

WILLOW GROVE PRIMARY SCHOOL



Pastoral Support Officer Recruitment Pack 2026

Author: Headteacher, School Business Manager

Date: August 2026

Job Description

Job Title	Pastoral Support Officer
Responsible to	Headteacher, Pastoral Care Lead
Liasing with	Headteacher, Pastoral Care Lead, School Business Manager, Senior Leadership Team, School Governors, teaching and support staff, Local Authority, parents/carers, external partners
Grade and Hours	G6 – 37 hours per week (40 weeks per year)
Conditions of Employment	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose	To contribute effectively to the management of pastoral care and to be accountable for the day to day supervision of the pastoral support team if required. To support the personal welfare of all members of the school community.

The Headteacher and Governors at Willow Grove Primary School have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Headteacher and Governors will make every attempt to make changes in the spirit of the job description where this can be achieved without detriment to the best interests of the pupils and the efficient management of the school.

Job Outline

- To support the leadership, management, development and monitoring of the school pastoral care function
- To identify, monitor and evaluate student progress tracking, target setting, mentoring and supervise students when required liaising regularly with parents/carers.
- To play an active role in the implementation of all safeguarding policies and supporting procedures.
- To provide counselling/mentoring where appropriate or to act as link to relevant agencies.
- To plan and deliver workshop sessions on a range of issues and to plan and deliver extra curricular opportunities as appropriate.
- To ensure the maintenance of accurate up-to-date information concerning the relevant area.
- To implement and maintain robust reporting systems to monitor and evaluate the pastoral function and to be responsible for child protection documentation.
- To contribute to the development of effective links with partner schools and the community.

Main Areas of Responsibility

Legislation Compliance

To comply with and implement key legislation i.e. Safeguarding and Child Protection, Working Together to Safeguard Children, Equality Act, Education Act, Data Protection, Health and Safety Regulations, SEND Legislation and Medication related legislation.

Policies, Procedures and Processes

To support with the monitoring and implementation of relevant school policies and procedures in relation to the pastoral support function.

To support with the development, monitoring and implementation of strategies for the pastoral care function within the school and to contribute to the whole school improvement plan and improvement strategies and processes.

To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

Support for Pupils

To support and contribute to the school pastoral care function for assigned groups.

To mentor and support pupils as appropriate.

To establish positive and productive working relationships with pupils, acting as a role model and setting high expectations.

To promote the inclusion and acceptance of all pupils within the classroom.

To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

To promote independence and provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance, and employ strategies to recognise and reward achievement and self-reliance.

To attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.

To arrange and develop behavioural support for pupils.

To challenge and motivate pupils.

To ensure that any medical and personal care needs of pupils are provided and known to other relevant staff.



Support for Leadership Team and Teachers

To support rigorous procedures for monitoring and recording student progress, behaviour and attendance.

To monitor the behaviour management system and support behaviour so that effective learning can take place.

To work within an established Relationships policy to anticipate and manage behaviour constructively.

To support the implementation of appropriate behaviour management strategies.

To support pupils' access to learning using appropriate strategies and resources,

Establishing constructive relationships with parents, leading meetings, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

To contribute to the compilation/analysis of data relating to learner performance and school reporting procedures to parents, governors, the Local Authority and appropriate external agencies.

Support for the Curriculum

To advise on appropriate deployment and use of specialist aid/resources/equipment.

To seek information regarding the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.

To determine the need for, preparing and using specialist equipment, plans and resources to support pupils, taking account of their needs, interests, language and cultural backgrounds.

Support for the School

To develop and maintain effective links with other schools and the community, liaising and advising as required.

To implement pathways for effective and regular communication with the parents/carers of pupils.

To ensure that all pupils have equal access to opportunities to learn and develop.

To establish constructive relationships and communications with other agencies/professionals/parents to support pupils progress, development and wellbeing.

To attend and participate in meetings as required.

To advise and support colleagues in specific areas of expertise as required.

To undertake mentoring support of other Teaching Assistants where appropriate and required.

To undertake First Aid training

All employees have a responsibility to:

- Ensure any documentation produced is to a high standard and is in line with Willow Grove Primary School style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Undertake Health and Safety training on areas within the designated work area
- Participate in the Willow Grove Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To support and promote the Willow Grove school values – **Be Safe, Be Kind, Be Positive**
- To represent the school at events as appropriate.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Headteacher.

SIGNATURES/ AUTHORISATION

I/We agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors:	_____	Date	_____
Signed Headteacher:	_____	Date	_____
Signed Business Manager:	_____	Date	_____
Signed Job Holder:	_____	Date	_____
Print Name Job Holder:	_____	NI No	_____
School:	<u>Willow Grove Primary School</u>	DFE No	<u>359 / 7018</u>

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task / Observation P = Presentation
Experience of working in a school setting - voluntary or other professional capacity	E		A, I R, P
Working knowledge of Working together to safeguard children and Keeping Children Safe in Education	E		A, I
Experience of working in school sector or similar environment		D	A, I
Experience of engaging in Early Help processes to support children and families	E		

B. Training and Qualifications

	Essential	Desirable	Source
Degree or equivalent relevant qualification		D	A, I
5 X GCSE's at grade C or above including English & Mathematics	E		A
Counselling or Mentoring qualification – level 2		D	A
A full UK Driving License		D	

C. Knowledge and Understanding

Applications should be able to demonstrate knowledge and understanding of the following areas relevant to the post

	Essential	Desirable	Source
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		A, I
Knowledge of relevant legislation e.g. safeguarding, attendance, early help legislation	E		A, I
Understanding of inclusion, behaviour, trauma informed practice and attendance	E		A, I
Knowledge of how to effectively respond to a range of different pupil behaviours	E		A, I
Understanding of the main challenges for pupils in the school setting (special school setting preferable but not essential)	E		A, I

Understanding of teaching and learning strategies and how these impact on pastoral issues		D	A, I
Knowledge of monitoring, evaluation and review processes to raise standards	E		A, I
Knowledge of the SEND code of practice and EHCP processes	E		

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively with others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school. A strong commitment to Willow Grove's values – Be Safe, Be Kind, Be Positive	E		A, I
High quality people skills to deal with challenging situations	E		A, I
A clear understanding of the impact of school improvement and in particular high quality learning and teaching	E		A, I
Ability to use initiative to respond to and resolve challenges in the short term	E		A, I

Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions, including CPOMS, Liquid Logic, Arbor	E		A, I
Excellent Organisational skills	E		
Understanding and adherence of confidentiality	E		

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I