

JOB DESCRIPTION

Job Title: Pastoral Officer	Grade/Salary Range:
Reporting to: Deputy Headteacher – Pastoral	Hours: 37 hours per week

JOB PURPOSE

To provide high quality pastoral support for students across year groups so that students feel safe, secure and able to learn.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- Reporting to: Deputy Headteacher (Pastoral)

MAIN DUTIES AND RESPONSIBILITIES

- To work as part of a team that responds to challenging behaviour.
- To ensure high standards of behaviour are consistently applied in line with the School's Behaviour Policy
- Support the supervision of students who have been removed from lessons.
- To provide information, advice and structured intervention to enable students to make positive choices about their behaviour, attendance and social interactions.
- To provide support for students in terms of specific strategies including self-esteem, anger management, bereavement support etc.
- To organize the induction of new students and monitor their initial entry onto the school roll.
- To cover for the Attendance Officer and other Pastoral Officer roles during periods of absence.
- Supporting students to attend school and improve attendance.
- Working closely with parents and external agencies to ensure continuity of approach between home and school
- To comply with confidentiality and safeguarding procedures.
- To contribute to the administrative work of the Pastoral team, including maintenance of student files and records.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Headteacher.

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

PERSON SPECIFICATION



Job Title: Pastoral Officer	Department/Division:
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> A qualification in English/literacy and mathematics/numeracy, with a pass at GCSE Grade 4/ C or equivalent. 	<ul style="list-style-type: none"> Higher Level Teaching Assistants standards qualification or equivalent. Training in relevant specialist skills. Behavioural qualification ELSA qualification
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Experience of working with children and young people. Experience of working with challenging behaviour. Able to communicate effectively with children, parents and school staff. Able to motivate and encourage students. 	<ul style="list-style-type: none"> Experience of working within an educational setting and the different key stages. Experience of devising/ planning and delivering successful 1-1 and small group activities. Effective use of IT to maintain records and to support learning.
Work-related Personal Requirements	<ul style="list-style-type: none"> Actively enjoys working with children/young people and is empathetic to their needs. Professionally discreet and able to respect confidentiality. Flexible approach to tasks. Firm, sensitive and effective approach towards student discipline. Willingness to work as part of a team. 	<ul style="list-style-type: none"> Ability to plan own time during the day, including feeding back to colleagues about students.
Other Work Requirements	<ul style="list-style-type: none"> Patient and resilient Fluent in written and spoken English to an appropriate level for the role. Right to work in the UK. 	

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks