

Pastoral & Safeguarding Officer (KS3)
36 hours per week, 44 weeks per year (Term time plus 5 weeks)
NJC SO2 point range 26-28 (£40,226 - £42,107 Actual pro rata salary)
(No holiday may be taken during term time)

Starting January 2027

Grey Court is a vibrant, successful and well-established school situated on an impressive site close to the River Thames and Richmond Park. Rated as outstanding in all areas in March 2013, then in January 2018 and again in February 2024, we continue with our ambitious vision for both staff and students. Come and join us!

About the role

As a Pastoral & Safeguarding Officer (KS3), you will be an integral member of the Pastoral & Safeguarding Team at Grey Court School. In this role, you will work closely with the Director of Wellbeing, Lead Pastoral & Safeguarding Officer, Head of Year, Phase Leaders, and the Inclusion team. Your main responsibility will be to support KS3 students, building strong, trusting relationships with vulnerable individuals and helping them to achieve their full potential.

You will lead on safeguarding duties and early intervention, focusing on removing barriers to learning through targeted support, casework, and effective liaison with parents and external agencies. Providing practical and emotional support will be a key aspect of your role, as well as developing behaviour and wellbeing interventions. You will promote restorative approaches to resolve conflicts and repair relationships, contributing to a positive school ethos and a calm learning environment where students feel safe, listened to, and supported.

Grey Court offers the opportunity to work in an Ofsted-rated Outstanding school at the heart of its community, with engaged, well-mannered, and enthusiastic students.

About you

The ideal candidate for this position will have proven experience working with young people in a related field, and a strong understanding of safeguarding principles and practices. Exceptional communication skills are essential, allowing you to build positive relationships with students, parents, staff, and external partners in a calm and empathetic manner. You should be resilient, organised, and able to work independently while managing pressure and paying close attention to detail.

A restorative mindset is crucial, characterised by a non-judgemental, reflective approach focused on helping students learn from their mistakes and move forward positively. An undergraduate degree is essential. Relevant further or higher education qualifications are desirable, with knowledge of wellbeing initiatives and restorative approaches viewed as advantageous. If you do drive, a clean driving licence is required as you may need to travel for school business. Finally, you should share Grey Court's commitment to equality, inclusion, and high expectations for all students.

About us

Grey Court is committed to recruiting the very best teachers and support staff to benefit student experience in the classroom. We are an Ofsted rated outstanding school offering a comprehensive range of GCSEs, A levels and BTEC level 3 diplomas. We serve a diverse community and ensure we bring out the best in each student, be that through following vocational or academic pathways.

Many staff members progress to leadership roles within the school. You will also be part of a supportive and collaborative staff culture committed to restorative practice, staff wellbeing, and continuous professional growth. This role provides a chance to make a measurable impact on safeguarding, attendance, and the progress of disadvantaged, SEND and vulnerable students.

As a training school we value the continuous development of our staff and offer a full range of professional training opportunities including in-house and cross-MAT CPD and national leadership programmes.

Grey Court is part of the Every Child, Every Day multi academy trust which is made up of five local secondary schools. We are based in the London borough of Richmond, with good public transport links and close to the river Thames and Richmond Park.

Grey Court is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If you would like to work with us, we look forward to hearing from you.

Closing date: November 3rd 2026. 8 AM.

Interview date: TBC

For more information about Grey Court School please visit our [website](#).

For an informal discussion please email Ms. Kath Smith.

Job applications may only be submitted via the [TES website](#). We do not accept CVs or other unsolicited documents emailed to us.

We do not work with recruitment agencies.

We reserve the right to close the advert early should an appropriate candidate be identified.

Only shortlisted candidates will be called for an interview.

If you do not hear back from us within a week of the closing date, please assume you have not been shortlisted this time.

The Governing and Trust Bodies are committed to safeguarding and promoting the welfare of all our children and expect all staff to share this commitment. We fully recognise our responsibilities for safeguarding and child protection.

Any offer of employment will be subject to receipt of satisfactory pre-employment checks, including an enhanced disclosure and barring service (DBS) check, overseas criminal record checks where relevant, online background checks (including social media) and receipt of satisfactory references.

It is an offence to apply to work with children if you are barred from engaging in regulated activity relevant to children.

The schools within the Trust are committed to all aspects of personal development, are inclusive and seek to ensure every student achieves to the best of their ability.