



PASTORAL SUPPORT OFFICER VACANCY

Required: April /May 2026

Hours: 35 hours per week, 8:30am - 16:00pm, Monday to Friday

Weeks: 40 weeks per year (45.80 paid weeks)

Salary: BWS Support Staff pay scale Grade G Points 22 – 25 (£27,319- £29,962)

Actual pay (£22,698- £24,984)

Pension: Local Government Pension Scheme

Contract: Permanent

Deadline for Application: Sunday 19 April 2026

(We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early applications to avoid disappointment)

Bishop Wordsworth's School is a highly successful selective grammar school in the heart of Salisbury with a strong academic reputation and a deep commitment to the wellbeing and personal development of our students. We are seeking to appoint a Pastoral Support Officer to join our supportive pastoral team from April 2026.

This is an important role within the school, providing day to day pastoral support for students in Years 10–13, working closely with Heads of Year, the Sixth Form team, safeguarding staff and other pastoral colleagues. The post will be based in the Sixth Form Office, but the successful candidate will support the wider pastoral needs of older students across the school.

The role involves working directly with students to provide emotional and practical support, helping them to overcome barriers to learning and ensuring they are able to thrive both academically and personally. The Pastoral Support Officer will also play an important administrative role in supporting work experience placements for students in Years 10 and 12, helping to coordinate the processes that enable students to gain valuable insight into the workplace.

We are looking for someone who is calm, organised and compassionate, with excellent communication skills and the ability to build strong relationships with young people.

Key aspects of the role include

- Providing day to day pastoral and wellbeing support for students in Years 10–13
- Supporting the work of Heads of Year and safeguarding staff to support students facing challenges
- Maintaining accurate records of communications with parents, staff, students, as well as external bodies including commercial and industrial partners to the school
- Support communication with parents and external agencies where required
- Assisting with the organisation and administration of work experience placements for students in Years 10 and 12
- Help to ensure that students receive timely support that promotes wellbeing, attendance and engagement in learning as well as their holistic development

We offer:

- Term time working
- Training, support and professional development
- A highly experienced and supportive team
- Access to onsite sports facilities
- Cycle to Work scheme
- Local Government Pension Scheme

For further details and an application form please visit the school website or scan the QR code above:

<https://www.bishopwordsworths.org.uk/main-school/the-school/staff-vacancies/>. If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) alg@bishopwordsworths.org.uk. Applications are accepted by post and email.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check, as well as other relevant re-employment checks including satisfactory references and medical clearance. All shortlisted candidates will undergo social media checks prior to interview in order to provide the appointment panel with any information that may be relevant to their suitability or have an impact on the school's reputation.