmly invite you to apply and join us in making a difference.**

‘TOGETHER WE CAN DO GREAT THINGS’

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OUR AIM

- EVERY LEARNER HAS A CURRENT, BROAD AND SUITABLE CURRICULUM EXPERIENCE
- EVERY LEARNER ENABLED TO BECOME ENGAGED CITIZENS IN THEIR COMMUNITIES
- EVERY LEARNER EQUIPPED WITH RESILIENCE, SKILLS AND KNOWLEDGE TO MAKE INFORMED POST-16 EDUCATION AND FUTURE EMPLOYMENT CHOICES
- EVERY LEARNER ENABLED TO TAKE THEIR NEXT STEPS INTO ADULTHOOD.

OUR ETHOS

SEE IS SMALL FOR A REASON; TO ENSURE OUR LEARNERS GET THE PERSONALISED, ACCESSIBLE EDUCATION THEY DESERVE, HELP DEVELOP THEIR RESILIENCE AND GAIN SUITABLE LIFE-SKILLS WITHIN A NURTURING, CARING, SAFE AND SUPPORTING ENVIRONMENT AWAY FROM THE DEMANDS AND RIGOR OF MAINSTREAM SCHOOLING.

OUR LEARNERS ARE AT THE CENTRE OF OUR APPROACH TO ALL THAT WE DO; THE BROAD CURRICULUM WE OFFER, THE PERSONALISATION OF THE LEARNING, THE FOCUSED INDIVIDUAL SUPPORT WITHIN THE CLASSROOM ALONG WITH THE DEDICATED PASTORAL SUPPORT THAT GOES ALONG SIDE. ALL ASPECTS OF OUR LEARNERS ARE CONSIDERED WHEN DEVELOPING THEIR EDUCATION AND SUPPORT PROGRAMME.

OUR VALUES



CARING - WE SEE EACH LEARNER AS AN INDIVIDUAL, TAILORING EVERYTHING TO THEIR RESILIENCE, DEVELOPMENT, PROGRESS AND WELL-BEING.



NURTURING - IN OUR SMALL ENVIRONMENT, WE GUIDE LEARNERS TO TAKE PRIDE IN THEIR ACCOMPLISHMENTS WITH STAFF WHO REALLY CARE FOR THEM.



LEARNING - EXPERIENCED STAFF GUIDE LEARNERS VIA A PERSONALISED PROGRAMME OF AN APPROPRIATE LEVEL AND PACE.

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Job title: Pastoral Support Officer

Directly responsible to: Deputy Headteacher

Salary: up to £26,000

Hours: Full time (flexible across school opening hours)

Contract type: Permanent, full-time

Location: SEE (Oldham), Argent House, Shaw Road, Oldham and SEE (Portland), Portland Basin, Welbeck Street South, Ashton-Under-Lyne OL6 7QZ

Aims of the post

Based predominantly at our Oldham site, the Pastoral Support Officer will play a key role in promoting the welfare, behaviour, attendance, safeguarding and personal development of pupils across both sites. Working closely with the Senior Leadership Team, the postholder will ensure that every pupil feels safe, supported, and ready to learn.

Main Duties

- Provide daily pastoral care and guidance for pupils, ensuring their wellbeing, safety and engagement in learning.
- Build positive, trusting relationships with pupils and families to promote inclusion and personal growth.
- Support consistent implementation of the school's behaviour and relationship policy.
- Contribute to the development and monitoring of individual support plans, risk assessments, and reintegration plans.
- Work collaboratively with teaching and support staff to create a calm, supportive and safe environment.
- Be a visible and active presence throughout the school day – particularly at transition times, break, and lunch periods.
- Contribute to multi-agency working and maintain accurate pastoral records.
- Work flexibly across both the Ashton and Oldham sites as required.

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Role-Specific Responsibilities

- Monitor emotional well-being and mental health, referring to external agencies when necessary.
- To complete attendance/home visits to support with pupil absence.
- Develop and implement individual behaviour support plans (IBPs).
- Oversee the school's behaviour policy and ensure consistent application.
- Lead interventions for students displaying persistent or severe behavioural issues.
- Organise restorative practices to resolve conflicts between students or staff.
- Ensure compliance with safeguarding policies and procedures.
- Maintain accurate records of safeguarding concerns and interventions.
- Monitor attendance and punctuality, addressing patterns of absence.
- Work with families to improve student engagement and reduce exclusions.
- Coordinate reintegration plans for students returning from suspension or alternative provision.
- Build strong relationships with parents/carers to support student progress.
- Liaise with external agencies (social services, CAMHS, youth workers) for holistic support.
- Organise family meetings and workshops on behaviour strategies.
- Provide guidance to teachers on managing challenging behaviour.
- Deliver training sessions on de-escalation techniques and restorative practice.
- Support staff during crisis situations and post-incident reviews.
- Track behaviour incidents and analyse trends to inform interventions.
- Prepare reports for senior leadership and governing bodies.
- Ensure compliance with statutory requirements for record-keeping.
- Promote inclusion and equality for all students.
- Lead initiatives to improve student resilience, self-esteem, and social skills.
- Organise enrichment activities that encourage positive behaviour.

