

Pastoral Officer

Job Description and Personal Specification

Normal place of work: Ash Grove School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 35.5 hours per week term time plus 5 PAD days (8.00am start)

Responsible to: Headteacher, Deputy Headteacher, Assistant Headteacher, and Pastoral Managers.

PURPOSE OF THE POST

- To support, under the direction of the Pastoral Managers and SLT the continuation of a strong culture of behaviour, attendance and safeguarding across Ash Grove School.
- To support the coordination of the work of the Pastoral Team as well as being a point of contact for pupils, families and agencies, to help improve all areas of attendance, safeguarding and behaviour.
- To contribute to raising achievement by improving school attendance and behaviour
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full-time education provision.

DUTIES AND RESPONSIBILITIES

- To maintain accurate, confidential and up to date documentation on all cases of social care, safeguarding, child protection, attendance and behaviour.
- To identify and work with individuals and groups of students, using regular attendance data to improve attendance.
- To work closely with parents/carers and students to improve levels of attendance
- To work directly with children and their families in the community.
- To collate information regarding the attendance of students who may be experiencing attendance difficulties in order to inform school and parents/carers
- To complete relevant referral forms for outside agencies
- To collate and drive any reports necessary for external agencies/meetings
- To produce attendance reports for Pastoral Team and SLT

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- To promote, strengthen and develop the potential of parents/carers and their children to improve attendance.
- To provide support and guidance to parents/carers and as part of our wider parental engagement strategy.
- To attend meetings (TAF/CIN/CP/etc) and attend a range of other meetings (linked to behaviour and attendance) to ensure that each vulnerable young person receives the very best input from a range of services.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- To support colleagues in all aspects of supporting the behaviour, safeguarding and attendance of young people.
- To ensure that the school promotes a positive image in the community in all matters related to the care of young people.
- Attend home visits.
- Attend meetings as appropriate and record accurate minutes as required.
- Attend staff/development meetings at school, as required.
- Undertake administrative tasks as necessary.
- To communicate effectively with all members of the school, partnership and the wider community, in particular, on matters concerning pupil safety, behaviour, and attendance.
- Contribute to the overall visions, values and aims of the school.
- Appreciate and support the role of other professionals to best meet the needs of the pupils.
- To be committed to the principles of on-going professional development and to undertake appropriate training as required.
- To undertake any other duties and responsibilities commensurate with the salary or instructed by SLT.
- Monitor and respond to external and internal enquiries relating to attendance, behaviour and safeguarding.
- Engage in coaching and reflective practice.
- Work with some autonomy on a caseload of students as well as part of the Pastoral team.
- Keep Pastoral Managers and SLT updated with significant concerns and incidents.
- Attend and contribute to team meetings/safeguarding briefings/attendance meetings/behaviour debriefs and other meetings as required.

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ATTENDANCE

- Keep and maintain detailed attendance records that can be used in attendance panel meetings.
- In accordance with school policy set targets for improved attendance and in line with school policy, issue warning letters to poor attenders.
- Check on the attendance of pupils who are educated off-site on a daily basis to ensure compliance with statutory requirements and visit these pupils as per agreed cycle.
- Ensure records of attending pupils are kept up to date.
- To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To make telephone contact with the homes of non-attenders for each absence to establish reason for absence.
- Liaise with form tutors, teachers, department leads and Senior Leaders to ensure they are informed of absence trends on a pupil-by-pupil basis as needed
- Lead pupil and parent attendance panels to secure improved attendance.
- Undertake home visits for pupils whose attendance is weak and shows no sign of improvement as is needed.
- Attend, contribute to and minute pastoral meetings as required.
- Develop and produce reintegration timetable as appropriate for pupils with weak attendance by liaising with teaching staff, SENCO, parents and other stakeholders.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To support Pastoral and Learning managers and senior managers in advising the school on all matters relating to attendance and where necessary take the operational lead role in developing work processes to improve school attendance.
- To support on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.

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CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

SAFEGUARDING

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

All our employees are expected to demonstrate a commitment to our shared principles and the Oak Way.

Oak Learning Partnership is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

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CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • GCSE A* - C in English, Maths and ICT or Level 2 Key Skills qualification in English, Maths and ICT. Applicants with results due are able to apply. • Training in/willingness to complete Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required. • Training in/willingness to undertake first aid training as appropriate. • Experience of working with children and young people in relation to child protection and safeguarding issues. • Significant experience of working with / supporting pupils and an understanding of the barriers they face in relation to safeguarding, engagement with learning and attendance. • Ability to diffuse confrontational situations and calmness under pressure. • Experience of working with external agencies, parents/carers. • Experience of following procedures and instructions • Experience of establishing and maintaining accurate records 	<ul style="list-style-type: none"> • DSL trained/be willing to undertake training. • NVQ 3 level qualification or equivalent in child development, youth work, community, or school-based subject. Applicants with results due can apply. 	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Willingness to learn new skills and attend training courses as required. • Knowledge of child protection legislation, statutory guidance and legislation • Full clean Driving licence as will be completing home visits • Ability to use ICT software such as Microsoft, CPOMS, and other packages. • Ability to communicate effectively with a range of stakeholders. • Knowledge of data and/or willing to learn • Knowledge of Arbor or similar MIS system • Ability to be able to manage own workload and prioritise • Ability to work part of a team • Knowledge of strategies to raise standards of behaviour and attendance 		

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CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.
- Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
- Establish constructive relationships with parents and carers.
- Able to improve their own practice through observations, evaluations and discussion with colleagues.
- Excellent attendance record.