



Barrington Street, Tiverton, Devon EX16 6QR.

Telephone: 01884 253398

email: admin@castletiverton.school

www.castletiverton.school

Facebook: [Castle Primary School](https://www.facebook.com/CastlePrimarySchool)

Mr T Paddon (Headteacher)

Adventure together, learn forever

What3words Location: Doctor.Tonic.Asking

VACANCY PASTORAL LEAD – 07/09/2026)

Permanent position

30 hours per week, term time

Grade D (£14.36 - £15.31 per hour)

Castle Primary School is a modern, bright building on a 4.5 acre site. We have a large sports field, forest school area, and staff parking. Tiverton is an ancient market town and the town centre is just a few minutes walk away. We have excellent road links with J27 of M5 only a 10 minute drive. For more information see "Working Here" document on the school website.

You will be working as part of the pastoral and additional needs team to identify the needs of the child and remove barriers to learning to enable them to thrive in class. This will include intensive work with individual pupils and support to meet their wider health, social and educational needs, including working with parents and outside agencies..

We are looking for an organised and child centred person with a calm and caring nature and excellent communication skills. You will need to bring a wide skill set to the role, including a practical approach and excellent record keeping, report writing and the ability to work with pupils, families and professionals..

This role requires good knowledge of Special Educational Needs and Safeguarding protocols. Ideally you will hold Level 3 Safeguarding, and a working knowledge of CPOMS and Bromcom school systems. However, training can be provided for the right candidate and previous experience will be taken into consideration.

We are happy to consider a request for flexible working as some administrative tasks could be completed from home. The working hours can have some flexibility but suggested start time is 8 or 8.30am with finish time of 3 or 3.30pm, with a one hour lunch break, Monday to Friday in term time. Please discuss any variations to working hours or any request to use some time to work from home, with the Headteacher, Mr Paddon.

If you are interested in this role, please phone us. We welcome visits to the school to show you around and discuss the position in more detail, so please don't hesitate to come and have a chat.



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We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

An Enhanced DBS disclosure is required for this post.

The application form can be found on our school website www.castletiverton.school, together with our "Working here" guide which will provide more information. We will accept applications via email to admin@castletiverton.school, or by post to Castle Primary School, Barrington St, Tiverton, Devon, EX16 6QR

Please note, we do not accept CVs.