General Duties

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this position.
- To undertake health and safety duties commensurate with the position and/or as detailed in the school health and safety policy.
- To work in accordance with the school's equality policy.
- The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher

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PERSON SPECIFICATION – PASTORAL SUPPORT OFFICER

Person Specification	Essential	Desirable
Experience		
Of working with individuals in an education setting with challenging behaviour and social, emotional or mental health needs	✓	
Of liaising with parents, external agencies and multi-disciplinary teams	✓	
Of following safeguarding procedures in a school setting	✓	
Of designing and implementing individual behaviour plans	✓	
Specific/Personal Attributes		
Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work	✓	
Ability to summarise clearly and concisely and to produce complex reports	✓	
Ability to record and produce minutes from safeguarding meetings	✓	
Ability to analyse behaviour data and implement targeted interventions	✓	
Ability to develop good, collaborative working relationships with learners, parents, colleagues and outside agencies	✓	
To be committed to providing a safe and secure service to the learners of the school and to put duty of care for the learners above all other considerations	✓	
Knowledge of behaviour management strategies and positive reinforcement techniques	✓	
Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work.	✓	

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Experience of working effectively with the parents /carers of children / young people	✓	
Knowledge of Individual Health Care Plans and school responsibilities	✓	
Empathetic and approachable with a genuine commitment to student welfare	✓	
Resilient and able to remain calm under pressure	✓	
Highly organised with strong time management skills	✓	
Other Job Specific Requirements		
Commitment to the Council's Equal Opportunities Policy and acceptance of your responsibility for its practical application	✓	
Good attendance and timekeeping record	✓	
Recent first aid qualifications		✓
Ability to work as a member of a team	✓	
Ability and willingness to respond quickly to the changing needs of the learners and school on a short- and long-term basis by being a flexible worker	✓	
Ability to work in line with school policies and meet school national standards	✓	
Ability to work on one's own initiative, balance competing priorities and organise a work schedule	✓	
To hold a full UK driving license, be willing to use your vehicle for work/business purposes and travel between SEE sites.	✓	
Education and Training		

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Ability to demonstrate good literacy skills and write clearly and accurately in order that meaning is understood and conveyed.	✓	
Evidence of further training or experience in a related field.		✓
Willingness to participate in Training, Professional Development Opportunities.	✓	
Ability to participate in supervision / target setting	✓	
Evidence of education/training to the minimum standard of NVQ3 or equivalent		✓

SEE IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE GROUPS. THIS POST IS SUBJECT TO A SAFER RECRUITMENT PROCESS, INCLUDING THE DISCLOSURE OF CRIMINAL RECORDS THROUGH ENHANCED DBS CHECKS AND COMPLETION OF APPROPRIATE VETTING CHECKS. WE PROMOTE SAFER WORKING PRACTICE ACROSS OUR EDUCATION PROVISIONS AND ALL SUCCESSFUL EMPLOYEES AND VOLUNTEERS WILL BE EXPECTED TO SHARE THIS COMMITMENT.

THIS JOB DESCRIPTION WILL BE REVIEWED WHERE APPROPRIATE AND MAY BE SUBJECT TO AMENDMENT OR MODIFICATION AT ANY TIME AFTER CONSULTATION WITH THE POST HOLDER. IT IS NOT A COMPREHENSIVE STATEMENT OF PROCEDURES AND TASKS BUT SETS OUT THE MAIN EXPECTATIONS OF SEE IN RELATION TO THE POST HOLDER'S PROFESSIONAL RESPONSIBILITIES AND DUTIES.

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BENEFITS OF WORKING AT SEE

OUR TEAM ARE PASSIONATE ABOUT SUPPORTING YOUNG LEARNERS AND MAKING A DIFFERENCE. THE BENEFITS PACKAGE WE OFFER STAFF TO SUPPORT THEM IN DELIVERING THEIR CRUCIAL ROLE INCLUDES:



ANNUAL LEAVE - ALL OUR STAFF ENJOY THE BENEFITS OF WORKING TERM-TIME ONLY, DESPITE BEING PAID 52-WEEKS A YEAR. WE BELIEVE THE ABILITY TO REST AND REFRESH CONTRIBUTES MASSIVELY TO DELIVERING A QUALITY EDUCATION FOR OUR LEARNERS AND STAFF WELLBEING. STAFF WILL BE EXPECTED TO WORK AN ADDITIONAL TWO **INSET** DAYS OUTSIDE OF TERM-TIME, AND 2-3 “KEEPING IN TOUCH DAYS” DURING SUMMER HOLIDAYS.



PENSION - AFTER ONE MONTH, WE WILL AUTOMATICALLY AUTO-ENROL YOU INTO THE SEE PENSION SCHEME RUN BY “NEST” AND INCLUDES A MONTHLY EMPLOYER CONTRIBUTION BY SEE (CURRENTLY 6%), MATCHED BY YOUR OWN CONTRIBUTION. YOU WILL HAVE THE OPTION TO OPT OUT OF AUTO-ENROLMENT ONE MONTH AFTER REGISTERING.



