



# THE CORBET SCHOOL

INSPIRE • ACHIEVE • SUCCEED

July 2026

## Pastoral Officer

**Grade 7 – Scale Point Range 12 - 17 (£28,589 - £31,022 pro-rata)**

**Term Time + 5 PD Days**

**37 hours per week (8.30am – 4.30pm)**

Dear Applicant

This post is an excellent opportunity for those wishing to work in a supportive and progressive school. The Corbet School is committed to the development of its staff members in order to maximise benefit to the school as well as support individual career opportunities.

To aid your application, please read the overview containing details of the job description, person specification and the role of Pastoral Officer.

The deadline for applications is **12:00 noon, Wednesday 15 July 2026, and interviews are planned for the week beginning Monday 20 July 2026.**

We hope this information is useful in allowing candidates to gain a wider understanding of the school and the post.

We look forward to receiving an application from you.

Yours sincerely

Dr Jane Tinker

Headteacher

## Job Description

Reporting directly to a member of the Senior Leadership Team, this role will include the following main duties:

- To support staff regarding incidents.
- To work with individuals and small groups in order to promote the emotional well-being of pupils identified as having or at risk of developing behavioural difficulties.
- To assist in identifying early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- To develop and maintain effective and supportive relations with pupils and those engaged with them.
- To assist in the completion of referrals made to external agencies.
- To manage pupils within the Reflection Room ensuring that they are provided with appropriate work and ensuring any work is returned to relevant staff promptly.
- To communicate with parents via email promptly when pupils are removed from lessons or in the case of serious behaviour issues.
- To ensure Reflection Room logs are kept up to date and that all paperwork is completed.
- Liaise effectively with parents as necessary.
- Support in the delivery of interventions for pupils.
- To ensure SLT, SENCo and Head of Year are kept fully informed of pupil issues as appropriate.
- To take full and accurate statements from pupils and staff as required and refer to appropriate colleagues for follow up.
- To help manage behaviour on call support system, ensuring a prompt response in classrooms. Update logs with outcomes.
- Ensure behaviour hotspots are supported proactively.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- In addition, to carry out other duties as reasonably required by the Headteacher.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the school's Equal Opportunities policy.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within the job description.

The job description may be amended at any time following discussion with the Headteacher/Line Manager and will be reviewed annually.

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands, or warnings as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply an Enhanced Disclosure at predetermined intervals during their employment whilst in this post.

Applicants should be aware that, as part of our safer recruitment due diligence, we might undertake online searches.

## Person Specification

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE maths or equivalent</li> <li>• GCSE English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Further work related training or qualifications</li> <li>• Safeguarding training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Making effective use of IT systems.</li> <li>• Working collaboratively as part of a team and independently.</li> <li>• Working with others to learn skills or knowledge in a formal or informal setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing in developing positive relationships with children and young people.</li> <li>• Experience of supporting pupils with special needs to encourage independence.</li> <li>• Experience of working in a school setting.</li> <li>• Understanding and knowledge of current issues in education.</li> <li>• Raising standards and monitoring success in a special school.</li> <li>• Understanding of the role of intervention within school.</li> <li>• Experience of working with Autism, Specific Learning Difficulties and pupils with challenging behaviour.</li> <li>• Experience of working with pupils from a variety of backgrounds.</li> <li>• Working with parents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Willingness and desire to undertake further professional development</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good organisation/prioritisation skills.</li> <li>• Good verbal and written communication.</li> <li>• Good decision making based on evidence.</li> <li>• Effective time management and organisation skills.</li> <li>• Ability to work in a team.</li> <li>• Ability to work on own initiative.</li> <li>• Good inter-personal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school practices and policies for supporting pupils, in particular SEN.</li> <li>• Practical and theoretical knowledge of behavioural management.</li> <li>• Conflict management skills.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding.</li> <li>• High level of emotional intelligence.</li> <li>• Commitment to raising standards and to gaining the best outcomes for all pupils</li> <li>• Enthusiasm and initiative.</li> <li>• A calm, confident and resilient approach.</li> <li>• Ability to combine effectiveness with humour, friendliness and warmth.</li> <li>• Empathy with children.</li> <li>• Ability to inspire and motivate pupils.</li> <li>• Inclusive and respectful.</li> <li>• Be committed to equal opportunities.</li> <li>• Genuine commitment to the ethos and work at The Corbet School.</li> </ul>	