**JOB DESCRIPTION**

**Job Title**: Pastoral Officer

**Responsible to**: Assistant Headteacher for Inclusion

**Liaison with**: Designated Safeguarding Lead, relevant MAT staff, legally responsible parents & carers pupils and external agencies

**Terms**:  Term Time + Training week

**Hours:** 37.5 hours per week 8.am until 4.00pm with half an hour unpaid break – Monday to Friday

**Salary:** £11.44

**Sickness entitlement:** SSP

**Purpose of the Job:**

To be responsible for the welfare and education of all pupils, committing to the shared vision, values and culture of Tonge Moor Primary Academy.

**Main duties and responsibilities:**

**Nurture**

* To deliver and plan robust and bespoke nurture intervention support
* To support staff in identifying children in need of nurture support
* To use assessment tools such as SDQ and Boxall to assess children’s wellbeing needs
* To keep records of nurture interventions, feeding back impact to teachers and the senior leadership team
* Feedback impact of nurture support to parents/carers through Early Help review meetings

**Behaviour**

* To promote high standards of pupil behaviour across school
* To assist in the management of pupil behaviour in school
* To be on-call to respond to behavioural support incidents
* To help supervise sanctions in accordance with the academy Behaviour and Motivation policy
* Support the investigate incidents of poor pupil behaviour as they arise or as directed
* To keep up-to-date records of pupil behaviour, actions taken and parental meetings using the school’s information management systems.
* To contact and meet parents where appropriate.
* To work with outside agencies to organise the most appropriate provision for targeted, vulnerable and at-risk pupils
* To think creatively and develop strategies for overcoming barriers to learning e.g. behaviour including social and emotional, motivation, aspirations and academic achievement.

**Safeguarding**

* To operate within local child protection frameworks
* Working with (or in the absence of) the Designated Safeguarding Lead, respond to reported child protection concerns
* To be fully aware of and carry out work in line with child protection procedures
* Keep records of child protection concerns using CPOMS
* To develop, agree and implement personalised action plans with relevant staff for individual pupils, based on a comprehensive assessment of their strengths and needs
* Carry out the ‘Lead Professional’ role within Early Help for cases where social and emotional health, attendance / punctuality are the key barriers to learning
* Maintain a caseload of children on the child protection register and attend meetings such as strategy meetings, core groups and child protection conferences
* Work collaboratively with a range of internal and external partners to ensure effective working and negotiate support
* Attend weekly safeguarding meetings

**Pastoral support**

* To promote positive attitudes of pupils and responsible parents and carers towards education and to ensure that the legally responsible parents and carers are made fully aware of their statutory responsibilities
* To support and guide pupils in their personal development
* To provide administrative support to the designated teacher for looked after children
* To devise and deliver a range of pupil and family support interventions
* Work with the Attendance Officer to support children and families with regular school attendance
* To assist pupils in making the transition between each key stage. KS1- KS2 and KS2 – KS3.
* To carry out other duties and responsibilities as directed from time to time

**General requirements:**

* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* Demonstrate resilience when dealing with stressful/conflict situations
* Demonstrate a high level of confidentiality
* Have the ability to use initiative and work alone when necessary
* Hold a valid UK driving licence
* To attend staff training days, twilight training sessions and relevant out of hours training and events

**Person Specification**

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| **Criteria**  | **Essential/Desirable**  |
| Minimum Grade C GCSE or equivalent in English and Mathematics  | E  |
| Experience of working with children, young people and their families, ideally in a school environment or has worked with schools  | E  |
| Have at least one years related experience of working with professionals from other agencies and in multi-agency context   | E  |
| Have the ability to communicate effectively both orally and in writing, especially with pupils and, legally responsible parents and carers, school staff, EIT, social workers and other professionals   | E  |
| Ability to work in a team and individually using own initiative  | E  |
| A commitment to the education and well-being of pupils  | E  |
| Good IT competence to effectively produce reports, records and monitor outcomes  | E  |
| Good written and verbal communication skills and be able to clarify and explain instructions clearly  | E  |
| Excellent record of attendance and punctuality  | E  |
| Ability to deal with any confrontational situations appropriately  | E  |
| Ability to maintain confidentiality in dealings with pupils, professionally discrete and able to respect confidentiality on particular issues  | E  |
| Demonstrates an understanding and awareness of behaviour, have empathy with students and be sympathetic to their needs   | E  |
| Ability to self-evaluate and actively seek opportunity for self- improvement  | D  |