

Salary:	Grade E, Step 1
Hours:	Full-time
Starting:	1 st September 2026
Contract:	1 year (in the first instance)
Responsible to:	Assistant Headteacher (Pastoral)

Purpose

To provide support using restorative practice for students' pastoral welfare in school. The role will involve working on a rotation between upper and lower school year offices, the Isolation Room and potentially On Call. To liaise closely with Key Stage and Transition Leads and the Pastoral Assistant Headteacher to ensure that the appropriate intervention is provided for students experiencing disruption to their learning. To communicate appropriate information with staff and relevant outside agencies. To develop strong links between the school and families to improve educational opportunities for students and to promote a positive attitude towards school.

Key responsibilities:

- Providing day to day support to students experiencing difficulties in school or at home through listening and supporting students.
- To refer students when more targeted intervention is required to the Student Wellbeing Lead or external agencies such as Children's Services and CAMHS.
- To deliver issue based small group work when possible.
- To liaise with the Life Skills Coordinator, Mental Health Lead, Attendance Officer and SLT to keep them informed of current issues in each year group.
- To work alongside Key Stage and Transition Leads, as a team, to ensure the smooth running of students' day-to-day experience.
- To attend the fortnightly safeguarding meeting.
- To call parents when requested to arrange meetings with Key Stage and Transition Leads.
- To meet with parents if appropriate.
- To attend external meetings for students if appropriate e.g. Early Help and CiN.
- To establish productive working relationships with students and acting as an appropriate role model.
- To provide information and advice to enable students to make choices about their behaviour and attendance.
- To be able to challenge and motivate students to promote and reinforce their self-esteem.
- To follow the school's safeguarding procedures including recording interactions with students and their parents on CPOMs.
- To advise other members of staff on recording incidents on CPOMs as required.

- To record outcomes of interventions with students and monitoring students in order to assess their support needs.

Other Responsibilities

- To support the school in achieving its vision.
- To ensure effective communication with parents and carers.
- To undertake supervisory duties as required.
- To undertake all training as required.
- To ensure policies of safeguarding, health and safety and GDPR are followed at all times.
- To treat other staff with respect and always remain professionally generous and positive.