



Welton St. Mary's

Church of England Primary Academy

Welton St Mary's Church of England Primary Academy
School Drive Welton Lincoln Lincolnshire LN2 3LA

Pastoral Support Officer – Early Help

Pastoral Support Officer – Early Help - Grade 3 SCP 6 to 9

Part time (21 hours Mon to Weds)

Fixed term post from Monday 20th April 2026 – 31st March 2028 with the possibility for it to be extended depending on the needs of the school

Grade 3 SCP 6 to 9 (£24,796 - £25,989 pro rata) 39 weeks (actual salary £12,252 – £12,842)

We are seeking to appoint a dedicated and committed person to work within the pastoral team under the direction of the Pastoral Manager, to provide the highest standard of pastoral care.

The postholder will complete and support with administration tasks such as completion of EHAs, PSPs and TAFs and become the lead person for a number of TAFs.

They will be one of the key points of communication within the school for external agencies and parents/carers as well as working closely with pupils, staff, parents and carers to contribute to a high level of pupil wellbeing and in-school support.

The post requires a high level of emotional resilience and professionalism whilst still having high expectations of achievement and behaviour of pupils. The successful candidate will have very high communication and interpersonal skills as well as being good at problem-solving. Administrative and organisational skills are key along with having a good understanding of IT. They will have boundless energy and a genuine enthusiasm for whole school life.

We welcome applicants who are looking to work as part of a very enthusiastic and hardworking team in a forward-thinking and creative environment.

If you are looking for a school where the children are enthusiastic learners and where you can grow professionally, please book a time to come and visit.

For an application form and further details please look on our school website vacancies page.

Closing date for application: midnight 6th March 2026
Interviews will be held: week commencing 16th March 2026





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Welton St Mary's Church of England Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of employment are subject to the following checks where relevant: childcare disqualification, enhanced Disclosure and Barring Service with Children's Barred List (DBS), medical, online and social media searches, prohibition from teaching, Right to Work, satisfactory references and suitability to work with children. All Pre employment checks are in line with "Keeping Children Safe in Education".

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Fluency Duty:

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at please with customers and provide advice in accurate spoken English is essential for the post.

Thank you in advance to applicants who take the time to apply for the above position. If you have not heard by close of business on Tuesday 10th March please assume that you have not been shortlisted on this occasion.

