



WOLTINGHAM
SCHOOL



Pastoral Support Officer - inclusion

Start Date: ASAP

FULFIL YOUR TRUE POTENTIAL

Welcome from the Headteacher

Welcome to Wolsingham School, where we have been teaching children from Western and Central County Durham for more than 400 years.

At Wolsingham School, we aim to help every child to reach their fullest potential, achieve highly and become thoughtful, happy and well-rounded adults. Our school is based on four Core Values: Work Hard, Get Involved, Be Kind and Take Responsibility.

Wolsingham School is extremely proud to be a member of the Advance Learning Partnership Multi-Academy Trust, whose schools work together to provide “Excellent Education through Collaboration”.

Statutory Information and Contextual Data

- Wolsingham School is a smaller than average size community school and serves a rural area to the west of Durham. From September 2026, there are approximately 780 students on roll.
- A very large proportion of students are of White British heritage (95.8%) and the remainder are from a range of minority ethnic groups. The proportion of students whose first language is not English is very low (0.5%).
- The proportion of students who receive support through pupil premium funding (32.65%) is above the national average.
- The proportion of students with special educational needs (26.2%) is above the national average.
- The school meets the government’s current floor standards.
- A number of the feeder schools are extremely small rural primaries where the new Year 7 students may have been the only Year 6 in their final year of KS2. Most students travel to school by bus and some travel considerable distances.
- A very small number of students attend alternative off-site provision.
- The school moved into new and remodelled accommodation in April 2016.

Mr N Mitchinson
Headteacher

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The Pastoral Team

The pastoral team at Wolsingham School is made up of a strong, forward-thinking team of teachers and support staff who can foster a culture of care, clear standards, and high expectations. We are looking to appoint a person who believes in the power of de-escalation, positive and restorative conversations and who supports our school ethos and will uphold our values.

The Person

- Exhibits the highest of expectations.
- Demonstrates exceptional listening skills and outstanding verbal and written communication abilities.
- Displays outstanding expertise in organisational and time management skills, ensuring efficiency and effectiveness in all tasks.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Displays an ability to lead and motivate a team and foster a culture of collaboration.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full programme of extra-activities.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	Pastoral Support Officer – Inclusion
CONTRACT TYPE	Permanent Term Time +5 days 37 hours per week
ACCOUNTABLE TO	Senior Leadership Team
GRADE	Grade 5 SCP 7 - 12
SALARY	Actual - £24,126.98 - £26,132.85
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- To model the values, ethos and vision of the Trust.
- To maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.

SPECIFIC RESPONSIBILITIES OF THIS POST

Support Staff will:

- Supervision of students within the Inclusion room.
- Oversee that students who are referred to the Inclusion room are provided with and complete schoolwork in line with the curriculum requirements and teacher guidelines.
- Provide pastoral support to students within the Inclusion room.
- To carry out administration duties in line with the role.
- To collate data relating to referrals to the room.
- To support the successful re-integration of pupils back into lessons following time spent in the inclusion room.
- To provide written reports on pupils following time spent in the Inclusion room.
- Observation of pupils in lessons in following re-integration (when required).
- Contribute to the implementation of Pupil Support Programmes as and when required.

RESPONSIBILITIES SPECIFIC CONDITIONS OF THE POST

Support Staff will:

- Participate in training and other learning activities and performance development as required.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidance, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health and Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

Criteria		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	A minimum of 4 GCSE (Grades A-C with English and Maths) or equivalent significant relevant experience	*	
	Degree (or equivalent)		*
	Evidence of recent professional development	*	
Experience	Experience of successfully mentoring students in secondary education setting		*
	At least 2 years recent experience of working with young people		*
	Experience of supporting vulnerable students		*
	Evidence of responsibility for allocation and monitoring of financial resources		*
	Evidence of making a positive impact on students and their families		*
	Experience of leading student assemblies		*
	Experience of running 'after school' clubs and activities		*
	Experience of working with external agencies to support students and their families	*	
	Evidence of working to promote community engagement		*
Knowledge Skills and Qualities	Knowledge of the use of data to establish benchmarks and set targets for improvement	*	
	Knowledge of strategies to promote Year Group ethos and inclusion	*	
	Knowledge and understanding of statutory legislation regarding student attendance & exclusion		*
	Knowledge of SIMS data bases		*
	Ability to 'lead from the front' and be a good role model for staff & students	*	
	Good ICT skills	*	
	Excellent oral and written communication skills	*	
	High expectations and able to communicate those effectively to students	*	
	Able to meet deadlines and work under pressure	*	
	Able to prioritise, plan and organise	*	
	Communicate well with all stakeholders including parents / carers	*	
	High standards of integrity, honesty and punctuality	*	
	A range of leadership skills to develop productive relationships and high performing team work	*	
	An ability to challenge and motivate others to create a forward-thinking organisation committed to academy improvement		*
Personal Attributes	Ability to work under pressure and retain a sense of humour	*	
	Ability to work as team member to achieve common goals	*	
	Initiative, energy and perseverance	*	
	Enthusiasm and self-confidence	*	
	Personal presence and impact	*	
	Ambition to go on to a position of responsibility	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application. Interviews will be held Friday 13th November 2026.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 9th November 2026 addressed to:**

**Wolsingham School
The Grammar School Building
West End, Wolsingham
Co. Durham
DL13 3DJ**

or by e-mail to the School Reception, info@wolsinghamschool.net

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate Guidance

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

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees 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.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Keeping children safe in education - GOV.UK](#)

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.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.