

Pastoral Officer
(Internal Exclusion and Medical)
SLT Support Payscale F £27,254 - £28,911 fte (actual starting salary
£20,391.41-£21,631.18)
35 hours per week, term time and Inset Days only
Deadline : 8:00am on Monday 29th June 2026

The Governors and Principal are seeking an enthusiastic and rigorous practitioner to join the School's Secondary Pastoral Team. This is an opportunity for a term-time only position, starting in September 2026.

The successful candidate will be a key member of staff in the secondary pastoral team, creating a 'team around the child' approach to pastoral care – focusing specifically on behaviour, medical support and academic progress, specifically in the Secondary phase. To address the needs of all pupils, especially those pupils who have medical needs or need help with behaviour management/self-regulation. To support children to overcome barriers to learning, and to understand the consequences of their actions through our Internal Exclusion (IE) provision. This is a challenging but rewarding provision, which will play a key role in delivering our high standards of behaviour and conduct around the School. The successful candidate will need to have authority with pupils, but also be able to work with them on a compassionate and empathetic level.

The School

CFS is now entering its second decade and is fully established in our state-of-the-art facilities on the Carmelite Convent Site in the south of Chichester. Our PAN is 60 in Primary, and 120 in Secondary; in almost all year groups we are oversubscribed with waiting lists. Due to demand, we have a bulge intake of Year 7 who started in September 2023, with over 150 pupils currently on roll in this year group, with a similar sized cohort joining Secondary in September 2025.

The School joined Sussex Learning Trust in September 2023 – a move that we personally initiated through the desire to collaborate with a like-minded family of schools. The Trust is currently small and based in Haywards Heath; CFS are well placed to launch a new Western Region of the Trust, which is really exciting.

As a Free School, we are the same as any other academy; we are both held and hold ourselves to the same exacting and rigorous standards as all state-funded schools. We follow the national curriculum, and are proud of our ambitious, inclusive and varied curriculum offer. Our pupils engage with SATs and GCSE assessments. In May 2024 we received a very strong fully graded Ofsted Inspection – we were graded at least a strong Good in all areas and Outstanding in Personal Development. As a school we are now striving for excellence in all areas, and to achieve above average outcomes in both phases.

CFS is open to pupils of all abilities. We take part in the West Sussex County Council (WSCC) admissions process. As a school we benefit from longer holidays, specifically at October half term, Christmas and during the summer.

For more information on our ethos and values, prospective applicants are strongly encouraged to look at our website: www.chichesterfreeschool.org.uk.



The Role

The person appointed to this post will be expected to:

- Work towards and support the School's vision and the current school objectives outlined in the Academy Development Plan (ADP).
- Proactively work with the pastoral team across both phases to support the development of a holistic approach to pupil support – developing a 'team around the child', in regard to behaviour, well-being, attendance, medical support and academic progress.
- Be a visible presence throughout the Secondary phase, role modelling proactive pupil support and high standards of behaviour.
- Ensure all staff first aid training is up to date.
- Ensure all staff are aware of the medical needs of pupils (where appropriate), in both phases.
- Use a range of data to proactively assess the needs and implement support for Secondary pupils who are struggling to adhere to school rules and expectations. b. Deliver accurate and effective tracking of pupils' experience of IE, including self-reflection records.
- Use the pastoral tracker and IE tracking to monitor the impact of interventions.
- Establish effective relationships with parents, ensuring timely and professional communication of both achievements and concerns, specifically within IE.
- Work with the Head of Secondary Alternative Provision to develop the internal exclusion provision.
- Oversee the school's supply of first aid and medical resources, and ensure the medical room is fully stocked.
- Ensure the accurate upkeep and distribution of all pupil medical plans and records – including individual medical plans (of pupils only) and accident records (of pupils only).
- Organise the first aid training of all relevant CFS staff.
- Undergo any training which may enhance the impact of the role.
- Ensure that any current training is up to date, specifically first aid.
- Keep up to date with relevant research, specifically in pastoral matters.
- Represent the school/CFS pupils in external meetings, such as Trust network groups, and local network meetings.
- Oversee the delivery of national vaccination programmes in school.

Chichester Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Skills Required

a. Excellent interpersonal skills	Essential
b. Teamwork: the ability to work collaboratively with others	Essential
c. Ability to relate well to children and young people, remaining calm in situations that may be challenging, seeking appropriate solution for all	Essential
d. First class organisational and administrative skills, with the ability to remain calm under pressures and work to tight deadlines, managing competing priorities	Essential
e. Able to maintain a high work rate to juggle a range of tasks and issues at the same time	Essential
f. Excellent written and spoken English	Essential

Knowledge Base

a. An understanding of basic first aid and medical procedures, or willingness to engage in training before appointment	Essential
b. A clear understanding of behaviour management strategies and methods that can be used to engage pupils with a greater level of need	Desirable
c. Good knowledge of CFS systems – MIS (Arbor), CPOMs and pastoral trackers - or willingness to engage in training before appointment	Desirable

Qualifications/Attainment

a. GCSE maths and English (or equivalent)	Essential
b. UpToDate first aid training, or willingness to complete before appointment	Essential

Experience

a. Experience of working in a school environment	Essential
b. Experience of pastoral care and pupil management	Desirable

Attitude/approach

a. Ability to enthuse young people	Essential
b. Personal integrity, honesty, energy, stamina, enthusiasm, resilience, creativity	Essential
c. Adaptable and patient	Essential
d. Willingness to give generously of their time to support school events/activities	Essential
e. Commitment to personal development and life long learning	Essential
f. Ability to enthuse young people	Essential
g. Enthusiasm for promotion of the School	Essential
h. Tact and diplomacy	Essential
i. Approachable and helpful attitude towards colleagues	Essential
j. A person who is able to command respect from students	Essential
k. Commitment to an 'all-through-school' approach to learning	Essential



The Recruitment Process

For further information and informal discussion about this post, please do not hesitate to contact our School Administration Office, Jemma Legg, on recruitment@chichesterfreeschool.org.uk or on **01243 792690**.

Candidates should complete an Application Form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to recruitment@chichesterfreeschool.org.uk by 8:00am on **Monday 29th June**. Short-listed candidates will be invited for an interview on **Friday 3rd July**.

Appointment will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.