



POOLE
GRAMMAR
SCHOOL



APPLICATION FORM

'THE HUB' CO-ORDINATOR

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SCHOOL

Gravel Hill, Poole, Dorset, BH17 9JU
01202 692132
www.poolegrammar.com
Headteacher: Mrs K Etheridge

For: 'THE HUB' CO-ORDINATOR

Start date: 1st September 2026

Salary: Point 7 – 12, £26,403 to £28,598 FTE (Actual salary:
£21,388 to £23,166)

Post: 'The Hub' Co-ordinator

Reporting to: Assistant Headteacher - Pastoral

Actual annual salary: £21,388 - £23,166 (Grade C, Points 7 - 12: £26,403 - £28,598 FTE)

Hours: 35 hours per week, Monday to Friday, 8.30am to 3.30pm

Working weeks: 39 (term-time only including inset days)

Paid weeks: 44.65 (includes holiday pay)

Further details about the School can be found on our website at www.poolegrammar.com

At Poole Grammar School, The Hub is a calm, structured and supportive environment where students have the opportunity to complete their work away from the classroom, to reflect on their behaviour and prepare to re-engage with school life. It is a space where students are able to feel listened to, valued and supported.

High expectations, clear boundaries and positive relationships are at the heart of The Hub, where students are encouraged to take responsibility for their choices, celebrate their successes and recognise the progress they make, helping them to develop the confidence, resilience and positive learning behaviours needed to thrive in lessons and beyond.

The Hub Co-ordinator plays a key role in supporting students to overcome barriers to learning, working closely with colleagues, parents/carers and external agencies to ensure every student receives the support, encouragement and challenge they need to succeed.

The responsibilities of the postholder will include the following areas:

Health, safety and safeguarding

The post holder must:

- fully abide by the School's Safeguarding policy;
- fully abide by the Staff Code of Conduct and any applicable Health & Safety, Cybersecurity, Data Protection and Risk Management policies.

Main responsibilities and duties

The post holder will be expected to:

- Lead the supervision of students in The Hub, ensuring a calm and purposeful environment with high expectations for student behaviour.
- Oversee the day-to-day running of The Hub, including the arrival and departure of students, and meticulously maintain clear and effective records.
- Work closely with the Assistant Headteacher (Pastoral), DSL (Designated Safeguarding Lead), SENDCo, Heads of Year and teaching staff to ensure individual student needs are met.

- Build strong relationships with students, parents/carers, staff and external agencies to provide consistent pastoral support and improve student outcomes.
- Follow, implement and review behaviour plans and pastoral support plans, maintaining accurate records of interventions and sharing relevant information with Heads of Year and the SLT (Senior Leadership Team).
- Act as a dedicated keyworker for identified students, supporting their wellbeing, behaviour, attendance and progress.
- Support students who are working outside their normal classroom environment, ensuring they complete tasks set by teachers, providing clarification or adapting work to their specific needs where necessary. This includes liaising with teachers to ensure students have suitable (and enough) work to complete.
- Communicate regularly with parents/carers to keep them informed of any changes to student behaviour plans or pastoral support plans as well as the daily successes achieved by and/or sanctions incurred by students.
- Support restorative conversations and behaviour reflections, helping students prepare for a successful return to lessons.
- Lead and work on targeted pastoral strategies and interventions for individual students or groups, as agreed with the SLT and Heads of Year.
- Maintain regular communication with parents/carers, keeping them informed of student progress, successes, behaviour support strategies and any sanctions issued.
- Work collaboratively with colleagues to raise student achievement and promote positive learning behaviours.
- Maintain the highest standards of safeguarding, confidentiality and professional conduct, undertaking all required training and working in accordance with school policies.

Main responsibilities and duties

The post holder will be expected to:

- Undertake activities with individual students or groups, ensuring their safety and supporting their physical, emotional and educational development.
- Carry out planned educational activities and work programmes that promote independent learning, including supporting students on a one-to-one basis where appropriate.
- Encourage the acceptance and inclusion of students with special educational needs or disadvantaged circumstances, promoting confidence, self-esteem and positive attitudes to learning.
- Facilitate access to learning by adapting resources, providing explanations and supporting students with additional needs.
- Provide appropriate physical support for students with disabilities or medical needs, in accordance with individual care plans and following appropriate training.
- Attend relevant internal and external meetings relating to students they support.
- Carry out investigations into incidents of poor behaviour alongside Heads of Year and contribute to behaviour reflection and reintegration processes.
- Collect and distribute work for students in internal isolation or serving a fixed-term suspension, and assist with the co-ordination of suspension records, reintegration meetings and attendance interventions where required.
- Support the wider pastoral team, including Heads of Year, with behaviour, attendance and pastoral initiatives.
- Supervise students during enrichment or extracurricular activities where required.
- Act as an initial point of contact for parents/carers and other professionals on routine pastoral matters.

