



**North East
Learning Trust**

**Pastoral Support Worker
Teesdale School and
Sixth Form
Applicant information pack**

Pastoral Support Worker

Grade 5 SCP18 – SCP 22

£32,578 - £34,811 per annum FTE Actual

Salary £27,543.22 - £29,431.12 per annum

Term Time plus 5 additional days

37 hours per week

Teesdale School and Sixth Form is a part of the North East Learning Trust and is seeking to appoint a Pastoral Support Worker to join our dedicated team.

We have 700 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and giving them a great start in life. Teesdale School is a place where traditional values of kindness, respect and hard work take precedence.

The successful candidate will support young people and raise achievement by improving attendance and engagement providing excellent pastoral care, giving them a real opportunity to improve the life chances of young people. You will have excellent communication with the ability to work successfully with students, parents/carers and multi-agencies.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experience's excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension (for support staff) Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Have experience of working with young people and/or their families in a similar role
- Have excellent organisational skills
- Have a good level of administrative skills
- Have strong data analysis skills
- Have excellent communication skills

Deadline: Friday 9th October 2026 – 12noon

Interviews will take place week the following week



How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to gemma.jones@teesdaleschool.co.uk or by post to Gemma Jones, Senior Office Manager, Teesdale School, Prospect Place, Barnard Castle, DL12 8HH. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job Description

Post title: Pastoral Support Worker
Responsible to: Associate Headteacher
Responsible for: Pastoral Care, Welfare & Safeguarding Students
Salary Band: Grade 5 SCP18-SCP22

Job Purpose:

- To provide pastoral care, guidance and welfare for students across the school and sixth form
- To develop positive working relationships with students, teaching staff, other professionals, and parents/carers, as well as promoting positive pupil behavior and conduct at all times within the school's policies, procedures and ethos
- To work with the Designated Safeguarding Lead and pastoral staff ensuring the safeguarding/pastoral/welfare needs of the students are met, in line with the school's Child Protection and Safeguarding policy and procedures
- To complete any other reasonable requests from the Head of School

Duties and Responsibilities:

Attendance

- To promote good and outstanding attendance following the school systems and procedures
- To work with the Attendance Manager to develop robust strategies to identify and track poor attendance and punctuality for students in the year group

Behaviour

- To promote outstanding behaviour from students following the school systems and procedures
- To investigate incidents and respond to behaviour issues around school and actively monitor behaviour and attitude to learning through learning walks
- To supervise the behaviour unit/isolation areas within school and provide interventions for pupils who need support to overcome barriers to learning

Pastoral Care

- To work with the Transition Lead to support and promote transition arrangements for new year groups
- To provide support for pupils identified as in danger of becoming disengaged from school for emotional, behavioural and attitudinal reasons
- To keep up to date case studies of impact of procedures on safeguarding, progress and attainment
- To work with teachers, pastoral staff and other professionals to draw up and implement plans for the support of individual pupils and groups

Personal Development

- To work with the Assistant Headteacher to plan, promote and support the rewards systems within school

- To lead and participate in assemblies
- To support the tutor year team to ensure a consistency of approach across form groups to support and challenge all students

Safeguarding

- To work with the Designated Safeguarding Lead to ensure appropriate support for vulnerable students
- To complete referrals to external agencies under the direction of the Designated Safeguarding Lead
- Alongside the DSL, liaise with any external agencies that can assist in the safeguarding process
- Support the DSL to complete, record and share necessary risk assessments around safeguarding concerns for individuals or groups of students
- To work with the SENDCo to maintain the Medical Needs Register and any medical care plans
- To undertake first aid duties and manage the flow of incidents as requested
- To administer medication in line with school policies

Achievement

- To plan and support parents' evenings and relevant year groups and whole school events
- To work with the parents to ensure they are informed of their child's progress at school to ensure the best outcomes for all children in the year group
- To supervise and manage classroom cover and enrichment and cross-curricular activities in school under the direction of SLT when required
- To supervise students in the teacher's absence and communicate the work set by the class teacher to the students
- To act as an exam invigilator as required
- To accompany staff on educational visits as required

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role

Other areas of responsibility

- To provide appropriate clerical administration support e.g. phone calls, dealing with correspondence, compilation of analysis/reporting on behaviour, exclusions and data collection/analysis
- To attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person
- Model best practice and always uphold the principles of confidentiality and data protection

General

- To keep up to date with safeguarding policies and procedures.
- To work well together with the wider school team.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business



Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person Specification Pastoral Support Worker

	Essential	Desirable
Education/training	• Minimum 5 GCSEs, Grade 9 - 4 (A-C) or equivalent, including Math's and English • First Aid qualification (or willingness to undertake) • Sound working knowledge of school Pastoral duties • Sound working knowledge of safeguarding and child protection legislation and procedures	• A degree or other relevant professional qualification in education, youth or social work
Experience	• Experience of working with young people and/or their families in a similar role • Experience of managing a range of conflicting priorities across different areas of work	• Relevant experience in a school/educational setting • Experience of working in a multi-agency setting
Aptitude and skills	• Excellent negotiation skills • Excellent communication skills, both written and verbal • Ability to build positive relationships with students and parents. • Good numerical skills • Excellent administrative skills • Excellent organisational skills to prioritise work to meet deadlines.	• Working knowledge of SIMS • Counselling/mediation skills
Personal qualities	• Ability to maintain the highest levels of confidentiality • Resilience to manage conflict and challenging situations • Ability to work on own initiative with minimal supervision • Demonstrate enthusiasm and a general interest in supporting children to achieve • Full UK driving licence	• Willingness to undertake minibuss driver training



References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

