Winchelsea School

Pupil Participation Assistant (Pastoral Care Officer)

- Salary details: Pay Band 6, SCP 16 – SCP 21, £23,264 - £25,265 pro rata
- Employment Status: Term Time Only
- Hours: 32.5 hours per week
- Contract Type: Permanent
- Working Weeks: 39
- Closing date: 8 November 2026

Start Date: as soon as possible

Winchelsea School is a community special school committed to meeting the needs of pupils, aged 4 to 19, with a wide range of learning difficulties, including autism. We collaborate closely with local schools, who host our satellite classrooms at Kinson Academy, Old Town Infant School, Stanley Green Infant Academy, Canford Heath Junior School, Broadstone Middle School and Magna Academy.

We require an enthusiastic and committed individual to join the expanding Pupil Participation Team.

Pupil Participation Assistants play a key role in supporting pupils across all of our provisions, developing and implementing programmes of support for individuals and groups. They promote participation in the curriculum and support pupils to develop skills and strategies to manage their feelings and possible conflict resolution. They may also work in class with pupils, modelling strategies, implementing behaviour support plans, responding to dysregulated pupils and supporting.

Pupil Participation Assistants provide pastoral care to pupils at the school to support their wellbeing and their ability to learn and be successful at school, including providing support relating to emotional and social development under the guidance of the Pupil Participation Lead.

The successful candidate will have the ability to handle confidential information with discretion.

Winchelsea School has a comprehensive induction process, provides many opportunities for professional development and the potential for progression.

Please note that the working week for this role is 32.5 hours on a term time only basis, and the pro-rata salary based on hours and weeks worked will be £23,264 - £25,265.

Should you wish to apply for this vacancy, please review the role profile and complete the application form which can be found at www.winchelseaschool.co.uk/vacancies. Please send your completed application form to recruitment@winchelsea.poole.sch.uk.

Visits to the school are warmly welcomed and encouraged. If you would like further information on the role or would like to arrange a visit, please contact Jo snow j.snow@winchelsea.poole.sch.uk or telephone 01202 746240.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. The appointment will be subject to an enhanced DBS check, and rigorous checks of shortlisted candidates background credentials.

If you have not been contacted by the school by 20 November 2026, then could you please assume that your application has been unsuccessful.