**FIXED TERM VACANCY**

**(One Year)**

COMMENCING SEPTEMBER 2025

**PASTORAL SUPPORT ASSISTANT**

SINGLE STATUS GRADE 3

Salary Scale: £24,796 per annum

(pro rata salary is **£5,790 per annum**)

Monday to Friday (Term Time Only)

**10 Hours per week over 5 afternoons (1.20 p.m. – 3.20 p.m.)**

**About Us**

At Tollgate Community Junior School, we believe that every child deserves to feel safe, supported, and valued. Our nurturing environment encourages pupils to thrive both academically and emotionally. We are now seeking a compassionate and dedicated **Pastoral Support Assistant** to join our team and help us continue making a positive difference in our pupils’ lives.

**The Role**

As a Pastoral Support Assistant, you will play a key role in promoting the emotional wellbeing and personal development of our pupils. Working closely with teachers and school leaders, you will provide targeted support to children who may be experiencing social, emotional, or behavioural challenges.

**Key Responsibilities**

* Build trusting relationships with pupils to support their emotional wellbeing
* Provide one-to-one and small group interventions focused on self-esteem, resilience, and behaviour
* Support pupils in managing transitions, friendships, and conflict resolution
* Liaise with staff colleagues to identify needs and monitor progress
* Promote a positive school culture that values kindness, respect, and inclusion
* Assist in safeguarding procedures and contribute to pupil welfare plans

**What We’re Looking For**

* Experience working with children in an educational or care setting
* A nurturing, patient, and empathetic approach
* Strong communication and interpersonal skills
* Ability to work collaboratively with staff
* Understanding of safeguarding and child protection procedures
* Relevant qualifications or experience (e.g., NVQ Level 2/3 in Childcare, Teaching Assistant, Thrive Practitioner, Emotional Literacy Support Assistant)

**What We Offer**

* A supportive and inclusive school community
* Opportunities for professional development and training
* A chance to make a real impact on children’s lives
* Wellbeing support for staff
* A vibrant and caring working environment

*Please visit our website for an application pack:*

[*www.tollgate-jun.e-sussex.sch.uk*](http://www.tollgate-jun.e-sussex.sch.uk)

*or contact Mrs T Garland (School Business Manager) on finance@tollgate-jun.co.uk*

**Safeguarding**

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau).

For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service check (http://www.gov.uk/disclosure-barring service-check).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

The school will be checking candidates’ online presence.

**Additional Information**

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

Tollgate Community Junior School is an equal opportunities employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

***Closing Date:*** 12th September 2025 ***Interview Date:*** w/c 15th September 2025

*The school reserves the right to recruit ahead of the deadline in the event of the right candidate presenting themselves.*