

Job Title:	Pathway Support Lead (PSL)
Salary / grade:	LBR 7 (23-25) – £31,465
Hours:	36 hours
Contract type	Permanent
Location	Little Heath School (across two sites)
Reports to:	Assistant Head - (Responsible for Entry Pathway – Year 7 & Transitions)

Join Our Team – Make a Lasting Impact

Are you passionate about supporting young people with complex needs? Do you have the experience and resilience to make a difference in their educational journey? Little Heath School is seeking a dedicated **Pathway Support Lead** to join our dynamic team. This is a unique opportunity to support students with SEND, help them manage behaviour positively, and contribute to successful transitions into secondary school life.

Your Role

You will play a key part in supporting pupils with complex SEND, working closely with our Assistant Head - (Responsible for Entry Pathway – Year 7 & Transitions).

- To provide comprehensive administrative and operational support to the Assistant Head – Transition Lead across all areas of responsibility, contributing to the effective leadership and management of transition and Year 7 provision.
- To support the Assistant Head - Transition Lead, in the effective running of the current Year 7 and in the preparation and implementation of transition plans for the incoming Year 7 cohort.
- To oversee the day-to-day operations and provision across Year 7, ensuring smooth running of routines, staffing, pupil wellbeing, parental communication, and learning support.
- To act as Cover Supervisor, covering/supervising whole classes during the short-term absence of teachers.
- To work with withdrawal and small groups to provide support and intervention.
- To lead and manage a team of Learning Support Assistants (LSAs).
- To work collaboratively with class teams in the whole planning cycle and the management/preparation of resources.
- To provide high-level support for pupils, promoting inclusion, independence, and achievement.

MAIN DUTIES AND RESPONSIBILITIES

Support the Assistant Head (Responsible for Entry Pathway – Year 7 & Transitions) through the provision of high-quality administrative and operational assistance across all responsibilities, including the coordination

of transition planning, facilitation of school consultations, engagement with stakeholders, and the day-to-day oversight of Year 7 provision.

Year 7 Oversight Responsibilities

- Maintain daily oversight of Year 7 operations including staffing, behavior, medical needs, injuries, trips, and wellbeing.
- Act as the main contact for Year 7 parents and staff for day-to-day enquiries and concerns.
- Monitor routines and structures across Year 7 to ensure consistency.
- Monitor interventions and evidence of impact.
- Oversee digital learning evidence (e.g., Earwig) and report progress to Assistant Head.
- Update Learning Outcome Matrices (LOMs) and set deadlines for teachers to upload Short Term Outcomes (STOs).
- Provide admin support for the Year 7 cost center.
- Coordinate ASDAN qualifications and pupil involvement.
- Organize and communicate with parents via platforms such as Class Dojo, plan meetings and training sessions.
- Support transition-related administration and consultations under the direction of the Assistant Head (Responsible for Entry Pathway & Transitions).

Personnel Management

- Manage daily staffing needs including adjustments due to unplanned absences.
- Organize daily staff rota's including buddy classes, duties, and supervision schedules.
- Serve as the first point of contact for LSAs regarding operational, wellbeing, and HR matters.
- Conduct LSA appraisals, return-to-work meetings, and support ongoing professional development.
- Participate in recruitment, absence management, and disciplinary matters under guidance of the Assistant Head - Transition Lead.

Teaching and Learning

- Teach whole classes within an agreed framework during teacher absence.
- Provide detailed feedback on lesson content, pupil engagement, and behavior.
- Support teaching staff with lesson planning, resource preparation, and curriculum access.
- Use effective behavior management strategies in line with school policies.
- Foster inclusion and ensure equal access for all pupils.

Pupil Support and Personal Care

- Attend to pupils' personal needs including hygiene, feeding, medical, and behavioral support.
- Support pupils in carrying out behavior programs and reaching individual targets.
- Provide everyday medical support and first aid; accompany pupils to medical facilities if required.

Monitoring and Assessment

- Assess and evaluate pupil progress through various activities.
- Modify interventions as needed based on ongoing assessments.
- Assist in maintaining detailed records of pupil performance.

Mentoring, Supervision and Development

- Mentor and supervise other LSAs and less experienced colleagues.
- Deliver or facilitate training and induction for support staff.
- Participate in the school's performance management and appraisal processes.

Behavioural and Pastoral Support

- Challenge inappropriate behavior and promote a culture of respect and inclusion.
- Support safeguarding procedures and ensure legal responsibilities are upheld.
- Maintain strong relationships with parents and external professionals.
- Supervise pupils during unstructured times and organize play/lunch activities.

General Duties

- Uphold school values and contribute to the wider ethos.
- Attend relevant training, INSET days, and staff meetings.
- Promote equality and adhere to safeguarding and health & safety standards.
- Be willing to take on additional duties as required by the Assistant Head (Responsible for Entry Pathway – Year 7 & Transitions) and/or the Headteacher.

What We're Looking For

Essential:

- Proven experience supporting pupils with SEND.
- Skilled in working collaboratively with multi-agency professionals.
- Strong communication, resilience, and the ability to manage sensitive situations calmly.
- Competent in basic ICT and technology use.

Desirable:

- Experience working with pupils of SEND and autism awareness.
- Evidence of CPD related to behaviour and SEND.
- Familiarity with school-based roles and responsibilities.
- Experience supporting children or young people in an educational or care setting.

Professional Development

At Little Heath School, we value ongoing learning. You'll receive regular CPD opportunities, take part in school INSET days, and be supported through our appraisal and development systems.

Other Information

- Enhanced DBS check required.
- Must be willing to work across two school sites.
- Flexibility is key – we're a team that supports each other to meet the needs of our pupils.

Be part of a team where your work truly matters. Apply now to make a difference in the lives of our young people.