

Job Description

**TITLE: Pastoral Officer**

**POST HOLDER: Vacancy**

**GRADE: Grade 7 Point 8 – Point 11**

**START DATE: ASAP**

**CONTRACT: Permanent**

**WEEKLY HOURS: 36 hours per week**

**WEEKS PER ANNUM: 39 weeks**

**RESPONSIBLE TO: Pastoral Manager**

**Job Purpose**

Supporting both staff and students to access their learning, contact with families/external

agencies and supporting a range of student activities throughout the school.

Working under guidance, to provide support in addressing the needs of students who

require particular help to overcome barriers to learning.

**Core Tasks and Responsibility:**

There are four key areas responsibility:

* Support for Students, Teachers, Student Support Team and the School.

**Support for Students**

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| You have responsibility to: |
| |  | | --- | | * Provide pastoral support to students * Attend to students’ personal needs and provide advice to assist in their social, health & hygiene development * Assist teachers with behavioural strategies to ensure the implementation of IEPs. * Support students consistently whilst recognising and responding to their individual needs. * Encourage students to interact and work co-operatively with others and engage all students in activities. * Establish productive working relationships with students, acting as a role model. * Promote the speedy/effective transfer of students across phases and integration of those who have been absent. * Provide information and advice to enable students to make choices about their own learning / behaviour / attendance. * Challenge and motivate students, promote and reinforce self-esteem. * Provide feedback to students in relation to progress, achievement, behaviour and attendance. * Monitor a targeted set of students with additional needs and/ or an accumulation of behavioural referrals, in order to monitor behaviour, attitude, attainment & attendance. * Conduct one to one interventions, with a view to strategically remove barriers to learning, whilst encouraging ongoing personal & academic development. * Support the school to raise aspirations of students and their families, especially encouraging students to consider pathways to university. * Implement structured mentor programme, by looking at behavioural referrals & support plans with clear goals and action points. * Work as a key assertive mentor for specifically targeted students. | | Supporting the Student Support Team **You have responsibility to:** | | * Support with transition to and from Parkside. * Support students’ access to learning using appropriate strategies and resources. * Monitor students’ progress against action plans. * Provide on call, if needed * Provide isolation cover, if needed. * Provide homework intervention cover, if needed. * Provide objective and accurate feedback and reports as required, to staff on students’ achievement, progress and other matters, ensuring the availability of appropriate evidence. * Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested. * Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour. * Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links. * Assist in the monitoring and implementation of systems relating to attendance and integration. * Clerical / admin support including dealing with paper based/electronic/telephone correspondence, compilation / analysis / reporting on attendance, behaviour. * Lead meetings with parents of a targeted set of students, to discuss progress, and decide specific: reports, plans and targets to a deadline. * Monitor behavioural referrals daily, setting necessary sanctions, and bringing to the attention of the Director of Pastoral Care/ Assistant Headteacher for further intervention. * Monitor & implement identified students’ homework report, to correspond with the parents of a targeted group of students, providing feedback to parents on progress, whilst promoting parental engagement. * Monitor behaviour around school whilst supporting staff in classrooms to enforce the school’s behaviour policy, giving and enforcing clear sanctions where necessary. | | Support for the School **You have responsibility to:** | | * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support differentiation and ensure all students have equal access to opportunities to learn and develop. * Contribute to the overall ethos / work / aims of the school. * Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Pastoral Team, to support achievement and progress of students. * Attend and participate in regular meetings. * Attend targeted parents evenings, identified by the Director of Pastoral Care. * Participate in training and other learning activities as required. * Recognise own strengths and areas of expertise and use these to advise and support others. * Undertake planned supervision of students’ out of school hours learning activities, including detentions. * Supervise students on visits, trips and out of school activities as required. * Assist & take the lead role in undertaking key research (parental engagement and effectiveness of information) in the interests of the schools development.   **Other Duties**   * Undertake professional development as required and participate in the school’s annual professional development programme. * To comply with the requirements of Health and Safety, other relevant legislation and school policies and to understand and comply with the school’s Equal opportunities Policy. * Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.   **Physical Requirements**   * There are no physical requirements, but the successful candidate is expected to be in good health and capable of working at a workstation and moving around the school site.   **Suggested Hours**   * Working times:   Monday to Friday 8.00am – 3.30/4pm (alternating days) (30-minute lunch to be taken)    **Annual Leave -** All annual leave MUST be taken in school holidays      Parkside Logo (2)**Person Specification**  **Post Title: Pastoral Officer**   | criteria | qualities | | --- | --- | | **Qualifications** | GCSE grades A\*-C or equivalent in English and Mathematics.  2 x A Level GCE Grades A\* - E or Level 3 Equivalent  Counseling skills/training.  Ability to use data and generate reports.  Understanding, knowledge and sound application of the Microsoft Office Packages including Excel 2010 or later.  Working knowledge and administration of Schools Information Management System (SIMS).  Assertive mentor and conflict resolution training desirable. | | **Experience** | Recent relevant and appropriate experience working in a supportive and guidance capacity with children of KS3 and KS4 secondary school age with a range of abilities. Experience of pastoral care, including liaison with parents and outside agencies.  Resolving student welfare and behaviour issues including conflict resolution.  Demonstrated impact in a professional environment.  Communication, including challenging conversations, with a range of different stakeholders that have resulted in a positive change.  Demonstrated impact in an educational environment.  Experience of working with Multi Discipline Teams.  Development and implementation of systems that result in positive change. | | **Specialist Knowledge** | Ability to:   * Communicate, including challenging conversations, effectively orally, in writing and digitally with adults and young people. * Positively promote the school to students, parents, colleagues and other community groups. * An understanding of Starting Point and the ‘Early Help’ process. * Well-developed interpersonal skills and proven ability to relate well to school staff, students, parents and other colleagues in the support services. * Good understanding of data protection and confidentiality issues. * Working knowledge of child protection issues and safeguarding. * Statistical data analysis and reporting. * Input and retrieve data efficiently and accurately. * Work as a member of a team. * A genuine liking for and concern to improve the lives and learning opportunities of young people * A commitment to working with other adults to ensure that every child achieves their full potential. * Willingness and ability to work with others to reduce barriers to learning. * Use strategies to motivate students and promote increased levels of aspiration and attainment. * Positive and confident to reflect upon the impact of the job role to instigate positive change. * Work under the direction of a senior colleague and prioritise, plan and organise your own workload as required. * Operate calmly and effectively under pressure. * Resourceful and resilient. * Decisive. * Show initiative and self-motivation. * Show commitment to a clear and shared vision for an effective school. | | **Personal qualities** | Commitment to promoting the ethos and values of the  School and getting the best outcomes for all students.  Commitment to acting with integrity, honesty, loyalty and  fairness to safeguard the assets, financial probity and  reputation of the school.  Ability to work under pressure and prioritise effectively.  Commitment to maintaining confidentiality at all times and acting in a professional and tactful manner  Commitment to safeguarding and equality.  Embrace change well.  Deal with difficult situations effectively.  Smart appearance with the ability to communicate with staff, students, parents and outside agencies with a polite, professional manner and able to work under pressure.  You will be flexible, have excellent communication and organisational skills and attend evening and early morning if necessary.  Adhere to security requirements re. Child Protection and Data Protection regulations. |   *Parkside Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment*.  **Notes**:  This job description may be amended at any time in consultation with the postholder.  Last review date: September 2023  Next review date: September 2024  **Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name:**  **Date:** | |