

Pastoral Officer, Permanent

School Name	Springwell School
Job Title	Pastoral Officer
Salary	Grade 7, SCP 19 - 25 30 hours actual MIN £23,135 pa to MAX £27,000 pa Scale point dependent upon length of service/experience
Hours	30 hours per week, TTO Monday - Friday – 08:45 AM – 3:15 PM Permanent, Term Time only
Start Date	As soon as possible
Closing Date	9 am Monday 2 nd November 2026
Shortlisting date	Monday 2 nd November 2026
Interview Dates	Monday 9 th November 2026

An exciting and rare opportunity has arisen to join our school in the role of Pastoral Officer.

Springwell School is located on the edge of the city of Southampton and is a designated day special school for children aged from 4 - 11 years.

We are a warm, ambitious, and inclusive Special Educational Needs (SEN) school committed to providing high-quality education and care for children with a range of complex learning and behavioural needs. Our pupils thrive in an environment where every achievement is celebrated, individuality is valued, and nurturing relationships come first.

Our school encourages a supportive and positive learning ethos that enables both staff and pupils to work and learn together to develop their full potential, providing the highest possible standards of education and support to children, families, and staff.

The Role

We are seeking a compassionate and dedicated Pastoral Officer to join our specialist SEN school team. This is a vital role supporting pupils with a range of complex needs, ensuring their medical, emotional, and pastoral wellbeing is consistently met in a safe and nurturing environment.

You will work closely with teaching staff, families, and external professionals to provide high-quality care and support to our pupils, in line with school policies and statutory guidance, many of whom have additional medical needs alongside their special educational needs.

You will work collaboratively with external professionals to promote wellbeing, support inclusion, and enable pupils to access education in a safe and supportive environment.

This role is ideal for someone who is passionate about supporting children and their families who require additional support and is committed to making a meaningful difference every day.

Key Responsibilities

- Build and maintain positive, trusting relationships with pupils
- Ensure all medical and personal information is accurate, up to date and managed confidentially
- Contribute to the development, review and maintenance of individual health care plans
- Act as the school main first aider to pupils and staff
- Provide both medical and emotional support to staff
- Complete risk assessment for both staff and pupils
- Supporting effective management of pupils' medical conditions in school, working in partnership with parents carers



About You

We would love to hear from you if you are:

- Experienced of supporting children with medical, health or care needs
- Experienced in the administration or supporting the administration of prescribed medication
- Able to maintain accurate records and handle confidential and sensitive information appropriately
- Knowledgeable in safeguarding and child protection principles
- Committed to promoting pupil's welfare
- Proficient in the use of IT systems
- First aid trained

What we offer

- Competitive salary with regular salary progression
- Opportunities for CPD
- Free on-site parking
- Pension Scheme
- High-quality support and training
- Monday – Friday working pattern
- Excellent development opportunities to grow within a positive and supportive team
- Employee Assistance Programme
- Mental Health and Wellbeing Support
- A rewarding role where you can genuinely make a difference

Please refer to the Job Description and Person Specification for the full responsibilities of this role and knowledge required.

Working pattern – 30 Hours

Monday to Friday: 08:45 am – 3.15 pm

How to apply

To apply, please complete the application form on www.springwellschool.net and return to Rachel Ambrey, HR Lead, by email to recruitment@springwellschool.net. Alternatively, please post your completed application to HR at Springwell School, Hinkler Road, Thornhill, Southampton, SO19 6DH. We do not accept CV's.

Interview process

If successfully shortlisted, you will complete a task prior to a 3 panel, face to face interview.

Safeguarding

Springwell School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process including an enhanced disclosure and barring service check and a full online check of social media platforms as per the updated guidance in KCSIE 2022.

If you do not hear from us regarding your application, unfortunately this means that you have been unsuccessful on this occasion. We thank you for your interest and wish you every success in your future applications.

Please note that we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. We may also interview candidates at a mutually convenient time before the closing date, so please submit your application as soon as possible to avoid disappointment.

