

Pastoral Officer for Attendance, Behavioural and Safeguarding

Job Description

PURPOSE OF THE POST

- To support, under the direction of the Pastoral Managers and SLT, a strong culture of attendance, behaviour and safeguarding
- To act as a key point of contact for students, families, staff and external agencies
- To contribute to improved outcomes by supporting engagement, attendance, behaviour and safety
- To support the effective coordination of the pastoral team and interventions

DUTIES AND RESPONSIBILITIES

Core Duties

- Lead and deliver interventions for students, under the guidance of senior staff
- Maintain accurate, confidential and up-to-date records /data for safeguarding, behaviour and attendance
- Monitor recording systems, providing guidance to staff
- Work closely with students and families to improve safeguarding, attendance and behaviour
- Carry out home and off-site visits where appropriate
- Complete referrals and prepare reports for external agencies
- Attend and contribute to meetings, ensuring accurate records are kept
- Communicate effectively with staff, families and external partners
- Support the school's values, ethos and inclusive culture
- Work collaboratively with other professionals
- Engage in ongoing professional development and training
- Manage a caseload of students with increasing independence

- Support colleagues within the Engagement & Well-being Team

Safeguarding

- Support the effective implementation and quality assurance of safeguarding systems and policies
- Manage a caseload of safeguarding concerns under guidance from DSL & Pastoral Manager
- Work collaboratively with social care and other agencies to support vulnerable students and families
- Contribute to targeted intervention programmes
- Build strong partnerships with families and chair meetings where appropriate
- Contribute to keeping safeguarding records are accurate, up to date and compliant
- Support anti-bullying work and child protection processes
- Lead and attend meetings (e.g.TAF, CIN)
- Work collaboratively with external agencies
- Contribute to reports and information gathering for safeguarding leads
- Keep leaders informed of any significant concerns or incidents
- Undertake Deputy DSL training and responsibilities where require appropriate

Behaviour

- Support the implementation of the behaviour policy across the school
- Identify trends and contribute to targeted interventions
- Build positive relationships with students to improve engagement
- Support students to manage behaviour and develop independence
- Respond to behaviour incidents, including:
 - On-call support
 - Restorative approaches
- Communication with families
- Contribute to enrichment provision (breaks, clubs, holiday provision)
- Support anti-bullying strategies and student wellbeing
- Promote positive engagement through rewards and events
- Maintain accurate behaviour records and systems

Attendance

- Maintain accurate attendance records
- Monitor attendance and follow up daily absences with families
- Support attendance panels, meetings and interventions
- Carry out home visits for persistent absence
- Work with staff and families to identify barriers and solutions
- Support reintegration plans for students
- Liaise with staff and leaders regarding attendance concerns
- Monitor students in alternative provision
- Contribute to attendance improvement strategies and awareness

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.

Job Title

Person Specification

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 English and Maths (Grade C/4 or above or equivalent) • Level 3 qualification in a relevant field • Willingness to undertake relevant training (e.g. Team Teach, First Aid) • Experience working with children and young people • Understanding of barriers to attendance, behaviour and safeguarding • Experience working with families and external agencies • Experience maintaining accurate records • Ability to manage a caseload with some independence • Willingness to undertake DSL training 	<ul style="list-style-type: none"> • DDSL experience or willingness to gain this • Experience working with SEND 	
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	DESIRABLE	
<ul style="list-style-type: none"> • Ability to manage and prioritise a caseload • Strong understanding of safeguarding, attendance and behaviour • Ability to support and challenge colleagues appropriately • Willingness to learn and develop professionally • Effective communication skills with a range of stakeholders • Ability to analyse and use data (e.g. MIS systems) • Ability to remain calm and respond effectively under pressure • Ability to work independently and as part of a team • Full driving licence and willingness to carry out home visits 	<ul style="list-style-type: none"> • Knowledge of legislation and policy frameworks • Experience building partnerships with families and agencies • Experience supporting staff or delivering training 	
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		

- Builds positive, respectful relationships with students
- Promotes high expectations of behaviour and conduct
- Works collaboratively and seeks support when needed
- Engages effectively with parents and carers
- Reflective and committed to improving own practice by engaging in CPD
- Reliable with strong attendance and punctuality
-