

## **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:** 32.5 hours per – Monday to Friday

**Salary:** £12.21

**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.

**Headteacher:** Mrs N. Whittaker

Tonge Moor Primary Academy, Brierwood, Bolton, BL2 2PF

**Telephone:** 01204 328994 **Website:** [www.tongemooracademy.org](http://www.tongemooracademy.org) **Company Registered Number:** 07628909

## 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

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

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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

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