



## Job Description

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Post title: Pastoral & Welfare Assistant  
Grade: Grade D (SCP 5 - 7)  
Reports to: Senior Pastoral & Welfare Assistant

### Job Purpose

The post holder will,

- Support the school in promoting the needs of students who require particular support to overcome pastoral, emotional or social barriers to learning in order for them to engage fully with learning in a mainstream context.

### Main Duties and Responsibilities

*Following direction from the Senior Pastoral Welfare Assistant and/or the Pastoral Leadership Team undertake the following duties:*

- Delivering both 1:1 and small group pastoral interventions to support pupils with their behaviour and wellbeing.
- Support with the supervision of pupils within the Behaviour Base and ensuring pupils can access their curriculum and complete high quality work.
- Provide pastoral support and guidance to selected pupils and assist them in overcoming pastoral, emotional & social barriers to learning.
- Establish productive working relationships with pupils, and support pupils with their behaviour, attitude and wellbeing around school throughout the day.
- Promote our Behaviour Curriculum.
- Support pupils and staff in a restorative process.
- Administrative support e.g. corresponding with parents and staff, compilation/reporting for pupils in the Behaviour Base.
- Utilise the range of activities, courses and interventions to provide support for pupils to more effectively manage their emotions.
- Act as a first aider for the school and undertake the necessary training as and when required.

### Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with



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the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**February 2026**



## Person Specification

| Factors                              | Essential |                                                                                                       | Desirable |                                                                 |
|--------------------------------------|-----------|-------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------|
| <b>Qualifications &amp; Training</b> | E1        | 5 GCSEs at Grade C or above or equivalent including Maths and English                                 |           |                                                                 |
| <b>Experience</b>                    | E2        | Experience of working with children in an educational setting                                         | D1        | Experience of supporting and engaging children and young people |
|                                      | E3        | Ability to show sensitivity and objectivity in dealing with confidential issues                       | D2        | Experience of developing efficient record keeping systems       |
|                                      | E4        | Ability to establish appropriate and effective nurturing relationships with children and young people |           |                                                                 |
| <b>Skills</b>                        | E5        | Good ICT skills                                                                                       |           |                                                                 |
|                                      | E6        | Good communication skills, both verbally and in writing                                               |           |                                                                 |
|                                      | E7        | Excellent organisational skills                                                                       |           |                                                                 |
|                                      | E8        | Ability to work well under pressure, manage time effectively, and prioritise workload                 |           |                                                                 |
| <b>Personal Attributes</b>           | E9        | Able to work as part of a team                                                                        |           |                                                                 |
|                                      | E10       | Good work ethic and the ability to work on own initiative                                             |           |                                                                 |



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|-----------------------------|-----|---------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Special Requirements</b> | E11 | A commitment to safeguard the welfare of children                                                                   |  |  |
|                             | E12 | Compliance with data protection principles                                                                          |  |  |
|                             | E13 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies |  |  |
|                             | E14 | Compliance with health and safety policies, rules and regulations                                                   |  |  |
|                             | E15 | To uphold the Catholic ethos of our schools                                                                         |  |  |

**February 2026**