



VACANCY

Diamond Hall Infant Academy

Pastoral Officer

Location:	Diamond Hall Infant Academy
Contract Type:	Permanent
Hours:	37 hours per week – Term Time Only plus INSET days (39 Weeks)
Salary:	NJC SCP 18-22 £31,537 - £33,699 (actual pro-rata salary: £27,005 - £28,856) <i>pay award pending</i>
Required from:	September 2026

The Trust is seeking to appoint a highly motivated and skilled Pastoral Officer to work within Diamond Hall Infant Academy across the whole school and nursery. The successful candidate will be experienced working with young children and will take a lead role in promoting the welfare of all children, including attendance and safeguarding. Applications are invited from committed candidates who are prepared to make a positive contribution to the life and ethos of our inclusive school. This is the perfect opportunity for an experienced HLTA to take the next step in their career.

The successful candidate must have:

- Minimum Level 4/5 or equivalent qualification in one of education, social care, youth services or other relevant field of study;
- Evidence of Continuous Professional Development;
- Have up to date knowledge of the importance of nurturing and the impact it has on the outcomes for children;
- Be an outstanding practitioner with high expectations for all children;
- Be an effective communicator and able to work in collaboration with colleagues, families, external agencies and third parties;
- Be flexible and resourceful whilst always putting the needs of the child first

In exchange you will:

- Be part of a welcoming and supportive team
- Have the opportunity to shape this role
- Access to National terms and conditions of employment
- Access to the Local Government Pension Scheme
- Recognised continued service in accordance with the modification order

Further information about Diamond Hall Infant Academy can be found on our website:

www.diamondhallinfantacademy.co.uk. Completed application forms should be returned directly to the school by post or by e-mail to the School Business Manager at danielle.maddison@diamondhallinfantacademy.co.uk by the closing date and marked for the attention of Mrs L Park, Head Teacher.

Please note – only applications made on our application form will be accepted.

Visits to the school are welcomed, by appointment only or contact us for a discussion with the headteacher for more information on this position.

Closing date for applications: Monday 22nd June 2026 at 9am

Shortlisting: w/c 22nd June 2026

Interviews: w/c 29th June 2026



Job Description

Job Title: Pastoral Officer
Location: Diamond Hall Infant Academy
Hours: 37 Hours per Week – Term Time Only plus INSET days (39 Weeks)
Term: Permanent

Purpose of Job:

- To maximise the attendance of every child within school and nursery;
- To work as part of the Safeguarding team as a Deputy Designated Safeguarding Lead ensuring safety and welfare of all children and families within school;
- To support cared for children working on individual PEP targets;
- To work with and support the welfare of children with social and emotional needs within school and nursery;
- To plan and deliver small intervention groups with key children.

Key Responsibilities:

Attendance

- Understand and comply with the relevant school policies and procedures, and wider legislation;
- Monitor children attendance, using A Star attendance programme;
- Track children who are late and absent and obtain reasons why. Plan and implement strategies to reduce lateness and absences
- Follow up unaccounted children daily with home visits. E.g. first day response;
- Organise incentives and rewards for children with good and improved attendance each half term;
- Track and supervise (or arrange supervision for) children who are not collected promptly at the end of the school day and contact parents where appropriate;
- Prepare attendance reports for the SLT as required and in-depth half termly reports tracking both individuals and groups; identify trends and strategies used to address these;
- Organise and conduct attendance meeting with parents and carers where necessary;
- Foster caring and supportive relationships with children who have suffered/are suffering illness, injury or distress, and with their families;
- Work with families to provide necessary support for children including, but not limited to, attendance at parents' evening and coffee mornings, parent workshops etc;
- Deliver assemblies to promote attendance and punctuality;
- Liaise with the local authority and external agencies as required;
- Ensure relevant referrals are made in regards to attendance, following the local authority and DfE process.

