**JOB DESCRIPTION**

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**Job title: Horizon Pastoral Support Officer (HPSO)**

**Line manager: Horizon Pastoral Manager and Horizon Senior Leader**

**Scale:** CAN 21-25

**Hours per week:** 36 hours

**Weeks per year:** Term time plus 2 prep days plus 5 days (36 hours) additional time as agreed to be served during term time or prep days

**Core hours:** Between 8am and 5 pm, unless otherwise agreed with you, and in accordance with agreed hours.

Agreed hours will include the time period between 8.30 am and 3.30 pm each working day and are likely to be from 8 am to 4 pm with a total of 10 extra hours to be used flexibly over the year.

**Breaks during the day:** You will be scheduled for a minimum of 40 minutes break each day, of which at least 20 minutes will be for you to have lunch. You may be allocated a further break of 20 minutes on a day depending on service requirements

**Purpose of the post:**

* **To provide behaviour support and interventions for Horizon students**
* **To ensure that software (CPOMS, Provision Maps, Classcharts) is used to record necessary intervention and feed into the provision for Horizon students**
* To provide cover for absent Horizon teaching staff if required eg when more than one teacher absent
* To act as an LSA as and when required eg when high levels of absence or to work alongside a student that you are supporting in other interventions

**Horizon Pastoral Support Officer**

* To establish good working relationships with students by  modelling good practice to support students with Autism
* To work under the direction of the Horizon Pastoral Manager to investigate incidents of poor behaviour and to implement a system of restorative justice which develops students’ ability to manage their emotions
* To support the use of rewards within Horizon, using classcharts to share relevant information
* To contact home as requested by the Horizon Pastoral Manager, and to establish effective working relationships with Horizon parents/carers.
* To work directly with individuals or groups of Horizon students to raise self-esteem and confidence of students towards improving their personal or social skills and their behaviour learning skills
* To develop resources to deliver specific intervention programmes under the direction of the relevant teacher
* To be part of the social time supervision team, whether before or after school, break or lunchtimes
* Overseeing the delivery of behaviour and self-esteem programmes for Horizon students raising any concerns with the Horizon Pastoral Manager
* To support students to develop organisation and study support strategies to assist them being ‘ready to learn’
* To collate work for students who are excluded and manage any internal exclusion
* To maintain up to date records and information about relevant procedures and practices, and document all conversations and actions as appropriate on CPOMS, classcharts and/or Provision maps.

##### General:

* Be aware of and comply with Trust and school policies and procedures
* Attend relevant meetings as required.
* Participate in training and other learning activities and performance management as required.
* Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Maintain high standards in terms of personal presentation, attendance and punctuality.
* To carry out other duties as may be reasonably requested by the Senior Leadership Team.

**Supervision Arrangements**

The School will determine supervision arrangements in line with current management structures and the needs of the job.

**Equal Opportunities**

You will, at all times, carry out the duties and responsibilities of the post with due regard to the school’s equal opportunities policies.

***If asked to cover classes then:***

#### *To work under the direct instruction of teaching/senior staff in order to support access to learning for Horizon students.*

#### *If asked to fulfil the role of LSA then:*

#### *Support for Students*

* *Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.*
* *To provide support in the further development of students’ social skills.*

***Support for Teachers***

* *Support and help to maintain a purposeful, orderly, safe and supportive environment, in accordance with lesson plans.*

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.*