

Job Description: Pastoral and Inclusion Assistant - SEN Chilmington Green School

1. ROLE TITLE

Job Title:	Pastoral and Inclusion Assistant - SEN
Reporting Line:	SENCo
Hours:	37.5 hours per week, term time only (0.86 FTE), 8.00am - 16.30pm with an hour's unpaid lunch break
Salary:	£25,918 per annum full-time equivalent. This role is term time only (0.86 FTE).

2. PURPOSE OF ROLE

To provide holistic pastoral, inclusion and SEN support to students, particularly those who are vulnerable or have additional needs, ensuring they can fully access mainstream school life and achieve positive outcomes.

The role combines:

- Pastoral care and safeguarding
- Student mentoring and behaviour support
- SEN administrative coordination and provision planning
- Family and multi-agency liaison

You will act as a visible, approachable presence across the school, supporting students' emotional wellbeing, behaviour, attendance, and learning, while also contributing to the efficient administration and coordination of SEN processes.

You will also support safeguarding as a Deputy Designated Safeguarding Lead (DDSL) and act as a key point of contact for students, families, and external professionals.

3. RESPONSIBILITIES

A. Pastoral and Inclusion Support

- Provide targeted mentoring and emotional support to vulnerable students.
- Operate a drop-in facility and proactive check-ins throughout the school day.



- Act as a first responder for distressed or missing students when key staff are unavailable.
- Promote positive behaviour across the school, particularly during lesson transitions, break and lunch.
- Act as a role model, setting high expectations for conduct and inclusion.
- Support extracurricular activities, trips, clubs, and enrichment programmes.
- Deliver, track and evaluate SEND interventions on a 1-1 and small group basis.

B. Safeguarding and Welfare

- Act as Deputy Designated Safeguarding Lead, responding to concerns and completing referrals.
- Liaise with parents, carers, and external agencies (e.g. social care, early help services).
- Support students' emotional wellbeing, health and personal care needs.
- Ensure compliance with safeguarding, child protection, and health & safety policies.

C. Special Educational Needs (SEN) Administration

- Maintain and update the SEN register and provision mapping.
- Coordinate EHCP processes, including reviews, applications, and documentation.
- Support LIFT meetings, interagency meetings, and specialist referrals.
- Prepare reports, documentation, and paperwork for SEN processes.
- Organise and support transition planning for new students with additional needs.

D. Support for Staff and School Systems

- Liaise with teaching staff to provide feedback on student progress and needs.
- Support attendance tracking and parent communication.
- Assist with reception enquiries and parental contact where needed.
- Participate in meetings, reviews, and training sessions.
- Contribute to the overall ethos, policies, and development of the school.

E. Wider School Contribution

- Support the duty team with break, lunch and after school supervision, and supervision of the internal withdrawal room.
- Assist with extracurricular provision, including sports and enrichment.
- Accompany students on educational visits and trips.
- Promote inclusion, diversity, and equality across all school activities





4. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Experience working with young people, particularly vulnerable or SEN students
- Strong communication and interpersonal skills
- Ability to build positive relationships with students, families, and staff
- Calm, resilient and adaptable approach
- Strong organisation and administrative skills
- Competency in IT systems (e.g. MS Office)
- GCSE (or equivalent) in English and Maths

Desirable

- Knowledge of SEN processes (EHCPs, provision mapping, LIFT)
- Experience of multi-agency working
- Safeguarding training / willingness to act as DDSL
- Experience supporting behaviour management and pastoral care

Personal Attributes

- Committed to inclusion, equality, and student wellbeing
- Reflective and proactive in improving practice
- Ability to work both independently and as part of a team
- Professional, approachable, and highly organised

