

Looe Community Academy - Job Description

Job Title: Pastoral Care Officer

Location: Academy based and working with Academy students in other educational settings and on educational visits

Grade: Grade F

Responsible to: Senior Pastoral Care Officer

Direct supervisory responsibility: None

Indirect supervisory responsibility: Pastoral Care Assistants

Important Functional Relationships: Students, parents/carers, SLT, teachers, support staff, tutors, SENDCo, Assistant SENDCo, learning support staff, external agencies

Main Purpose of Job

To support in meeting the emotional, behavioural, welfare and safeguarding needs of all students.

Main Duties and Responsibilities:

1. To support all students, on an individual or collective basis, including in respect to behaviour, attendance, safeguarding, emotional needs and welfare needs.
2. To be directly responsible to the Senior Pastoral Care Officer and to support the Assistant Headteachers in achieving the pastoral needs for their cohorts.
3. To portray and maintain a positive ethos across the Academy.
4. To monitor positive and negative behaviour for across the Academy and for individual students. To act on available information by implementing strategies for praise, rewards, consequences and intervention.
5. To monitor attendance for signs and indicators and to act on available information, implementing praise, rewards and intervention strategies.
6. To ensure that school records are fully maintained for each student's support or intervention, and to share and disseminate information and guidance as appropriate.
7. To issue advice, support and direction to wider staff regarding pastoral matters.
8. To liaise with outside agencies as appropriate and contribute to supporting processes, for example, TAC and ChIN meetings.
9. To develop and maintain effective links with parents and carers to support the safety, welfare and success of their child.

10. To support the Assistant Headteachers in the quality assurance and monitoring of their Key Stage cohort, including uniform, behaviour, attendance and punctuality.
11. To support the Designated Safeguarding Leads in meeting the safeguarding needs of all students, and to undertake Level 3 safeguarding training.
12. To support the delivery of the Personal, Social, Health and Citizenship Education (PSHCE).
13. To assist the Assistant Headteachers in the preparation and review of all draft student reports prior to release to parents and carers.
14. To support the supervision of the internal exclusion and reset rooms.
15. To participate in duties, including break, lunch and supporting the detention rota.
16. To attend events outside the normal working day, with the agreement of SLT, including parents' evenings, record of achievement evening, open evening and induction evening.
17. To support the transition of new students joining the Academy as the new Year 7 cohort or as in-year admissions, liaising with parents, carers and the Academy tutor.
18. To enable the successful progression pathways for Key Stage 4 students by assisting the careers coordinator by:
 - supporting the successful completion of the Key Stage 4 options process for students entering Year 10;
 - engaging in careers events;
 - administering the work experience programme;
 - encouraging exam preparation;
 - administering the preparation of student achievement portfolios;
 - assisting in the preparation and delivery of the Year 11 record of achievement evening.
19. To undertake Trauma Informed Schools (TIS) training.
20. To identify and organise the most appropriate intervention:
 - by providing TIS-based interventions;
 - by using recognised outside agencies;
 - by providing signposting to students/parents/carers
21. To maintain records of all intervention activity and to assess and record the impact
22. To assist in managing the Integrated Health Centre facility, liaising with external agencies that wish to use the facility and reporting maintenance issues.

23. To engage in performance appraisal and undertake training and development.
24. To read and adhere to all relevant policies and procedures.
25. To undertake any other duties appropriate to the Grade, as reasonably directed by SLT.

Date reviewed: 16 Jun 22

Next review: at each appraisal review

Looe Community Academy - Person Specification - Pastoral Care Officer

Attributes	Essential	Desirable	How Identified
Relevant experience	Good standard of practical knowledge, skills and experience of working with children, young people or vulnerable groups in a supportive role	Experience of working with children within a school environment or similar Good understanding of school policies and procedures relating to safeguarding, health and safety, behaviour, attendance, and equality	Application form Interview
Education and training	5 GCSEs (A*-C) (or equivalent) including Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard)	Level 3 safeguarding training Trauma Informed Schools (TIS) training CPD relevant to the role	Application form
Personal attributes, knowledge and skills	Emotionally intelligent with excellent listening, communication and decision making skills Enthusiastic for the best outcomes for all students , putting students foremost in every aspect of the daily work Approaches the role in a calm, positive, self-confident, energetic and enthusiastic manner and with integrity Is patient, understanding, friendly and approachable Praises the positive and addresses issues that fall short of expectations Seeks the positive from every interaction, challenge or situation Prioritises and organises work effectively in order to achieve deadlines Understands and is committed to the protection and safeguarding of children and vulnerable groups Effective ICT skills	Knowledge of issues relevant to education and child development Experience of working with external agencies Extra-curricular talent or skill that could enhance the learning environment	Application form Interview