

# Recruitment Pack

Hospital Learning Coordinator & Pastoral Support  
Officer



# Are you our next Hospital Learning Coordinator & Pastoral Support Officer?

A unique opportunity has arisen for a dynamic and enthusiastic individual, for this exciting dual role. The role will involve working on Rainbow Ward at North Middlesex Hospital each morning to coordinate the learning opportunities for inpatients of statutory school age. The afternoons will involve providing learning and pastoral support to the Attendance Support Unit and Medical Tuition service.

As our **Hospital Learning Coordinator & Pastoral Support Officer**, you'll work across two vital areas: supporting inpatients at North Middlesex Hospital to continue their education, and providing pastoral and academic support to learners in our Attendance Support Unit (ASU) and Medical Tuition Service.

We're looking for someone who is:

- Ideal for someone who is self-directed, flexible, organised, and a strong team player.
- Must thrive in a fast-paced, ever-changing environment.
- Previous experience in an educational setting is essential.
- Understanding of the national curriculum required.
- Ability to personalise learning in a fun and creative way.
- Strong interpersonal skills and high emotional intelligence.
- Able to build positive relationships with students, parents, and carers during challenging times.
- Experience working with professionals across medical and educational settings is a plus, but not essential.

If you're someone who believes in the power of education to support recovery, resilience, and growth, we'd love to hear from you. As part of the recruitment process, there is an opportunity to visit both of our work locations. If you would like to arrange a visit, please contact us to schedule a suitable time.

This is a term-time only, permanent position (36 hours/week, 39 weeks/year), with an actual salary of £29,735 – £31,555 per annum, equivalent to a full-time salary of approximately £34,416 – £36,522.

We have a fantastic benefits package, including a generous pension scheme with 19.01% employer contributions. For more information, or to arrange a visit to the school, please contact the People and Culture team at [people.team@westleaschool.co.uk](mailto:people.team@westleaschool.co.uk).



**Paul Quinn**



**Renee Flourentzou**



**Melanie Bignold**



# About the school

**Based in the borough of Enfield, we provide education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25. We pride ourselves on creating an inclusive environment where everyone feels welcome.**

Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve more than 500 learners and are home to 230 employees.

We're a strong community that works together with the common goal of helping each other to flourish. Our learners leave confident and able to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

## THE SCHOOL AT A GLANCE

- There has been a school at Haselbury Road since 1938, which turned into a special school in 1970.
- In 2014, there were 80 learners on a single site. We've grown a lot since then.
- We cater for students with a range of complex special educational needs and disabilities.
- We've expanded rapidly in response to increased demand across the borough of Enfield.
- Throughout their journey, learners develop vital life and work skills, as well as achieve academically.
- Our provision includes the Attendance Support Service (ASU), Home Tuition Service and a post 16 programme that enables learners to go to a local college.
- Our Travel Training Programme enables learners to travel confidently and independently.
- We actively prepare learners for adulthood and the workplace. This is key to what makes us special.
- Learners gain work experience with local employers and through our partnerships with the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work. 80% of our interns get jobs and 90% retain them.
- We're a founder member of the Enterprise Cooperative Trust.



# Our why, what and how

In September 2021, we developed our strategic framework. It's a simple image of a school with a roof, four pillars and foundations.

It helps us describe why we exist, what we're here to do and how we're going to do it. Think of it as a roadmap that guides our decisions and keeps us on the right path.

