

Job Description

Title: Behaviour and Pastoral Support Officer

Hours of Work: 36 hours per week; term-time only

Responsible to: Progress Leader/Vice Principal

Salary: Actual salary pa - £27,195 (**more for a suitably experienced applicant**)

Core responsibilities:

- Attendance support for assigned year group/key stage
 - Behaviour support for assigned year group/key stage
 - Welfare/safeguarding support for assigned year group/key stage
 - Academic progress support for assigned year group/key stage
 - Support for Progress Leaders in carrying out their roles in relation to the above
-

Main duties:

1. Attendance

- 1.1 To ensure that form tutors and complete their morning (am) registers accurately and promptly
- 1.2 To immediately notify parents/guardians of any unexplained absences from the morning sessions
- 1.3 To ensure that class teachers complete their afternoon (pm) registers accurately and promptly
- 1.4 To follow up on all unexplained pupil absences by contacting parents/guardians and liaising with other senior/pastoral staff as appropriate
- 1.5 To identify any patterns of absences by individuals or groups and take appropriate steps to address it
- 1.6 To work proactively with parents and pastoral staff to reduce pupil absence, especially persistent absence

2. Pastoral Support

- 2.1 Supervise student movement to ensure all students have access to education and are present at the correct time and in the correct place
- 2.2 Interact with students in order to maintain a safe environment, throughout the school and in classrooms
- 2.3 Observe student behaviour and intervene when inappropriate behaviour compromises the safety of students in line with the School Policy and Procedures

- 2.4 Assess accidents or illnesses and call for support when necessary to ensure the well-being of all students
- 2.5 Implement appropriate discipline with positive behaviour strategies to support the adherence to a safe environment for all and by all
- 2.6 Support agreed action plans drawn up by the Progress Leader with students
- 2.7 Monitor the progress of interventions in order to assess the outcomes of any actions (monitoring will also include behaviour data)
- 2.8 Liaising with parents and other agencies as appropriate, including students attending a directed off-site provision
- 2.9 Support the administration surrounding interventions and behaviour for learning, including the maintenance of the SIMS database and administration surrounding suspension/permanent exclusion processes
- 2.10 To carry out investigations into behaviour incidents as directed
- 2.11 To co-ordinate the provision of work for students on suspension

3. General

- 3.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated safeguarding lead (DSL).
- 3.2 To monitor and ensure implementation of School Policies and Procedures
- 3.3 To support procedures and interventions that raise standards of attendance, punctuality and behaviour
- 3.4 To work with Tutors and other colleagues to formulate aims, objectives and strategic plans for the pastoral area which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School
- 3.5 To communicate with and liaise with Tutors, Progress Leaders and appropriate support staff to maintain records and information in line with school policy
- 3.6 To be available to respond to unplanned situations which arise
- 3.7 To assist the Medical room as required. First aid training will be provided
- 3.8 To assist with the supervision of students during break time and lunch time (e.g. monitor lunch queues, playgrounds and corridors)
- 3.9 To assist in the transfer process for students joining the school
- 3.10 To attend appropriate school meetings which may include parents' evenings

- 3.11 To take an equitable share of school duties
- 3.12 To undertake any other duties in connection with the administration of the school as reasonably directed by the Assistant Principal or member of the Senior Leadership Team.
- 3.13 This job description does not form part of any employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.

Person Specification

Behaviour and Pastoral Support Officer

E = Essential D = Desirable

1	Aptitudes		Evidenced by
1.1	Able to communicate effectively with staff, students and parents	E	A, I
1.2	Has good organisational skills	E	A, I, E
1.3	Able to work to tight deadlines	E	A, I, E
1.4	Able to work well within a team	E	I
1.5	Has the ability to relate to young people between the ages of 11 to 18	E	A, I
1.6	Can take initiative and work independently	E	A, I
1.7	Is enthusiastic and has a positive attitude	E	I
1.8	Able to work to high levels of accuracy	E	A, I, E
1.9	Able to plan, prepare and prioritise to ensure completion of tasks	E	A, I, E
1.10	Able to deal with potentially challenging situations calmly and with confidence	E	A, I
2	Characteristics		
2.1	Is open, honest and approachable	E	A, I
2.2	Has a willingness to be flexible in order to meet the needs of the school	E	I
2.3	Is self-motivated and hard working	E	A, I
2.4	Has a sense of humour and optimism	E	I
2.5	Demonstrates a professional image and demeanour	E	A, I
2.6	Has high levels of integrity	E	A, I
2.7	Has emotional intelligence and discretion	E	A, I
2.8	Is resilient	E	A, I
3	Skills		
3.1	Has strong ICT skills including Word/Database and Excel	E	A, I, E
3.2	Has the ability to prepare reports	E	I, E
3.3	Has knowledge of the SIMS system	D	A, I
3.4	Is able to research data from sources	E	I, E
3.5	Is able to input data to accurate and high standard	E	I, E
3.6	Has analytical skills and the ability to solve problems and draw conclusions from a range of information sources	E	I, E
4	Qualifications and Experience		
4.1	Has experience of working with children	D	A, I
4.2	Has previous administration experience	E	A, I, E
4.3	Has experience of working within an educational setting	D	A, I
4.4	Has experience of working in a pastoral / attendance role	D	A, I
4.5	Has proven competence in Excel	D	A, I, E
4.6	Has good literacy skills – GCSE English grade C/4	E	A, I, E
4.7	Holds a good degree or other level 3/4 qualification	D	A
4.8	Has previous experience of working with data	E	A, I, E
4.9	Holds a First-Aid/Medical qualification	D	A, I

A = Application form and letter of application

I = Interview

E = Exercise at interview