

ADCOTE SCHOOL JOB DESCRIPTION

POST: Pastoral Support

RESPONSIBLE TO: Senco/SLT

STATUS: Term Time/Part time/Fixed Term

HOURS OF WORK: 14-18 hrs per week over 3 days (between 8.30am – 5.30pm)

Salary £15.00 per hour

Pastoral Support

We believe at Adcote School that the role of our Pastoral team is integral to pupil success. We therefore focus on working in partnership with parents and pupils to ensure meaningful teaching and learning experiences both academically and pastorally. We want all our pupils to achieve their fullest potential.

The qualities that we seek in our Pastoral support roles reflect the ambitions that we have for the pupils. We consider the overall needs of each supported child and want to provide a support package that will fully allow them to thrive in our unique environment.

Exceptional interpersonal and communication Skills are absolutely essential. In our view, all members of Adcote's Teaching and support staff must be able to communicate confidently and effectively with pupils and their parents.

We are looking for individuals with energy, enthusiasm, compassion and a desire to support our students.

The Role

- To support an individual student in accessing her timetable
- To observe, record and feedback information on the students' performance
- To support other teachers and other colleagues to help create an effective and purposeful learning environment
- To assist, where necessary, with pastoral and emotional care.
- Attend staff meetings and briefings as necessary
- To undertake any other professional duties as directed by the school
- Act at all times as an outstanding ambassador for the school

Experience (Essential)

- 5 GCSEs or equivalent, including Maths and English
- Qualification in supporting teaching and learning at Level 2 or above or similar
- Good communication skills and the ability to relate well to pupils, parents and staff

Experience (Desired)

- Experience in pastoral and emotional support
- Working with pupils to develop study skills
- Specialist skills, training or experience

Health & safety

- To comply with all health and safety procedures as required by the School.
- Maintain a safe and positive working environment.
- Under the Health & Safety at Work Act a member of staff is required to Administer Emergency First Aid
- Take reasonable care for his/her own health and safety and abide by the School's Health & Safety policy.

Child Protection

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the School's Child Protection Policy.

The position will be conditional on an enhanced DBS check which will be carried out prior to the commencement of employment and three satisfactory references.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitments.

The School reserves the right to appoint at any stage of the recruitment process.

Closing date: 2nd November 2025.

Start date: Immediate