

### **Pupil Support Worker**

**Grade 8, SCP12 - £28,598 pro-rata, per annum**

**37 hours, Term Time only (including inset days)**

**Work pattern to be discussed at interview.**

**Required: As soon as possible**

We are seeking an outstanding professional for the post of Pupil Support Worker to join our successful team, who will be responsible for providing a point of responsive support in school for pupils experiencing difficulties. The Pupil Support Worker reports directly to the Senior Leadership Team and will be working from our pastoral base which supports pupils to improve their engagement with learning. The Pupil Support Worker will be dealing with safeguarding concerns on a daily basis, addressing in-school and out of school issues to support the children.

We are looking for someone with previous experience of safeguarding young people and of supporting pupils and families, to work in liaison with all members of the school staff, members of the outside support agencies and parents to provide a safe environment for our vulnerable pupils and families.

The successful applicant will:

- Provide immediate support to children experiencing difficulties in school.
- Help manage the pastoral base.
- Liaise with teachers to identify the pastoral needs of individual children and structure appropriate support.
- Maintain safeguarding records and manage cases on My Concern.
- Capture pupil voice around issues in and out of school which have been logged by staff.
- Be front-facing to families and carers and maintain good communication with parents/carers.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Dorchester Middle School is a member of the Wessex Multi-Academy Trust which comprises local First, Middle and Upper schools who share resources, planning and expertise in order to enhance continuity across all stages of the children's' education.

We are located in the beautiful county town of Dorchester. We can offer excellent working conditions, a supportive environment and opportunity for further development both within the school and across the Wessex MAT. Dorchester Middle School values the diversity of our workforce and welcomes applications from all sectors of the community.

Applications can be made or downloaded via: [www.dorsetcouncil.gov.uk/jobs-and-careers/jobs-and-careers](http://www.dorsetcouncil.gov.uk/jobs-and-careers/jobs-and-careers). Individual CVs will not be accepted. You can find further details about the school, its facilities and these positions at the school website: <https://www.dorchestermid.dorset.sch.uk/>. For more information, please contact Miss Kelly Shutts, Ph: 01305 265651 or email: [kshutts@dmsschool.co.uk](mailto:kshutts@dmsschool.co.uk)

**Closing Date: 8<sup>th</sup> February 2026 - Interview Date: TBC**

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The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. In the first year of service this salary may need to be adjusted to ensure you are paid accurately to reflect your holiday entitlement. A similar adjustment may be made at the point your employment ends to ensure that you are paid accurately for the number of days worked in any academic year.

The pro rata salary shown is based on the number of hours and weeks worked and paid annual leave entitlement for an employee under 5 years' service.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

### **Keeping Children Safe in Education**

Dorchester Middle School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share.

Dorchester Middle School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.