Safeguarding and Child Protection

- Ensuring the school's safeguarding policies are known, understood and implemented;
- Take direction from the Lead DSL and respond to referrals and concerns as appropriate;
- Attend safeguarding meetings in the capacity of DDSL to ensure effective safeguarding;
- Seek advice from external agencies and colleagues to make informed decisions around the interest of the child;
- To accurately record promptly using CPOMS system;
- Ensure referrals are made to the appropriate agencies for all cases where children are at risk of harm e.g. Early Help, school nurse or police;
- Provide support and guidance for staff to ensure policies are implemented effectively.

Cared For Children

- To understand the principles of good practice in relation to Cared for Children;
- To work with children in regard to the PEP plan and delivering actions required for their individual targets;
- To develop positive caring and nurturing relationships with Cared for Children.

Welfare of Children

- To be aware of children in school and nursery who are encountering social and emotional challenges;

- To have an understanding of Mental Health in Children and implement strategies to support their social and emotional development and in times of crisis;
- Being vigilant of our most vulnerable families within school and nursery and organising regular check ins to ensure that their basic needs are met.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work.

Additional Responsibilities

- To attend meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies;
- To be an effective role model for the standards of behaviour expected of children;
- To have due regard to and follow all safeguarding procedures;
- Any other duties required by the School which are in the scope of the post/ as directed by the Headteacher;
- To carry out duties with due regard to the School Health and Safety policy at all times;
- To be aware at all times of responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form;
- To work within and encourage the School's Equal Opportunity policy and contribute to diversity policies;
- Participating in the school's arrangements for performance management, professional development and the school's arrangements for quality assurance and internal verification;
- To follow all policies and procedures within the Academy;
- To support with lunchtime provision;
- To attend educational visits if required;
- To contribute to the wider life of the school.

Review and Amendments:

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.



Personal Specification

Category	Essential	Desirable	Method of Assessment
Application	<ul style="list-style-type: none"> • Fully supported by references 		<ul style="list-style-type: none"> • Application form
Qualification Criteria	<ul style="list-style-type: none"> • Minimum level 4 qualification in one of social care, education, youth services or other relevant field of study • Evidence of Continuous Professional Development • Level 2 English (Grade C GCSE or equivalent) • Level 2 mathematics (Grade C GCSE or equivalent) • Hold a Full UK driving licence and car to travel when/ if required • Right to work in the UK 	<ul style="list-style-type: none"> • Deputy DSL trained (or willing to undertake) • CPD relating to mental health and wellbeing of children 	<ul style="list-style-type: none"> • Application form • Qualifications/ training certificates
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience of working with young children 	<ul style="list-style-type: none"> • An understanding child protection procedures 	<ul style="list-style-type: none"> • Application form/

	<ul style="list-style-type: none"> • Experience of establishing effective, appropriate relationships with children and their families • Experience of working with multi-agencies • An understanding of safeguarding in schools • Experience of dealing with difficult situations calmly and confidently • Able to work well as part of a team 	<ul style="list-style-type: none"> • Knowledge of government and local authority guidelines on attendance • Strong analytical skills on Microsoft packages such as Excel to interpret data 	<p>supporting statement</p> <ul style="list-style-type: none"> • Interview • References
Personal Characteristics	<ul style="list-style-type: none"> • Genuine passion for and a belief in the potential of every child • Has a genuine desire to involve themselves fully in the life of our school • Ability to work under pressure, meet deadlines and work flexibly to prioritise workload • Highly developed social intelligence with a wide range of stakeholders • Responsive to feedback and engages in professional development • Excellent written and oral communication skills • Ability to influence and participate in the Academy processes • Evidence of well-developed ICT skills • Exercises sound judgement, especially relating to confidentiality and discretion • Can inspire others to be the best they can be 		<ul style="list-style-type: none"> • Application form/ supporting statement • Interview • References
Other	<ul style="list-style-type: none"> • Commitment to equality of opportunity and the safeguarding and welfare of all children • Willingness to undertake training • This post is subject to an enhanced DBS check 		

Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to be fully committed to our safeguarding policies and procedures, in accordance with Sunderland Local Safeguarding Board Procedures.

Pre-employment checks and references will be sought and the successful candidate will need to undertake an enhanced DBS check.