



Trinity Academy Newcastle Multi Academy Trust Job Description

POST TITLE: Pastoral Care Officer (Trinity) AA1822
Grade: N6

RESPONSIBLE TO: CEO, Head of School and Pastoral Manager

JOB PURPOSE: The Pastoral Care Officer will:

- Assist the Pastoral Manager and in carrying out responsibility for the care and welfare of all learners.
- Ensure that the personal management and supervision of learners is always of a professional and caring nature.
- Act as a point of contact in the absence of the Pastoral Manager and deal with day to day operational matters in that person's absence.
- Assist the Pastoral Manager in ensuring that all procedural policies pertaining to the pastoral care, management and supervision of learners are followed.
- Assume a lead role in matters pastoral in the absence of the Pastoral Manager.

KEY RELATIONSHIPS: Learners, PSHE Coordinator, Pastoral Manager, Multi-agency Team, Heads of School, CEO, Parents and Governing Body.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Develop and maintain effective relationships with learners.
- 2 To ensure that the welfare of all children is adequately promoted and safeguarded.
- 3 To provide general care and welfare by responding appropriately to the social, emotional and physical needs of learners.
- 4 To ensure that learners maintain an appropriate level of hygiene and, where necessary, assist with meeting the intimate care needs of learners.
- 5 To supervise learners at both break times and lunchtimes.
- 6 To be part of an on-call support network available to learners throughout the school day.
- 7 Liaison and communication with all school staff regarding matters both pastoral and operational.
- 8 To provide classroom cover in the absence of teaching colleagues.
- 9 Liaison with parents and carers.
- 10 To provide home visits to parent/carers as and when necessary, in liaison with the school's Multi-agency team to support learner placements.



- 11 Assist in the maintaining of a healthy, safe and secure environment for learners and to act in accordance with the school's policies and procedures.
- 12 To support learner transition through independence training.
- 13 To be responsible for 'first day response' strategy to promote good attendance.
- 14 To undertake other reasonable duties as required by the Pastoral Manager, Head Teacher or Principal that are consistent with both the grading of the post and the nature of the Pastoral Care Officer role within school.
- 15 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

Planning

- 1 To assist the Pastoral Manager in the continuing development and improvement of the school and services it provides and help develop policies and procedures, with particular regard to pastoral provision.
- 2 In the absence of the Pastoral Manager ensure that everyday school routines and practices are adequately staffed and supervised to ensure continuity for and the safety of learners.
- 3 To promote links with, the LA, other bodies and other schools to facilitate school sport and recreational opportunities for learners and resource sharing.
- 4 To play a major role in the planning and delivery of the schools 'out of learning hours' provision.

Management

- 1 To ensure the acceptable conduct and behavior of all learners and assume a leading role in the promotion of effective learner management.
- 2 To co-manage the schools 'out of learning hours' provision
- 3 To administrate learner medication as necessary.

Administration

To organise, and maintain records relating to:

- 1 Meetings with parent/carers, home visits, etc.
- 2 Learners behavior, health and welfare needs
- 3 The administration of medication records in the absence of the Pastoral Manager.
- 4 To produce and monitor the completion of learner OSHL files.
- 5 To support the pastoral task and development through data collation and analysis.

Please note:



Employees must not communicate confidential information or documents to others who do not have a legitimate right to know.

Furthermore, such information which is stored on computer systems must only be disclosed in accordance with the requirements of the Data Protection Act 1984.

Employees should not make statements directly to the press or other media without first obtaining the approval of the CEO.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.