- Apply the school's behaviour, rewards, attendance, safeguarding and anti-bullying policies consistently to ensure a safe, orderly and inclusive learning environment.
- Participate in the school's appraisal process and undertake relevant professional training.
- Undertake any other duties that are reasonably commensurate with the grade and responsibilities of the post.

Contacts and relationships

The post holder will be expected to...

- Work closely with the Assistant Headteacher (Pastoral), Heads of Year, DSL, SENDCo, teachers and other colleagues to plan and deliver effective pastoral and behavioural support.
- Develop positive working relationships with students, parents/carers and external agencies, sharing information appropriately to support students' wellbeing, progress and successful reintegration into learning.
- Communicate professionally and sensitively with a range of stakeholders, responding to pastoral issues, maintaining confidentiality and taking appropriate action to support individual students.

Decision-making

The post holder will need to...

- Exercise professional judgement in the day-to-day management of The Hub, making timely decisions to maintain a calm, safe and purposeful environment and responding appropriately to students' behaviour and wellbeing needs.
- Determine and implement appropriate behaviour support strategies, restorative approaches and interventions, working within school policies and in consultation with the Assistant Headteacher (Pastoral), Heads of Year and other relevant colleagues where appropriate.
- Identify when concerns relating to behaviour, attendance, safeguarding or wellbeing require escalation, ensuring appropriate information is shared promptly with relevant staff and external agencies where necessary.
- Prioritise competing demands, adapting support to meet the individual needs of students while ensuring the effective day-to-day operation of The Hub.

The work environment

The post holder...

- will be based in The Hub but also expected to attend meetings related to the students' progress in other locations around the school or in the offices of external agencies;
- may be required to exert moderate physical effort, such as periods of crouching/bending while engaging with students in activities or reflections.

Experience and qualifications

Please see next page.

General

This job description is specific to the post of The Hub Co-ordinator. This job description is current at the date shown below but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: Hayley Yeo, HR Manager

Date: July 2026



PERSON SPECIFICATION



Experience

- Experience of working with students with a variety of educational needs (ESSENTIAL)
- Experience of dealing with a wide variety of personalities (ESSENTIAL)
- Experience of working in a secondary school, selective or otherwise (DESIRABLE)

Qualifications and training

- Five GCSEs with a minimum grade C or above in English and Mathematics or equivalent qualifications or relevant experience (ESSENTIAL)
- A-levels, NVQ Level 3 or other equivalent qualifications (DESIRED)

Aptitudes and abilities

- Excellent verbal communication skills
- Good ICT skills including MS Office (experience of using SIMS is desirable but not essential)
- Patience and commitment
- Ability to remain calm and make decisions while under pressure
- Good organisational and planning skills
- Ability to work under own initiative
- Ability to respond sensitively and flexibly to competing demands from students
- Ability to handle confidential information with discretion
- Ability to support students with a large range of Special Educational Needs
- Also desired is the ability to lead small groups of students, applying appropriate behaviour and learning strategies

Knowledge

- Poole Grammar School systems and policies
- Health & Safety At Work, fire and emergency procedures relevant to schools, basic first aid
- Child Safeguarding procedures
- Understanding of lesson plans
- Understanding of the SEN Code of Practice
- Also desired is the understanding of the needs of students with ASD, ADHD and other specific learning difficulties

Personal attributes and qualities

- Commitment to developing students as independent learners
- Enthusiasm and a sense of humour
- A strong sense of empathy
- Self-motivation
- A flexible and adaptable approach
- Willingness to maintain and further progress professional development
- Commitment to Equal Opportunities
- Enhanced DBS check



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APPLICATION PROCEDURE



What you need to do

All applicants are asked to submit an online application form via the Poole Grammar School website.

Please visit www.poolegrammar.com/work-for-us and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but PDF and Word versions of the application form can be requested from the HR Department by emailing: pgshrdept@poolegrammar.com.

Please note: If you use the PDF application form and are using an Apple Mac, make sure it isn't completed in Preview mode, as it will not save correctly.

Informal discussions/visits are encouraged. Please contact the school to make an appointment via the HR department by emailing pgshrdept@poolegrammar.com.

If you have any questions regarding the application process or have not received your acknowledgement email, please contact the HR Department on the above email address.

Dates

Closing date for applications: **14 July 2026**

Interview date: Candidates will be shortlisted and interviewed as and when applications are received. Please note, this may be before the closing date.

We encourage early applications and reserve the right to interview early for the right candidate.

Safeguarding and equal opportunities

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application.

Poole Grammar School also promoted equal opportunities across its workforce.

We look forward to receiving your application.

With thanks,

Katie Etheridge, Headteacher
July 2026