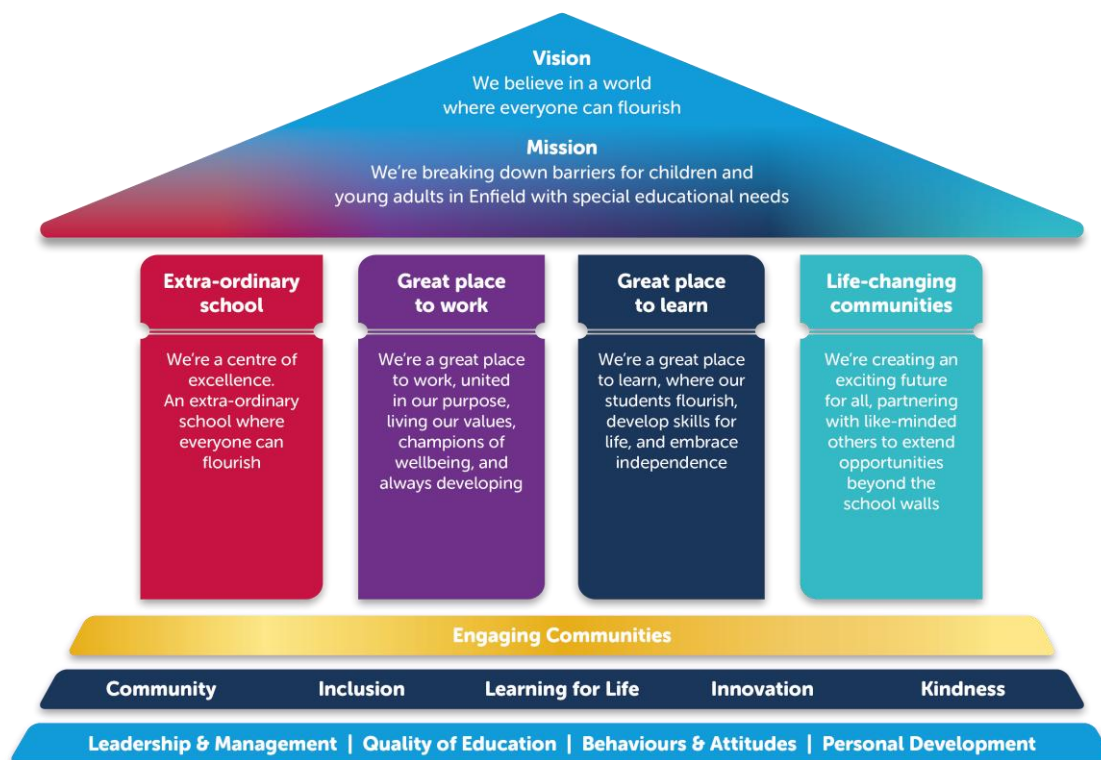
It's a useful model that frames our long-term, high-level school development plan, which we'll be working on for many years to come.

Our vision, mission and values inspire and unite us. Our vision statement explains why we exist; it's our guiding star and something we aspire to. It unites the school with the organisations in our wider family: the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).

Our mission statement describes the 'business' we're in and what we're focused on doing today and every day. It reminds us of who we serve and what we do in pursuit of our vision.

The average person spends more than 99,000 hours of their life at work. We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what we're all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



# Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

## OUR VISION

We believe in a world where everyone can flourish.

## OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

## OUR VALUES

### Learning for Life

We help learners succeed beyond the classroom. They develop skills, confidence and independence ready for adulthood, further education and work.

### Community

We're one big family uniting together so everyone can flourish. We enable learners to make a difference in the local community.

### Inclusion

We ensure everyone is welcome, feels they belong, and opportunities are open to all. We teach, inspire and support learners to be inclusive and value differences.

### Innovation

We help learners to reach for the stars and overcome obstacles. We challenge everyone to be creative and break down barriers.

### Kindness

We make kindness our default setting. We teach learners to be kind and compassionate to themselves and others. We role model this behaviour every day.

community  
kindness  
learning for life  
innovation inclusion

# One school, four campuses

Our campuses have a shared purpose, and we work together towards common goals.

Regardless of job title, location, or team, everyone has an important role to play in helping each other and our learners to flourish.

The 'golden thread' that runs between the campuses is that we help learners to build independence and confidence as they journey through the school.



## MERIDIAN CAMPUS

Catering for primary aged children, Meridian is based at two architecturally different sites: one a church, and the other a modern, purpose-built school. Learners start their journey by 'Taking Off!'



## HASELBURY CAMPUS

Haselbury is home to Key Stage 3 learners aged from 11 to 14, who are based on one site. We welcome students from Meridian and other local schools. Haselbury learners are 'Flying High!'



## LEARNING FOR LIFE CAMPUS

Spread across two sites, Learning for Life caters for Key Stage 4 students aged 14 to 16. Here, learners are 'Soaring!' and gain independence, attending college and work experience.



## HORIZON CAMPUS

Horizon Sixth is home to our post 16 learners (Key Stage 5) and our Supported Internship Programme. Spread across three sites, there really is 'No Limits!' to what our young people achieve, with many going on to further education or employment.



## AN OUTSTANDING SCHOOL

Ofsted inspected in May 2023 and said we continue to be an outstanding school.

# Our extended family

An outward looking and 'extra' ordinary school, we partner with likeminded people and organisations across and beyond the borough.



Our partners include the Enterprise Cooperative Trust and Learning for Life Charity. These organisations are part of the West Lea family.

We created the trust and charity to extend our reach beyond the traditional classroom. Whilst our curriculum includes life, social and work skills, through ECT and LFLC we provide more opportunity for our learners and others across Enfield.

