**School:** Lower Fields Primary Academy

**Name of Role:** Pastoral Officer

**Job Role Group:** Support Staff

Lower Fields Primary Academy are looking to appoint Pastoral Officer to join our academy in April 2022 to cover maternity. You will provide a high quality pastoral support across the academy, maintaining accurate behaviour records and working with others to ensure appropriate plans and strategies are in place to support behaviour management and the provision of a continuous positive learning environment. To support the Designated Safeguarding Lead. To provide a positive image of the academy in all dealings with parents, visitors and outside agencies.

**The minimum actual pro rata’d salary for this equates to £9,481.19**

**Who we are:**

The academy is a 3-11 primary school situated on the outskirts of Bradford serving a culturally diverse population. Lower Fields Academy has a reputation in the community as a nurturing school where all our pupils receive a high quality education. We are extremely lucky to be based in stunning and extensive grounds which help to provide a wealth of outdoor learning opportunities.

We feel passionate about providing our young people with memorable experiences, the best outcomes and the widest opportunities. We place our learners’ individual needs at the heart of what we do and pride ourselves in our adaptability and willingness to engage fully with our students, their parents and the communities they live in.  ‘*Leaders, teachers and the whole-school community are committed to eliminating second best and creating the best possible educational experiences for all pupils’ (Ofsted 2018).*

**What we can offer:**

The successful applicant will be joining an ambitious, committed and hardworking team who are relentless in their drive to make a genuine difference to pupils and prepare them with the necessary skills to be successful lifelong learners.

We provide high quality CPD through a combination of:

* In school training and mentoring from our experienced staff
* Trust wide training with opportunities to link up with other teachers across Delta
* External training from a range of excellent and effective providers

If you feel you would be the right fit for this role then we would very much like to hear from you.

We are very proud of our academy and visits would be warmly welcomed by appointment. Please contact the academy on 01274 770312 if you would like to arrange a visit.

Responsibilities

**Duties:**

* To monitor and record behaviour incidents throughout the academy using the academy’s electronic system
* To develop individual behaviour strategies and plans, tailoring interventions alongside parents, teaching staff and pastoral colleagues
* To monitor the impact of behavioural plans and tailored interventions and feedback to pupils and key members of staff
* To promote a restorative approach to behaviour management
* To have excellent communication with parents/carers though daily contact, formal meetings and home visits
* To organise and monitor the outdoor playtime and lunchtime provision
* To be actively involved in playtime, lunchtime and breakfast club activities
* To lead on aspects of classroom processes such as curriculum planning, delivering lessons set by teaching staff, feedback and marking
* To supervise pupils and deliver interventions in the absence of a teacher
* To liaise with the attendance officers to develop strategies to improve the attendance of individuals including developing attendance improvement plans where necessary
* To analyse CPOMs behaviour data
* To lead on the ‘Healthy Schools’ agenda
* To train and support the pupil peer mentors
* To report to the SL on a regular basis
* To ensure strict confidentiality in all areas of work.
* To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
* To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).
* To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
* To comply with the Trust and academy’s policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

*The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.*

**Essential Job Criteria:**

* A minimum of GCSE Maths and English Grade C or above (or equivalent)
* Working with or caring for children of relevant age
* Understanding classroom roles and responsibilities and your own position within these
* An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
* Participate in development and training opportunities
* Awareness of local and national teaching strategies
* Previous experience of working with young people preferable in a school setting
* Good communication skills both oral and written
* Use basic technology – computer, video, photocopier
* Ability to build positive relationships with all stakeholders
* Ability to work constructively as part of a team
* Commitment to self and team development
* Work in ways that promote equality of opportunity, participation, diversity and responsibility
* A commitment to abide by and promote the Academy’s Equal Opportunities, Health and Safety and Child Protection Policies
* A professional responsibility to promote and safeguard the welfare of children and young people
* The post holder will require an enhances DBS

**Desirable Criteria:**

* Appropriate knowledge of first aid
* Completion of DFES Teacher Assistant Induction Programme or equivalent