



## Job Profile

<b>Position</b>	Pastoral Officer
<b>Salary Scale</b>	Single Status pay scale Grade 10 (scale point 26-28) £35,252 to £37,667 pro-rata, per annum (Actual salary £32,018 - £34,211)
<b>Contract type</b>	Permanent
<b>Hours of work</b>	Monday-Friday 37 hours per week Term Time Only (including INSET days) plus 2 weeks Paid WPY 47.36
<b>Responsible to</b>	Headteacher

### Main purpose

The Pastoral Officer will work alongside the Senior Leadership Team and Senior Administrator, to improve school attendance, punctuality and behaviour through effective working with pupils, families and outside agencies.

To take responsibility within the school DSL team for all safeguarding and child protection matters arising at the school and to support other staff in dealing with any safeguarding issues.

The post holder will have responsibility for ensuring the school fulfils its legal responsibility including preparing and submitting legal documentation and penalty notices.

### Main Responsibilities

#### Support for pupils

- Establish productive working relationships with pupils and their families, acting as a role model and setting high expectations of attendance and behaviour
- To facilitate the educational partnership between home, school and the pupil, by support, liaison and negotiation
- Develop and implement educational plans for identified children e.g. looked after children and children with social and emotional needs
- Maintain a range of school records and data relating to pupil attendance, behaviour and safeguarding
- In cases of poor attendance and punctuality (and or welfare issues) be proactive in assessing the situation and liaising with appropriate professionals and parents
- To coordinate, plan and carry out daily home visits (where necessary), including cold calling and visits with other appropriate services, e.g. Police, Health, Social Care and Caseworker
- Effectively manage a caseload and ensure casework and documentation is prepared and collated to support legal sanctions, and to present in court
- Take part in strategy discussions and inter-agency meetings



- To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school
- Building relationships with children and their parents, particularly the most vulnerable

#### Support for Teachers

- Working with the Senior Administrator – Attendance, collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school
- Provide data and information on behaviour and safeguarding issues
- To act as a source of support, advice and expertise to staff on matters of safeguarding, attendance and behaviour
- Provide and signpost staff to relevant training
- To work as part of a team and contribute to the achievement of the team objectives and responsibilities
- To lead on child protection referrals that fall under educational neglect
- To support with additional duties, such as gate duty to engage with parents, carers and pupils at key points during the school day
- To support whole school events
- Accompany teaching/lead staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/lead staff

#### Support for the curriculum

- To collaborate with staff and appropriate professionals to support children to successfully access the curriculum

#### Support for the school

- To provide data and reports to the senior management teams and governors on attendance, punctuality, behaviour and safeguarding.
- To maintain attendance tracking systems, analysing data and using the data to target interventions appropriately
- To proactively maintain and develop contacts with outside agencies
- Take action over non-attendance and poor punctuality
- Implement the relevant school policies including safeguarding, child protection, behaviour, anti-bullying and attendance
- Be responsible for pupil records related to the role and the secure transfer of documentation to relevant agencies and schools
- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Monitor the single central record and ensure it complies with all relevant legislation
- Provide safeguarding reports to the Senior Leadership Team, governing board and attend meetings when required
- Effective management of the MyConcern system and safeguarding implementation
- Model best practice and uphold the principles of confidentiality and data protection at all times



- Contribute pro-actively to school policy including the development of whole school attendance policies
- Develop, implement, monitor and renew initiatives to improve attendance and behaviour alongside the Senior leadership Team
- Be committed to a multi-agency approach, liaising with external agencies where appropriate
- Have an understanding of pupil behaviour and a variety of behaviour management strategies including de-escalation techniques and calming strategies
- Support staff with the implementation of pastoral support plans, risk assessments and behaviour strategies
- Work effectively with pupils, families, staff and outside agencies to improve behaviour for identified pupils
- Work with staff to plan, assess and adapt learning activities to pupils' needs and ensure suitable resources are available to effectively engage them
- Audit and monitor compliance of 3<sup>rd</sup> parties with organisation requirements
- Support the Senior Leadership Team with administration tasks as required such as uploading Government assessment data (in an accurate and timely manner)
- Maintain behaviour, bullying and exclusion records and use data to track both positive and negative behaviours, reporting to senior leaders and governors as requested
- To maintain the Olive Branch (food, support and uniform bank) and seek and secure appropriate funding opportunities in order to provide support for the community

### General

The Pastoral Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies, maintain high levels of confidentiality and the staff code of conduct.