## ENTERPRISE COOPERATIVE TRUST (ECT)

A not-for-profit foundation cooperative, the ECT launched in June 2022.

The trust includes organisations from education, the charity sector, community interest groups, business and local government. We've come together to address key problems in the Enfield borough.

We aim to raise standards in local schools and create life-changing opportunities for young people. Being a member of the trust enables us to look at education in a different and collaborative way.

We're looking to make an impact in four key areas:





## THE LEARNING FOR LIFE CHARITY (LFLC)

LFLC is a registered charity and ECT partner. Founded in 2014, it aims to build upon the school's life and work curriculum.

To mark its tenth birthday in December 2024, the charity's trustees refocused its vision, mission and values.

LFLC provides disabled and disadvantaged young people in Enfield with life-changing chances to work. This includes borough-wide work experience and workplace support.

LFLC brings its values of inclusion, inspiration and innovation to life through its two charity shops, numerous social enterprise projects, and Access to Work funded job coaches for early careers employees.



**Learning for  
Life Charity**



# About the role

## PURPOSE OF THE ROLE

The Hospital Learning Coordinator ensures children receiving in-patient care at North Middlesex Hospital can continue their education in a supportive, engaging environment. They help maintain learning routines, encourage attendance in the hospital school room, and tailor resources to each child's needs.

By working closely with families, schools, and medical teams, they support smooth transitions back to home schools and minimise the emotional and academic impact of hospital stays.

The role also includes pastoral support for students in the Attendance Support Unit and those receiving medical tuition—delivering both individual and group sessions, supporting transitions, and contributing to a nurturing, inclusive learning environment.

## KEY RELATIONSHIPS

You will report to the Ward manager at North Middlesex Hospital and you will be managed by the curriculum lead.

## WHO IT WOULD SUIT?

**You will:**

- Have experience working with children or young people in education, healthcare, or community settings
- Be calm, empathetic, and emotionally intelligent
- Be confident in adapting learning to meet individual needs
- Be passionate about inclusion and learner wellbeing
- Be proactive, flexible, and solution-focused
- Thrive in a fast-paced, ever-changing environment
- Want a meaningful role that supports learners through education, care, and transition

## PAY AND BENEFITS

**This is a term-time only, permanent position (36 hours/week, 39 weeks/year), with an actual salary of £29,735 – £31,555 per annum, equivalent to a full-time salary of approximately £34,416 – £36,522.**

**We have a fantastic benefits package including:**

- Generous pension scheme with 19.01% employer contributions.
- Supportive learning culture with funded continuous professional development (CPD)
- Paid membership of a professional body (if applicable)
- Professional networking opportunities
- Employee Assistance Programme (EAP)
- Free onsite parking
- Opportunity to make your mark in a highly rewarding and meaningful organisation

# Job description

## PRINCIPLE RESPONSIBILITIES

You will play a key role in supporting learners who are facing medical or emotional challenges, ensuring they remain connected to education and feel supported throughout their journey. In the hospital setting, you'll deliver personalised learning experiences that are flexible, engaging, and sensitive to each child's health and wellbeing. In the ASU and Medical Tuition Service, you'll provide targeted pastoral and academic support, helping learners build confidence, develop coping strategies, and prepare for reintegration into school or new educational settings. You'll work closely with families, schools, and professionals to ensure a joined-up approach, and you'll contribute to a positive, inclusive culture where every learner feels seen, heard, and valued.

## COORDINATION OF THE INDIVIDUAL LEARNING OFFER FOR CHILDREN AND YOUNG PEOPLE

- Design and provide learning opportunities to children who are receiving in-patient care, adapting to needs, abilities and medical conditions.
- Create and maintain learning resource packs and appropriate resources for Key Stages 1-4 linked to the national curriculum.
- Liaise with the Homes and Hospitals service to coordinate online tuition arrangements for children who have longer hospital stays, utilising the use of AV1 Robots as required.
- Create a nurturing, inclusive environment that fosters confidence and resilience.
- Encourage students to attend the school room, promoting routine and social interaction.
- Promote literacy and encourage reading through the use of the library resources, audiobooks and discussion of current affairs.

## LIAISON WITH PROFESSIONALS e.g home school, medical professionals, CAMHS, Children's Services, Admissions Dept of borough of residence

- Liaison with student's home schools to ensure continuity of education.
- Support reintegration back into school after hospital discharge sharing progress and work with home schools.
- Work closely with families to understand student's needs and provide reassurance about their education and be a point of contact in supporting them navigate school reintegration after extended hospital admissions
- Maintain strong communication with student's school, families and local authority education services as needed.
- To attend the weekly Psycho-social meetings, following up on any recommendations in a timely manner.

