

Job Description: Pastoral Officer



Post Details

School/setting: Poole High School
Post type: Support Staff
Grade/Pay Level: 7
Responsible to: Head of Year / Assistant Headteacher – Pastoral

Main Purpose

To assist the Senior Leadership Team at Poole High School in overseeing the pastoral welfare and safeguarding of students in each year group. To deal with pastoral and welfare issues and be responsible for the induction of new arrivals. To support and work with students and families to maximise learning for individual students.

Duties and Responsibilities

- Monitor the welfare of students acting as a point of contact for form tutors, subject leaders and subject teachers.
- To act as a mental health first aider for the year group, supporting students needing support and helping all students to learn how to stay mentally healthy.
- Support the rewards and on-report systems, ensuring information is entered onto our MIS and that all relevant documentation is filed.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- Make contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
- Meet regularly with Head of Year to discuss current issues and developments in the pastoral support system.
- Liaise with pastoral/attendance team for the year group.
- SEND liaison.
- Support the Head of Year in facilitating alternative provision and timetables.
- Liaise with parents regarding health/hygiene issues.
- Represent the school at meetings which involve vulnerable students if required.
- Work with progress leaders to arrange parents' evenings, work with parents to ensure high levels of attendance and engagement, attend to support facilitation and meet with parents, evaluate post event.
- Follow the calendar of actions and events for each year group.
- To be responsible for the induction of new arrivals.
- To obtain full, relevant data from families to assist in early, accurate assessment and early, tailored provision
- To be aware of content of student files transferred from previous school and ensure relevant information is shared to enable others in the school to fulfil their duties.
To liaise regularly with parents during the first few weeks after transfer.
- To assist in the monitoring and recording of student progress, problems and development needs.
- To undertake routine filing and admin tasks.
- To provide information to the Senior Leadership Team as appropriate to enable them to carry out their role.

Safeguarding Duties and Responsibilities

- Act as a point of contact for safeguarding concerns.
- Follow up concerns/incidents and provide individual student support/counselling, as appropriate. Learn on action taken and further follow up required
- Maintain thorough safeguarding records using school processes.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Qualifications, Knowledge, Skills and Attributes Required

Essential:

- GCSE Maths & English A-C or equivalent grades/qualifications
- Experience in a similar role
- Experience of working in a school environment
- Child protection training
- Proven skills in the use of office packages to include: Word, Excel, Outlook, mail merge
- Excellent organisation, time management, communication and interpersonal skills
- Ability to work independently, demonstrating initiative
- Ability to reconcile priorities, work to tight deadlines and problem solve
- Receptive to new ideas, approaches and challenges
- Ability to communicate effectively with all staff students and parents
- Enthusiasm and drive
- Willingness to challenge others to produce positive outcomes
- Flexibility and adaptability
- Sense of humour

Desirable:

- Knowledge of Arbor

Notes

- This job description may be amended at any time in consultation with the postholder.

Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).