The postholder will work collaboratively with parents, staff, partner organisations and agencies and play a major role in maintaining quality standards and engaging with project management within their role.

During term time, the Pastoral Officer should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances. In their absence, the DSL is responsible for ensuring there is Deputy DSL cover in school.

**Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Pastoral Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role.**

### All employees have the responsibility to:

- *Values:* To uphold the values and behaviours of the organisation
- *Equality & Diversity:* To work inclusively, with a diverse range of stakeholders and promote equality of opportunity
- *Health, Safety & Welfare:* To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking



appropriate action as required. Adherence to safe working under the health and safety policy is required

- Contribute to and influence children's learning and personal development.
- Ensure any documentation produced is to a high standard
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Headteacher

#### Person specification

<b>Education and qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• GCSE Mathematics &amp; English Language A*- C (grade 4 or above)</li> <li>• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at equivalent level</li> <li>• Ability to undertake further training and development as required</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent level qualification in a relevant subject eg CQSW, CSS, Diploma in Social Work, Diploma in Education Social Work Studies</li> <li>• Designated Safeguarding lead or DDSL</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children or young people</li> <li>• Experience of working with or in schools</li> <li>• A sound knowledge of education welfare work</li> <li>• Experience of working with vulnerable children in an educational setting</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Designated Safeguarding lead (DSL) or Deputy DSL</li> </ul>
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The ability to use IT to analyse data and write clear, detailed reports</li> <li>• Good understanding of a School Management Systems (such as Arbor and My Concern), Attendance Management, Behaviour Management and Timetables</li> <li>• Ability to co-ordinate with outside agencies and liaise with school stakeholders</li> <li>• Knowledge and awareness to the protection and safeguarding of children and young people</li> </ul>



	<ul style="list-style-type: none"><li>Constantly improve own practice through self-evaluation and learning from others</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>A detailed knowledge of the multi-agency referral system</li><li>Knowledge of attendance management policies</li><li>Full working knowledge of relevant policies and codes of practice/legislation</li></ul>
<b>Skills and abilities</b>	<b>Essential</b> <ul style="list-style-type: none"><li>A full UK driving licence and own transport</li><li>Ability to work effectively with outside agencies</li><li>Ability to manage own work and meet deadlines</li><li>Excellent interpersonal and communication skills, including conflict management and mediation skills</li><li>Ability to apply specialist knowledge to respond to complex enquiries from a range of stakeholders</li><li>An understanding of the issues that impact on the mental health of young people.</li><li>A desire to improve the outcomes for vulnerable young people by supporting their emotional development and wellbeing</li><li>Excellent written and oral skills with the ability to build sound relationships with others</li><li>Good IT skills including word processing, spreadsheet, database management</li><li>Excellent organisational and administrative skills</li><li>Ability to prioritise workload and follow projects through to completion</li><li>Ability to handle confidential issues and materials sensitively and appropriately</li><li>Ability to work to deadlines with excellent attention to detail and accuracy levels</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>Commitment to ensuring the safety and welfare of children</li><li>Uphold and promote the ethos and values of the school</li><li>Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li><li>Ability to work under pressure and prioritise effectively</li><li>Maintain confidentiality at all times</li><li>Commitment to equality, diversity and inclusion</li></ul>

Notes:

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

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Headteacher's signature

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Date

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Postholder's signature

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Date