

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:	Semi-Formal Pathway Lead

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 real 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, foster positive behaviour, and contribute to successful transitions into secondary school life.

Your Role

You will play a key role in supporting pupils with complex SEND, working closely with our Semi-Formal Pathway Lead. Responsibilities include:

- Providing comprehensive administrative and operational support to the Pathway Lead, contributing to the effective leadership and management of the Year 8–11 provision.
- Supporting the daily running of the Semi-Formal Pathway.
- Overseeing the day-to-day operations of the Semi-Formal Pathway, ensuring smooth routines, staff coordination, pupil wellbeing, parental engagement, and effective learning support.
- Acting as a Cover Supervisor during the short-term absence of teachers.
- Supporting pupils in small groups and withdrawal sessions to deliver targeted interventions.
- Leading and managing a team of Learning Support Assistants (LSAs).
- Collaborating with class teams throughout the planning cycle and supporting the management/preparation of resources.
- Providing high-level pupil support, promoting inclusion, independence, and achievement.

MAIN DUTIES AND RESPONSIBILITIES

Support the Semi-Formal Pathway Lead 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 Semi-Formal Pathway provision.

Pathway Oversight Responsibilities

- Maintain daily oversight Semi-Formal Pathway operations including staffing, behaviour, medical needs, injuries, trips, and wellbeing.
- Act as the main contact for Semi-Formal Pathway parents and staff for day-to-day enquiries and concerns.
- Monitor routines and structures across Semi-Formal Pathway 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 Semi-Formal cost centre.
- Coordinate ASDAN qualifications and pupil involvement.
- Organise and communicate with parents via approved platforms, plan meetings and training sessions.
- Support transition-related administration under the direction of the Semi-Formal Pathway Lead.

Personnel Management

- Manage daily staffing needs including adjustments due to unplanned absences.
- Organise daily staff rotas 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 Semi-Formal Pathway lead.

Teaching and Learning

- Deliver lessons to whole classes during teacher absence, within an agreed framework.
- Provide feedback on lesson content, pupil engagement, and behaviour.
- Support teachers with planning, resource preparation, and curriculum access.
- Implement effective behaviour management strategies in line with school policies.
- Foster an inclusive environment and ensure equal access for all pupils.

Pupil Support and Personal Care

- Support pupils with personal care needs, including hygiene, feeding, medical support, and behaviour management.
- Help pupils to follow behaviour programmes and achieve their individual targets.
- Provide medical and first aid support; accompany pupils to medical facilities when required.

Monitoring and Assessment

- Monitor and assess pupil progress through a variety of activities.
- Adapt interventions based on ongoing assessment data.
- Maintain accurate records of pupil performance and development.

Mentoring, Supervision and Development

- Mentor and supervise LSAs and less experienced colleagues.
- Deliver or facilitate induction and training sessions for support staff
- Engage with the school's performance management and appraisal systems.

Behavioural and Pastoral Support

- Challenge inappropriate behaviour and promote a culture of respect and inclusion.
- Uphold safeguarding responsibilities and ensure legal requirements are met.
- Build strong relationships with parents and external professionals.
- Supervise pupils during unstructured times and facilitate play/lunch activities.

General Duties

- Uphold and promote the school's values and ethos.
- Attend INSET days, training, and staff meetings as required.
- Promote equality and adhere to safeguarding, health, and safety protocols.
- Undertake additional duties as required by the Semi-Formal Pathway Lead and/or the Headteacher.

What We're Looking For

Essential:

- Proven experience supporting pupils with SEND.
- Ability to work effectively with multi-agency professionals.
- Strong communication skills, resilience, and the capacity to manage sensitive situations with professionalism.
- Competency in ICT and the use of technology.

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 are committed to professional growth. You will benefit from regular CPD opportunities, participation in whole-school INSET days, and ongoing support through our appraisal and development processes.

Other Information

- An enhanced DBS check is required.
- The postholder must be willing to work across both school sites.
- Flexibility and teamwork are essential – we work together 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.