

The **GALLERY TRUST**

A community of special schools



**Pastoral Support Worker  
Candidate Information Pack  
2025**

Thank you for your interest in the post of Pastoral Support Worker at Springfield School.

Springfield School is a special school for primary age children who have been identified as having Severe or Profound Learning Difficulties. We currently have 116 children on roll and all our pupils have an Education, Health and Care Plan (EHCP). Our curriculum offers pupils engaging, enriching, and meaningful opportunities enabling them to develop their independence, communication, skills for learning and life.

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose-built site. Our secondary pupils are also located in a purpose-built building on the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is seeking an inspirational and dynamic Teacher: a gifted practitioner who can meet the needs of this vibrant and diverse community.

Springfield School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With seven academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this opportunity before you submit your application, you will be most welcome.

Thank you again for your interest and we look forward to hearing from you.

*Zama Mbatha*  
*Executive Headteacher*

*Mrs Bex Holmes*  
*Associate Headteacher*

**Pastoral Support Worker  
Grade 9**

**Actual Annual Salary: £27,437 to £29,796 (£32,076 to £34,834 full time equivalent)  
37 hours per week, 38 weeks per year, term time only**

**To start September 2025**

At Springfield School, we are striving towards excellent practice and are on a continuous journey of school improvement. We make respectful relationships with our students through our understanding of their special educational needs, via assessment of their skills and abilities and carefully planning next steps for them. We are a warm and caring community, dedicated to equipping pupils with the understanding, skills and knowledge they need to succeed.

The role of the Pastoral Support Worker involves setting appropriate boundaries for children, supporting with their education and care and liaising with families to get the best possible outcomes. Pastoral Support Workers work across the whole school, including supporting pupils with complex health and medical needs as well as those who may demonstrate physically challenging behaviour. You will have a good understanding of complex barriers to learning and will demonstrate a resilient and instinctive approach in meeting our pupils' needs. You will support colleagues within the class environment as well as contributing to specific interventions designed to encourage engagement with learning and development of social and independence skills.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment which is innovative and, in a rewarding, and fulfilling role. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK.

**Application Process**

The closing date for the receipt of completed applications is 5pm on Wednesday 9<sup>th</sup> July 2025.

To apply for this post please an application form via the MyNewTerm portal.

If you have any issues or require any guidance on how to apply please email [Recruitment@Springfieldwitney.co.uk](mailto:Recruitment@Springfieldwitney.co.uk)

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, opening date to be confirmed
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)
- The Gallery (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

## **Pastoral Support Worker Job Description**

### **Introduction**

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

### **Job Purpose**

To assist and support the Head Teacher and teaching staff in providing high standards of pastoral care and teaching and learning across the curriculum and to promote The Gallery Trust's vision and ethos.

### **Key Tasks**

- Manage and deliver pastoral and therapeutic support to pupils and be responsible for preparing children emotionally and physically to engage with teaching and learning
- Engage in restorative training and be a champion of restorative practice
- Address the needs of pupils who need particular help to overcome barriers to learning
- Provide support for pupils within the class
- Provide behavioural support for pupils on an on-call basis
- Manage and provide accurate and detailed feedback, reports and data linked to pupil achievement, progress, behaviour and other matters using a range of ICT packages
- Attend and contribute to internal and external meetings, representing the school in a professional manner and taking minutes
- Prepare specific documentation relating to students (for example, Positive Response Plans, Positive Handling Plans, Risk Assessments)

- Use Team-Teach and model this to colleagues across the school with the support of lead practitioners in this area at the Academy
- Deliver, review, evaluate and record pupil interventions, assessing pupil response and progress
- Manage the supervision and support of pupils who are unable to work in class, who are not working to the usual timetable and to work with colleagues to reintegrate them back into class
- Use creative, innovative and imaginative ideas to engage students during free association
- Provide support to parents, carers and families, including making home visits
- Contribute to the overall Raising Achievement Plan
- Attend to pupils' personal needs and care, and provide advice to assist in their social, health and hygiene development
- To be responsible for first aid and medical treatment of students, including risk assessments and liaison with medical professionals, disseminating medical protocols and ensuring that emergency first aid is carried out
- To be responsible for key working specific children, supporting with their education, liaising with parents/carers and being a point of contact for external professionals.
- Observe The Gallery Trust's Safeguarding Policy and other policies to ensure compliance with school and statutory procedures
- Administrative support, e.g. completing paperwork, correspondence, filing and communicating with stakeholders through email, telephone, etc.
- Attend meeting and reviews
- Manage record keeping systems and processes

### **Standards and quality assurance**

- Support the aims and ethos of the Academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in support staff appraisal

