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**Location**

Stepping Stones Short Stay School, Bowerham Road, Lancaster LA1 4HT (35 pupils on roll)  
  
Tel: [01524 67164](https://www.google.com/search?q=stepping+stones+lancaster&rlz=1C1GCEB_enGB1126GB1126&oq=steppi&gs_lcrp=EgZjaHJvbWUqDwgAEEUYOxiSAxiABBiKBTIPCAAQRRg7GJIDGIAEGIoFMhkIARAuGK8BGMcBGIsDGKYDGKgDGLEDGIAEMgYIAhBFGDkyEAgDEAAYgwEYsQMYgAQYigUyBwgEEAAYgAQyBwgFEAAYgAQyDQgGEC4YrwEYxwEYgAQyDQgHEC4Y1AIYsQMYgAQyDQgIEC4Y1AIYsQMYgAQyBwgJEAAYjwLSAQkzMzUxajFqMTWoAgiwAgHxBSiVd_hF6go8&sourceid=chrome&ie=UTF-8)  
School website: www.steppingstones.lancs.sch.uk

**Summary**

Thank you for your interest in the role of Pastoral Assistant at our school. Stepping Stones School is a Pupil Referral Unit that supports pupils who have been excluded, or are at risk of exclusion from mainstream education. We are looking to appoint a highly motivated, skilled and enthusiastic Pastoral Assistant to support both our pupils and staff team.

We are a values-based school where children and adults are to be respectful, kind, trustworthy and tolerant. We are a small school and we have a friendly supportive environment. We pride ourselves on meeting children’s needs and ensuring they are successful. We have high expectations of everyone and prospective candidates should be resilient, hardworking and committed to working in a challenging but rewarding school.   
  
Our school has a warm friendly atmosphere and pupils are taught in small class sizes. The appointment will suit someone who is a team player and has high expectations of behaviour and achievement from all children.

This is an exciting opportunity for a dedicated, practical, and compassionate individual to join our team.

**All prospective applicants should carefully read the school information, job descriptions and person specifications.**

**The successful candidate(s) will:**   
  
Be able to develop positive relationships with staff and pupils.

Be committed, dedicated and resilient.

Understand the reasons why children can display challenging behaviour and be able to de-escalate and support children proactively.

Support children in a non-judgemental, non-confrontational manner.

Can provide support and suggested strategies to colleagues to improve behaviour.

Be able to work independently and as part of a team and show initiative.

Demonstrate that they are an effective individual with a wealth of experience in supporting the teaching, learning and behaviour of SEN pupils and children that display complex and challenging behaviours.

Be able to deliver small group or 1:1 learning / social, emotional and behavioural programmes to secure outstanding progress.

Be able to provide occasional whole class supervision in the absence of teaching colleagues.

If you are passionate about working with children and eager to contribute to a thriving school community, we warmly invite you to apply for this role.  
  
We look forward to receiving your application and welcoming a new member to our dedicated team.  
  
Please note CVs are not accepted, to apply for this vacancy you need to complete the application form attached.

Stepping Stones School is committed to safeguarding and promoting the welfare of children and young people. we expect all staff and volunteers to share this commitment.  
  
Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.  
  
Application form attached. Applications should be made to the Headteacher. Applicants to complete application form and letter. CVs will not be accepted. Electronic applications to be sent to:

bursar@steppingstones.lancs.sch.uk

We welcome visits to the school. Please contact the school office: 01524 67164

**Proposed Interview Date:**

30/4/2025

**Equal Opportunities statement**

An Equal Opportunities Employer welcoming applications from all sections of the community

**Rehabilitation**

Rehabilitation The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy and a Policy Statement on the Recruitment of Ex-offenders this is available from the recruiting manager to applicants who are asked to complete a DBS application.