## PROMOTION OF AWARENESS DAYS AND OTHER KEY THEMES

- Work collaboratively with the hospital play team to plan and deliver fun, educational and awareness-raising events and themed activities.

- Create engaging displays and resources showcasing the students work and making the hospital a welcoming and stimulating space.
- Review events to inform future planning

## **PROMOTING AND DEVELOPING THE RELATIONSHIP AND BEHAVIOUR CULTURE BOTH AT NORTH MIDDLESEX HOSPITAL AND WEST LEA SCHOOL**

- To support students to access the ASU and Medical Tuition using a range of learning, teaching, and pastoral strategies, interventions and resources, communicating with ASU and Medical Tuition Team and parents/ carers as required
- To provide regular check-ins to students who need additional support focusing on specific goals set in partnership with the student (including strategies to support emotional regulation and coping skills) and the ASU or Medical Tuition Team

## **MENTAL HEALTH AND WELLBEING**

- To provide a safe space for learners during times of distress and uncertainty.
- To liaise with parents and carers and other professionals e.g. MYME practitioners, EP, CAMHS as necessary when concerns are identified in relation to mental health
- To design interventions to support students working through specific challenges (e.g. self – esteem, relationships, confidence building, social skills)

## **ATTENDANCE MONITORING AND INTERVENTION**

- Undertaking home visits as part of induction and monitoring procedures and when concerns are raised about non-attendance
- Identifying interventions in partnership with the ASU Lead, School's Attendance and Safeguarding lead.

## **TRANSITION SUPPORT**

- To support learners with the organisation of transition arrangements into and out of the ASU.
- Ensuring each child is well prepared for e.g timetables, uniform, expectations
- Supporting children to work through any worries/concerns or queries they have with transitioning in or out of the ASU or
- Where needed, supporting students with transition visits to home school or new provisions identified.

## **DOCUMENTATION, REPORTING AND EVALUATING**

- Maintain accurate records of student's engagement, progress and learning, ensuring continuation of learning for children who are re-admitted to Rainbow Ward at North Middlesex Hospital due to complex conditions or who require longer admissions
- Provide termly reports of provision to the local authority
- Adhering to the policies and procedures of North Middlesex hospital, particularly those related to Rainbow ward e.g health and safety, safeguarding, hygiene control.



# Person specification

The specification is to guide candidates and managers during the recruitment process.

Experience	Essential	Desirable
Prior experience of working with children, young people or adults in a work or community setting	✓	
Professional qualification in business admin or similar (e.g secretarial skills)	✓	
Prior experience of pastoral care and or mental health support work either in an employed or voluntary setting		✓
Understanding of Inclusion and different needs of students	✓	
Experience of liaising with families.	✓	
Experience in delivering phonics or other literacy or reading programmes	✓	
Key skills and competencies	Essential	Desirable
Proven experience working effectively within a team environment.	✓	
Excellent verbal and written communication skills, with the ability to engage confidently with a wide range of stakeholders.	✓	
Strong interpersonal skills, with the ability to build and maintain positive relationships both internally and externally.	✓	
High levels of emotional intelligence, resilience, and professionalism, especially in challenging or sensitive situations.	✓	
Think critically. Gather and evaluate information that leads to smart decisions	✓	
Adaptable and solution-focused, with the ability to respond positively to changing circumstances.	✓	
Strong organisational skills, including accurate record-keeping and time management.	✓	
Proficient in ICT, with experience in data analysis and using digital tools to support decision-making.		✓
Demonstrates integrity, confidentiality, and adherence to professional standards and ethical guidelines.	✓	

# Application process

To apply for the role, please review our application pack and complete the form at the following link <https://www.eteach.com/careers/westleaschool-co/>

For more information, or to arrange a visit to the school, please contact the People and Culture team at [people.team@westleaschool.co.uk](mailto:people.team@westleaschool.co.uk)

**Application deadline** 5pm Monday 25th June 2025

**Interviews to be held** Week commencing 30<sup>th</sup> June

**Start date** September 2025

**Salary** This is a term-time only, permanent position (36 hours/week, 39 weeks/year), with an actual salary of £29,735 – £31,555 per annum, equivalent to a full-time salary of approximately £34,416 – £36,522.

**Contract type** Full time, permanent.

We're committed to safeguarding and promoting the welfare of children and young people. If you're successful, we will complete a full Disclosure and Barring Service (DBS) check and will require proof of ID, medical clearance and the right to work in the UK.



community  
**kindness**  
**learning for life**  
innovation **inclusion**