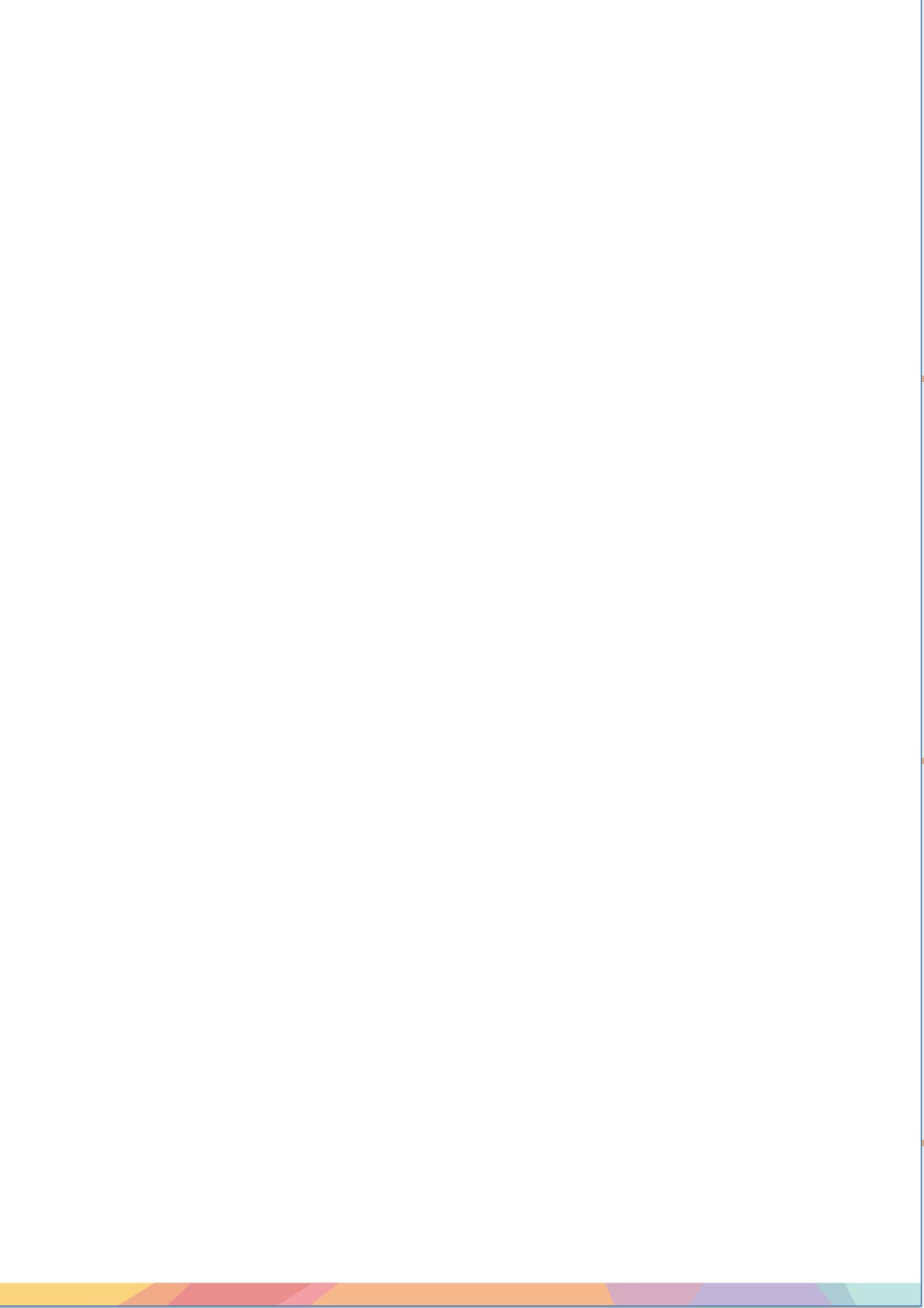
### **Specific responsibilities**

In addition to the duties outlined, you may be responsible for the following:

- Driving and supporting pupils in school vehicles
- Supporting pupils on a range of offsite educational visits
- Undertake tasks and duties as requested by the Head Teacher

### **General Responsibilities**

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Academy's policies and procedures



**Selection Criteria  
Pastoral Support Worker, Northern House Academy**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	Level 2 qualifications or equivalent	Level 3/ 4 qualifications  Qualifications linked to SEN  Team Teach Trained
Experience	<p>Experience of working with children and young people in an educational or therapeutic context</p> <p>Experience of working with children and young people in 1:1 and group situations</p> <p>Experience of liaising with external professionals and agencies</p> <p>Experience in preparing and delivering learning activities to children and young people</p>	<p>Previous experience working with children and young people with special needs</p> <p>Previous experience working in a therapeutic role</p> <p>Previous experience of restorative practice</p> <p>Delivering specific interventions to children and young people</p> <p>Delivering training on specific areas</p> <p>Mentoring children and young people</p> <p>Experience of preparing Risk Assessments</p>
Professional Knowledge & Skills	<p>Ability to work restoratively</p> <p>Ability to respond flexibly to situations and to demonstrate good judgement</p> <p>Knowledge of, or willingness and ability to be trained in, Team Teach (restrictive physical interventions)</p> <p>Resilient personality with the ability to work with children and young people who demonstrate challenging behaviour</p> <p>Ability to comprehend and observe the Academy's policies and procedures as well as relevant legislation</p> <p>Ability to engage with academic research and communicate findings at a professional level</p>	<p>General understanding of the National Curriculum</p> <p>First Aid Trained</p>

	<p>Understanding of child development and learning</p> <p>Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils.</p> <p>Willingness to undertake personal care</p> <p>Knowledge of a range of IT packages including Microsoft word and excel</p> <p>Willingness to attend professional meetings and take minutes where necessary</p>	
<p>Personal Skills and Qualities</p>	<p>Ability to establish and maintain positive relationships with key stakeholders, including pupils, colleagues, parents, carers and external agencies</p> <p>Ability to work collaboratively and constructively in a team</p> <p>Commitment to safeguarding and the welfare of children and young people</p> <p>Good organisational skills</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Strong commitment to raising standards</p>	<p>Full driving license</p>