

Pastoral Support Officer incl. SEND administration

Job Description

We are looking to appoint an able individual to act in a wide-ranging capacity to support our students and their families. Two key aspects of the role include pastoral support and SEN administrative support.

The role requires someone who pays meticulous attention to detail, has energy, enthusiasm, a calm manner, the ability to prioritise, a flexible working approach and being able to cope with conflicting demands and interruptions to meet internally and externally imposed deadlines. They will be approachable, have sound people skills, strong written and verbal communication together with a 'can do' attitude. Experience of using Microsoft Office programmes and SIMS is essential.

The post holder will play a key role in our Pastoral Team working alongside the SENCO, SEN specialist teachers and the wider Pastoral team. They will gain knowledge and skills in all aspects of contemporary special educational needs provision and evidence-informed interventions.

The post holder will be directly line managed by the Assistant Principal with responsibility for inclusion and vulnerable students.

Main duties

SEND

* Arranging and coordinating annual reviews and meetings among providers, parents, and carers.
* Creating, monitoring, and updating spreadsheets for data tracking.
* Checking documents for accuracy and ensuring compliance.
* Assisting with budgeting tasks.
* Handling scanning, filing, and organising important documents.
* Processing new SEND pupil intakes and ensuring smooth transitions.
* Typing correspondence to parents, agencies, professionals, staff and performing other directed administrative tasks within the SEND department.

PASTORAL

* Providing direct support for students in areas such as speech and language development, young carers, child bereavement, and alternative provision.
* Working closely with families, teachers, and external agencies to ensure appropriate support is in place for young people.
* Offering one-on-one emotional and practical support to students facing challenges.
* Developing and implementing intervention plans tailored to individual needs.
* Assisting in creating a safe and inclusive environment where students feel supported.
* Monitoring student well-being and reporting concerns to relevant professionals.
* Supporting the delivery of workshops and initiatives focused on emotional well-being and development.
* Maintaining accurate records of pastoral support interventions and progress.
* Assisting in lessons and supporting the teacher as needed.