

Welton St Mary's Church of England Primary Academy



Person specification - 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 - £12,841)

| Attributes | Essential | Desirable | How Identified |
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| Qualifications | <ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade C in English and maths | <ul style="list-style-type: none"> Experience working in a school environment or other educational setting Experience planning and delivering targeted interventions | <ul style="list-style-type: none"> Application Certificate |
| Knowledge, skills and aptitudes | <ul style="list-style-type: none"> Good listening skills Effective written and verbal communication skills Knowledge of the possible interventions to support pastoral needs Knowledge of the potential barriers to learning that pupils may face Ability to tailor interventions to individual pupils Good knowledge of Excel / Arbor (or similar MIS systems) / Word / ParentMail Ability to create good relationships with pupils, staff and parents To be able to accommodate changes to working hours when the role requires it Knowledge of TAFs, PSPs, EHAS Have secure knowledge of safeguarding | <ul style="list-style-type: none"> Experience identifying interventions to raise attendance of pupils Experience working directly with pupils and parents (ELSA, Lego Therapy, Drawing and Talking) Experience analysing data and producing reports and identifying key insights Experience working with colleagues and external stakeholders (e.g. from external agencies) | <ul style="list-style-type: none"> Application Interview |

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| Personal skills | <ul style="list-style-type: none"> • Commitment to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion • Courage to take action to protect children from harm • Commitment to continued personal development • Excellent communication skills | <ul style="list-style-type: none"> • Experience working collaboratively with colleagues | <ul style="list-style-type: none"> • Application • Interview • Reference |

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| Special requirements | <ul style="list-style-type: none">• Willingness to contribute to the extra-curricular provision in school• Willingness to work alongside the lunch team and support during playtimes | | |
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