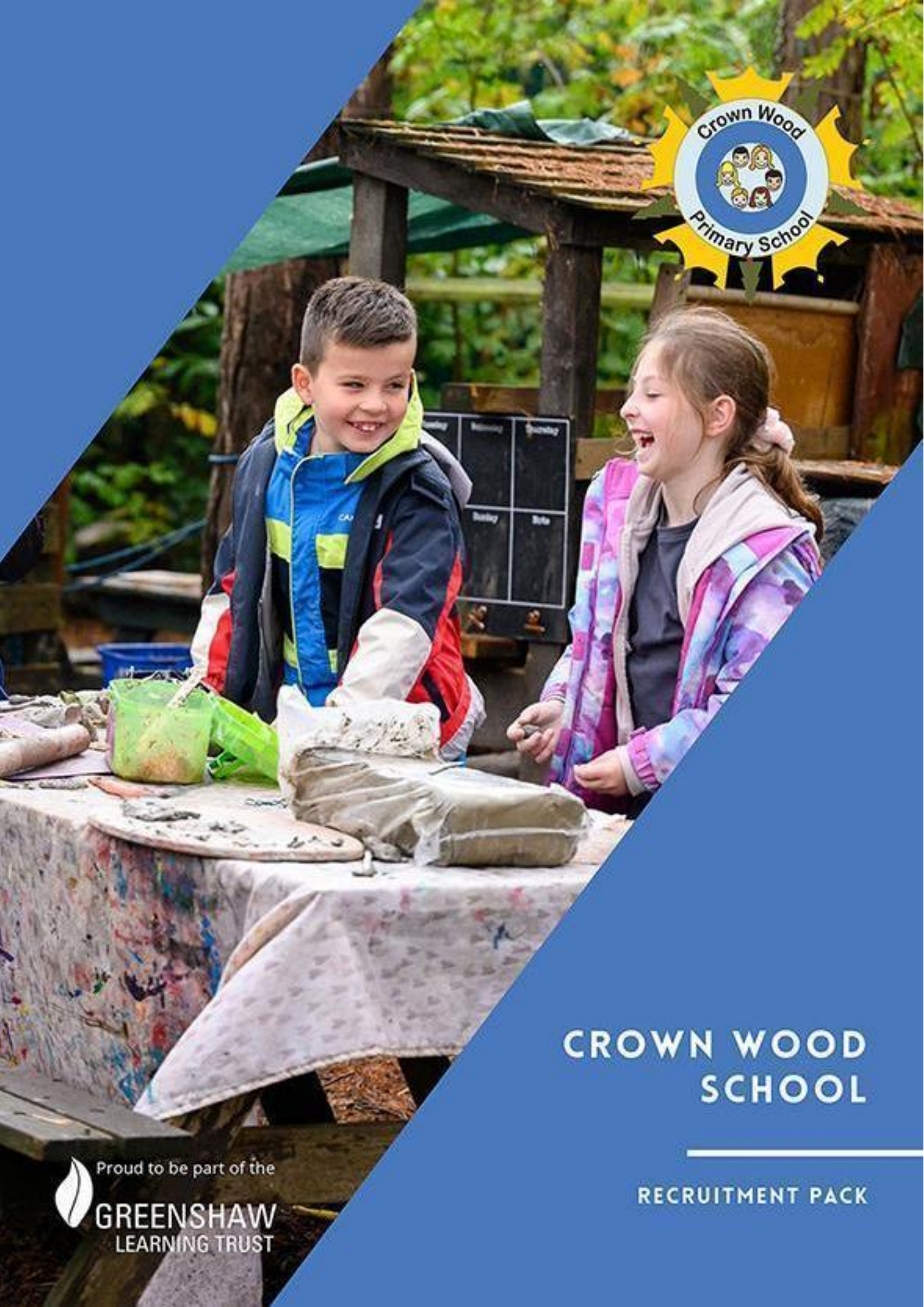




CROWN WOOD SCHOOL



Proud to be part of the

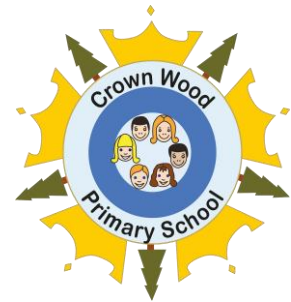
GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Crown Wood Primary School,
Opladen Way,
Bracknell RG12 0PE

