



Applicant Pack

Pastoral Support Officer

Grade E , Actual Salary £32149.00

37 hours per week, term time only

Start Date: 22 April 2025

For an informal discussion about this post, more information or to arrange a visit please contact our Employee Support Team by email on employeesupport@brookfield.hants.sch.uk

Closing Date: 5th March 2025 (noon)



Headteachers Welcome

Brookfield is a school whose priority is to ensure staff and students are successful and happy. We have a rich and diverse curriculum open to all students, led by a highly talented group of curriculum leaders. Our students are engaged, confident, polite and well behaved (mostly) and move on to gain excellent results and future successes.

I am proud to say we have a lovely school which is down to how staff across the school work so effectively together. We have an ethical approach to leadership underpinned by strong, trusting relationships and collaborative working.

If you are an aspirational professional who shares our core values and wants to make a positive difference to the lives of the young people at Brookfield, then please complete the appropriate forms.

Before applying, why not visit us during the working day: Please contact Employee Support at employeesupport@brookfield.hants.sch.uk to arrange an appointment.

Yours faithfully

Stuart Parkes
Headteacher



Pastoral Support Officer

We have a team of Pastoral Support Officers who support the smooth running of the school. You would be part of a team of 7 dedicated PSOs who work to support youngsters' wellbeing ensuring that they are able to be successful with their learning.

The PSO team work closely with our House Leaders and attendance team to support students with the day-to-day challenges of schools and being an adolescent. The team also support teaching staff by covering lessons in their absence and they ensure that the school site is a calm, positive learning environment for all.

The team are diverse and enthusiastic. They have a wealth of experience, qualities and skills that enable youngsters to meet our expectations here at Brookfield, therefore helping them to thrive.

Why should you work at Brookfield rather than anywhere else?

You will be part of a supportive team who look out for one another. The team are social and start planning the Christmas night out well in advance. We encourage personal growth and are happy to support any training needs and professional development.



Your Opportunity

The successful candidate will be able to demonstrate

- The ability to relate well to children and adults
- Good numeracy/literacy skills educated to GCSE level standard or equivalent with passes including English and Maths at C or above
- Can demonstrate administrative and organisational skills
- Working closely with members of your team and the wider staff
- Developing strong and trusting relationships with students
- Prioritising your own CPD

In return we will offer you:

- A committed, enthusiastic, open and accessible team of staff with a desire to continue to move the school forward.
- A thorough and engaging staff wellbeing programme including access to counselling, private GP and physiotherapy.
- Excellent and varied CPD to ensure you continue to develop.
- A caring and supportive working environment within a vibrant school community
- Broad and diverse opportunities for professional development
- Participation in our appraisal process, including regular meetings with your line manager
- Local government pension scheme

Above all else we will ensure you feel valued, listened to and be able to contribute at Brookfield.



Main Duties and responsibilities

- Gate duty – before and after school
- Break / lunch duty
- Triage concerns as they come in – allocating tasks in order of priority
- Investigate concerns regarding unkindness, relational conflict and behavioural concerns – feedback outcomes of investigations to colleagues, students and where needed parents
- Monitor the school site, ensuring the safety and wellbeing of all students including monitoring toilets, and other aspects of the site.
- Support vulnerable youngsters with 1:1 sessions
- Support in the running of the schools supervision room – requesting work where required
- Cover lessons in the absence of other colleagues

Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own professional development.
- Take part in the appraisal and professional development of others, where appropriate

Communication

- Communicate effectively with pupils, parents and carers.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.



Please note: Brookfield Community School may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice.

Brookfield Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

School Address

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Contact Information

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