OCCUPATIONAL SICK PAY - SEE SEEKS TO SUPPORT OUR TEAM MEMBERS WHEN THEY HAVE PERIODS OF SICKNESS AND ONCE YOU HAVE BEEN THROUGH THE 6-MONTH PROBATIONARY PERIOD YOU ARE ENTITLED TO OCCUPATIONAL SICK PAY EQUIVALENT TO 1-MONTH FULL PAY AND 2 MONTHS’ HALF PAY. THIS ENTITLEMENT INCREASES IN LINE WITH YEARS OF SERVICE.



LEARNING & DEVELOPMENT - WE OFFER WIDE AND DIVERSE LEARNING OPPORTUNITIES TO ENABLE YOU TO FLOURISH AND REACH YOUR FULL POTENTIAL. WE BELIEVE TRAINING AND DEVELOPMENT ARE PARAMOUNT TO RETAINING STAFF AND OFFERING A CONSISTENT AND QUALITY EDUCATION TO OUR LEARNERS.



HEALTH CASH PLAN & EMPLOYEE ASSISTANCE - WE PROVIDE LEVEL 1 VIA MEDICASH, AND THIS INCLUDES COVER FOR DENTAL, OPTICAL, CONSULTATIONS, COMPLIMENTARY THERAPIES, ALTERNATIVE THERAPIES, CHIROPODY, PRESCRIPTIONS AND HEALTH SCREENING. OTHER BENEFITS INCLUDE 24/7 HEALTH & STRESS RELATED HELPLINE, DISCOUNTED HEALTH CLUB MEMBERSHIP AND DIGITAL PHYSIOTHERAPY BY PHIO.



BIKE2WORK SCHEME - SAVE UP TO 48.25% ON A BIKE AND ACCESSORIES (NO CREDIT CHECK REQUIRED). COST IS SPREAD OVER WEEKLY/MONTHLY INTEREST FREE PAYMENTS (VIA SALARY SACRIFICE).

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HOW TO APPLY:

COMPLETE THE APPLICATION FORM ON OUR WEBSITE [SEE OLDHAM - VACANCIES](#). WHEN COMPLETING THE APPLICATION FORM, IT IS IMPORTANT YOU:

- INCLUDE ALL YOUR EMPLOYMENT AND EDUCATION HISTORY, PLUS ANY QUALIFICATIONS GAINED. ANY GAPS IN YOUR EMPLOYMENT HISTORY WILL NEED TO BE EXPLAINED
- REFER TO THE JOB DESCRIPTION/PERSON SPECIFICATION AND DETAIL HOW YOU CAN EVIDENCE THE CRITERIA
- CONTACT OFFICE@SEEOLDHAM.CO.UK IF YOU HAVE ANY ISSUES APPLYING
- ENSURE YOU CAN CONFIRM YOUR IDENTITY AND OBTAIN PROOF OF YOUR RIGHT TO WORK IN THE UK. UNFORTUNATELY, WE ARE CURRENTLY NOT ABLE TO SUPPORT VISA APPLICATIONS
- PROVIDE PROOF OF ALL ESSENTIAL QUALIFICATIONS DETAILED IN THE PERSON SPECIFICATION
- COMPLETE AN EQUAL OPPORTUNITIES FORM. PLEASE BE ASSURED THIS IS NOT PART OF THE APPLICATION PROCESS AND WILL BE REMOVED PRIOR TO THE SHORTLISTING PROCESS. THE DATA WE OBTAIN FROM THESE FORMS IS ANALYSED TO SUPPORT OUR COMMITMENT TO EQUAL OPPORTUNITIES, AND THE INFORMATION WILL HELP GUIDE OUR RECRUITMENT STRATEGIES

AND FINALLY, SEE WHAT OUR NEWEST STAFF SAY ABOUT WORKING FOR US...

“SINCE JOINING SEE OLDHAM, I HAVE JOINED A FAMILY. A WELCOMING, NURTURING ENVIRONMENT WHO CARE ABOUT LEARNERS/FAMILIES/STAFF MEMBERS WELLBEING ON A DAILY BASIS. IT'S ONE OF MY HAPPY PLACES.”

“I HAVE JOINED A LOVELY TEAM OF PROFESSIONAL AND QUALITY STAFF. I AM INSPIRED BY MY COLLEAGUES AND ENJOY THE DAY-TO-DAY EXPERIENCES WITH THE LEARNERS.”

SEE (OLDHAM) ARGENT HOUSE SHAW ROAD OLDHAM OL1 4AW	SEE (PORTLAND) PORTLAND BASIN WELBECK STREET SOUTH ASHTON-UNDER-LYNE OLDHAM OL6 7QZ	TEL: 0161 383 8303 OFFICE@SEEOLDHAM.CO.UK WWW.SEEOLDHAM.CO.UK WWW.LINKEDIN.COM/COMPANY/SEE-OLDHAM REGISTERED COMPANY No: 14445887 DfE REGISTERED No: 353/6010
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