Telephone: 01344 485448;

Email: secretary@crownwoodprimary.co.uk



Dear candidate,

Thank you for your interest in the role of Pastoral & Inclusion Advisor at Crown Wood Primary School, we are looking for a flexible, resilient and resourceful individual who is ambitious and aspirational for themselves and the children in our school, who are able and willing to work across the whole primary setting.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer, and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our job's portal.

Crown Wood Primary School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our school HR team: clare.clifford@crownwoodprimary.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Kathryn Ralley, Headteacher

ABOUT OUR SCHOOL

At Crown Wood Primary School, we have built our ethos on a strong set of core values which underpin everything we do. These are: Determination – Responsibility – Everyone Together – Aspiration & Achievement – Mutual Respect. Our aim is to provide our children with the tools they need to be independent, confident young people, ready to embrace the next stage of their learning and become happy, effective members of society.

Ambition

We are committed to ensuring children not only have a solid grounding in Literacy and Numeracy, but also the skills, values and attitudes they need to be successful in their next stage of education and beyond. These include being aspirational, resilience, an ability to work collaboratively, curiosity and having a 'go for it' attitude.

Excellence

We aim to provide a safe and stimulating learning environment that encourages pupils to grow and develop in an atmosphere of mutual respect. We have high expectations in all areas, especially behaviour and attainment. We strongly believe being prepared to learn from mistakes, effort, practice and acting on feedback leads to success and not innate talent or ability

Pride

At Crown Wood, we know children are unique; with their own strengths and interests. We offer many opportunities for children to discover and develop their personal, social, moral and spiritual identities.

Our Vision

Dare to DREAM

Determination – **R**esponsibility – **E**veryone Together
Aspiration & **A**chievement – **M**utual Respect

TERMS AND CONDITIONS

CONTRACT

Permanent, starting 2nd November 2026 or as soon as possible.

SALARY

Salary calculated in line with NJC (fringe) pay scale, points 20 - 24, £34,425.00 - £37,334.00 per annum FTE.

Actual Salary £29,812.82 - £32,607.73.

HOURS OF WORK

Part-time 37 hours per week, Monday – Thursday 8am - 4pm and Fridays 8am - 3.30pm, with 30-minute unpaid lunch break, term time only, plus 5 pre agreed days in the holidays.

PLACE OF WORK

Crown Wood Primary School, Opladen Way, Bracknell RG12 0PE.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Pastoral & Inclusion Advisor
Responsible to:	Deputy Headteacher

ROLE OVERVIEW

We are looking for an enthusiastic Pastoral & Inclusion Advisor. The successful candidate will motivate, challenge, support and inspire our pupils. They must also have relevant experience in a similar role with a proven track record. To work as part of the pastoral care team to develop a whole-school approach to overcoming barriers to learning, managing safeguarding duties, and driving school attendance initiatives.

In addition, and within the responsibility of SENDCO Administration, they will assist in managing the admin for pupils identified as having Special Educational Needs/Disabilities (SEND).

Applicants should possess excellent communication and organisational skills, be hard working, flexible and professional.

MAIN DUTIES AND RESPONSIBILITIES

Safeguarding & Pupil Welfare (DDSL)

- Act as a Deputy Designated Safeguarding Lead (DDSL) supporting the DSL with managing referrals to Children's Social Care, the Police, LADO, and the Channel programme.
- Keep up to date with safeguarding legislation, monitoring staff compliance with 'Keeping Children Safe in Education' (KCSIE), Prevent and related guidance.
- Attend Child Protection conferences, Core Group meetings, and Child in Need meetings.

