



Gleadless Primary School  
Hollinsend Road  
Sheffield  
S12 2EJ

Headteacher: Ms S. Gaffney  
Deputy Headteacher: Mrs M Holloway  
Assistant Headteacher: Mrs E. Plummer  
Assistant Headteacher and SENCO: Miss F. Palfreyman  
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**JOB ADVERTISEMENT**  
**Pupil Support Officer**  
**To start January 2022 or as soon after**

The Governors of Gleadless Primary School are looking to appoint an ambitious and inclusive teaching Pupil Support Officer to support our most vulnerable children to be successful in school. This is a one year post initially, from January 2022 (or as soon after) to December 31st 2022.

We believe that success is achievable for every child. We are looking for candidates who share our commitment to ensuring that all our children achieve their full potential. The role will entail working directly with children, both in classrooms and within our nurture provision. Supporting families and excellent attendance for pupils will also form part of the role. You will be part of our pastoral team, working alongside our Learning Mentor, under the direction of our Headteacher and Assistant Headteacher for Inclusion. You will also feel confident acting on your own initiative where appropriate,

We are looking for a colleague who can:

- Provide pastoral support to pupils
- Establish productive working relationships with pupils, acting as a role model
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Provide information and advice to enable pupils to make choices about their own engagement
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration
- Undertake clerical/admin support e.g. dealing with correspondence, reporting on attendance, making phone calls to outside agencies and families
- Use Trauma Informed Practice to support our pupils
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the implementation of the school's inclusive ethos and practice for children with SEND or other social disadvantages or vulnerabilities.

- Recognise own strengths and areas of expertise and use these to advise and support others

Previous experience as a teacher or teaching assistant would be desirable. Experience of working within or running Nurture provision would be beneficial.

In return, we will actively support your professional development in an ambitious and supportive learning environment that celebrates creativity and encourages innovation. This is an exciting opportunity to develop your career while making a real difference not only to our children, but to the whole school community.

Please contact [enquiries@gleadless.sheffield.sch.uk](mailto:enquiries@gleadless.sheffield.sch.uk) for further information and an application pack.

Closing date: Monday 6th December 2021

Interviews TBC

#### Our Core Values

We are thoughtful, We are determined, We have self-belief,  
We are respectful, We are a team, We have a voice,  
We aim high, We care