



## **BISHOP WORDSWORTH'S SCHOOL**

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Headmaster: Dr S D Smallwood, BSc (Hons) PhD NPQH

### **Pastoral Support Officer**

**Required 31 October 2016**

**Monday - Friday 0900 - 1700**

**35 hours per week / 40 weeks a year**

**BWS Support Staff pay scales Grade E Point 17 - 19 (£17,513 - £18,525 FTE)**

**Actual salary £14,421**

**Closing date: 10am 20/10/2016**

We are looking to recruit a Pastoral Support Officer to support and work with Heads of Lower and Middle School and SENCO for all aspects of the school's work in relation to Student Support. The Postholder will be required to develop a triage system to prioritise pastoral support work in order to effectively manage the workload and delegate as appropriate to ensure the pastoral staff can carry out their roles effectively and efficiently.

To provide administrative support to for Lower and Middle School Heads as well as first line pastoral support to students. To work closely with the SENCO to address the needs of all pupils but especially those requiring help with emotional and/or behavioural difficulties on both a one to one basis as well as within a classroom setting to help ensure that they progress and achieve success.

The Postholder will need to respond effectively to changing priorities, be able to manage a high volume workload, use their initiative and to work well under pressure as well as having excellent organisation and administrative skills. Confidentiality and professionalism are key attributes for this role. Suitable training will be provided to develop specific qualities which will emerge as the Postholder starts the role.

For further details and application form please visit the school website [http://www.bws-school.org.uk/The\\_School/Vacancies/](http://www.bws-school.org.uk/The_School/Vacancies/). Applications are accepted by post and email.

For queries please contact: Mrs A Lloyd-Gilmour, HR Adviser [alg@bws.wilts.sch.uk](mailto:alg@bws.wilts.sch.uk).

**All posts are subject to a Disclosure and Barring Service check**

*Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant pre-employment checks including satisfactory references and medical clearance.*