Attendance Officer & EWO Management

- Take operational responsibility for monitoring, tracking, and improving whole-school attendance.
- Meet regularly with the Trust Attendance Team and BFBC Education Welfare Officer (EWO) to manage casework and action plans for vulnerable pupils.
- Chair attendance planning meetings, analyse weekly attendance reports, and conduct interventions for pupils at risk of persistent absence or school refusal.

SEND Administrator

- To support the SENDCO with all processes of administration involving students with Education, Health & Care Plans, including collating information about pupils undergoing statutory assessment.
- Prepare and arrange Annual Reviews, documentation, transfer meetings, contacting parents, LA & outside agencies.
- To prepare paperwork for pupil referrals and planning meetings to outside agencies (EHCP needs assessments, EHA referrals to Teaching Support Service and Education Psychologist etc.)

- To ensure provision for pupils/students is entered on to and given an end date on BROMCOM as required for the TA, Teachers, outside agencies etc. as necessary and generate reports as required.
- Support in updating Provision Map.
- Liaise with outside agencies i.e. Educational Psychologist, Autism Advisory Service, occupational therapists, and CAMHS and facilitate school visits and related correspondence.
- To prepare and distribute agendas and minutes for meetings to relevant members of staff.
- To help co-ordinate and support the phase transfer process of EHCP pupils Year 6 students to Year 7.

Early Help & Family Support

- Lead, complete, and review Early Help Assessments (EHAs) with families to secure targeted external support.
- Chair EHA reviews meetings and act as the first point of contact for parent inclusion concerns.
- Signpost parents to external community services regarding housing, benefits, and employment support.

Induction & In-Year Transfers

- Coordinate the pastoral induction of in-year new arrivals.
- Maintain close contact with newly admitted families during their transition.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school, KCSIE.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive, and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
GCSE Grade C/ 4 or better (or equivalent) in English and Maths	x	
Level 3 or higher Designated Safeguarding Lead (DSL) certification (current or recent pass)	x	
Relevant qualification in youth work, social care, or education support		x
Experience		
Proven experience in a pastoral, safeguarding, or attendance role within an educational setting	x	
Direct experience liaising with local authority Children's Social Care, Police, and EWOs.	x	
Experience leading Early Help Assessments (EHAs) and multi-agency meetings		x
Experience managing school database systems for attendance tracking		x
Experience of working in the Education sector	x	
Experience of using school systems such as CPOMS, Bromcom etc	x	
Understanding of statutory attendance legislation and EWO legal enforcement processes		x
Skills and Attributes:		
Excellent interpersonal and conflict-resolution skills to engage with vulnerable families	x	
Ability to maintain calm and authoritative control during high-reactivity crisis situations	x	
High level of discretion, empathy, and strict adherence to confidentiality working within the schools safeguarding policy, procedures and training	x	
Demonstrate a commitment to safeguarding and promoting the welfare and development of young people	x	

Strong administrative efficiency for meeting statutory record-keeping deadlines		x
Ability to maintain a positive and professional demeanour and be patient and calm	x	
Ability to adapt to changes in the workplace	x	
Excellent administrative and organisation skills	x	
Self-motivated and ability to use initiative as well as being part of a team under the direction of the SENDCO	x	
Ability to deal sensitively with people and resolve conflicts	x	
Ability to listen and respond appropriately	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Monday 5th October 2026 Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

Interviews will take place Tuesday 13th October 2026.

TAKING UP POST

The successful applicant will take up the post on Monday 2nd November 2026 or as soon as possible.



FURTHER INFORMATION

Thank you for your interest in working at as part of Greenshaw Learning Trust.

Should you need any further information, please contact
Clare Clifford at
clare.clifford@crownwoodprimary.co.uk



**GREENSHAW
LEARNING TRUST**



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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



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