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## PASTORAL SUPPORT WORKER

**Contract Type: Permanent/Full Time: 37 hours per week/Term-time Only**

**Salary: Grade 8, Point 18 to 23, £15.84 to £17.29 per hour**

**Actual annual salary: £25,999-£28,387**

**Closing Date: 10am Friday 4<sup>th</sup> July 2025 – Wallingford School may close this vacancy without warning if a sufficient number of applications are received. An early application is therefore strongly advised.**

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### WALLINGFORD SCHOOL

The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Aylesbury UTC. The schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our schools have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

### GENERAL RESPONSIBILITIES

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

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## Key Responsibilities and Accountabilities

- Support the pastoral team in addressing student welfare and behaviour issues, offering timely assistance as needed.
- Regularly liaise with teaching staff, Form Tutors, Heads of Year, and the Senior Leadership Team to provide targeted support for individual students and groups.
- Provide day-to-day support to students dealing with personal, social, or behavioural challenges, helping them access the support they need.
- Contribute to the effective operation of the schools Reset Room, ensuring it is a calm and structured environment where students are supported to reflect, learn, and meet the school's behavioural and academic expectations.
- Coordinate the provision and distribution of work for students in the schools Reset Room, ensuring they are equipped to continue their learning.
- Maintain and update the daily Reset Room register, ensuring accuracy and timely communication with relevant staff.
- Support the school's behaviour policies and student management strategies, including participating in duties such as 'on-call' as required.
- Attend pastoral meetings and contribute to the continuous improvement of systems and procedures.
- Maintain accurate records of incidents and interventions; assist with the production and analysis of behaviour and Reset Room data to inform support strategies.
- Assist with the completion of incident statements and restorative work to support behavioural reflection and development.
- Provide constructive feedback and encouragement to help students build self-esteem, develop resilience, and regulate their behaviour.
- Offer academic and emotional support to students, helping them engage with their work and reinforcing positive behaviour.
- Assist with pastoral administration, including preparing documentation for external agencies, drafting letters and emails to parents, and sharing relevant communications with staff.
- Support in providing clear communication with parents and carers to ensure a consistent and transparent approach to student support, including sharing concerns, achievements, and updates.
- Promote a positive school culture by encouraging respectful, responsible, and aspirational behaviour.

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## **Pension Details**

Please visit [www.lgps.org.uk](http://www.lgps.org.uk) and [www.oxfordshire.gov.uk/pensions](http://www.oxfordshire.gov.uk/pensions) for details of our Local Government Pension scheme.

## **Terms & Conditions**

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

## **General Points**

You will be able to contribute to the Local Government Superannuation Scheme.  
Applicants should be aware that the School operates a non-smoking policy.

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, references and DBS clearance and also The Asylum and Immigration Act ID checks.

## **To Apply**

Application forms can be found on the school website [www.wallingfordschool.com](http://www.wallingfordschool.com) or email [recruit@wallingfordschool.com](mailto:recruit@wallingfordschool.com) for further information

We look forward to your application.

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