

Pastoral Support Officer

Grade 4, SCP 12-17 salary £26,421 - £28,770 FTE (£22,626- £25,419 pro rata)

36.66 hours per week, term time plus 1 week

Monday to Friday 8am-3:50pm.

Core purpose

1. To contribute actively to building, communicating and implementing the Trust's vision of Ambition, Excellence and Community and the school's commitment to all young people to 'Let your light Shine'.
2. To actively model and promote the values, vision and ethos of this Christian school which serves a multi-faith, multi-ethnic community.
3. To have a clear understanding of what makes outstanding pastoral provision and have the drive and ability to work with a team of people to realise this for our young people and their families.

Specific responsibilities

- To develop a positive culture at Key Stage 3 consistent with the school vision through strong pastoral care and education.
- To monitor, track and act on information as appropriate for individual students in the following areas: progress, uniform, equipment, behaviour, attendance, punctuality, safeguarding and welfare.
- To use data and the school MIS (Bromcom) to support monitoring and tracking of progress, welfare information and attendance.
- To establish effective and meaningful mechanisms of communication with parents maintaining regular contact where appropriate and keeping them updated about the learning experience of their son/daughter.
- To establish effective and meaningful mechanisms of communication with staff informing them of issues affecting student welfare and progress.
- Support Form Tutors with the mentoring and monitoring of students in their Form Groups.
- To be evidence informed keeping abreast of best practice in relation to developing the role of pastoral provision in the school.
- To liaise with external agencies and stakeholders as required to ensure students are well supported.
- To arrange and attend parent/carer meetings with colleagues as appropriate.
- To undertake training and staff development sessions to establish common working practices, supporting the pastoral staff in developing a consistent ethos.
- To support with transition arrangements for new students into the school.
- To provide an initial response to child protection and safeguarding issues.
- To investigate allegations of bullying and other poor behaviour, take statements and work with senior members of staff to provide effective resolutions including Restorative Practice when appropriate.
- To contribute to the school response if a student is identified as absent and/or missing.
- To carry out duties as part of a rota including detentions, lunch duty, homework clubs.
- To support with lunchtime clubs, co-curricular activities, and school trips.
- To actively promote and support the distinctive Christian ethos and values of the School.

- To support and comply with school policies and risk management procedures, e.g., Child Protection, e-Safety, Health & Safety, Data Protection, Performance Management, etc.
- To contribute as appropriate to pastoral improvement planning and priorities.
- To undertake suitable first aid training including mental health first aid, to support the needs of students and administer first aid as appropriate.
- To carry out other duties from time to time as directed by the Headteacher.

Other responsibilities

- To model, implement and champion consistently the 'Brian Clarke Way' across the school so that effective learning can take place.
- To contribute to the school liaison and marketing activities – e.g., providing news for social media, the website, contributing to newsletters to parents.
- To contribute to the effective promotion of pastoral provision at Open Days / Evenings/ Information Evenings and other events.
- To actively promote the development of effective links with external agencies and organisations.
- To understand the importance of inclusion, equality, and diversity, when working with students and with colleagues, and to promote equal opportunities for all.
- To implement and uphold the policies, procedures, and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.

Reporting to:

Senior Pastoral Support Officer

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Person Specification – Senior Pastoral Officer	Essential / Desirable	How identified Application (A) Interview (I)
Qualifications		
Relevant qualifications working with young people	D	A
Willingness to obtain First Aid certificate and undertake Mental Health First Aid training	E	A/I
Hold current valid Emergency First Aid at Work/First Aid at Work certificate	D	A
Qualification in education, youth work or counselling	D	A
Professional Experience and Knowledge		
Experience of working with children/young people	E	A/I
Work experience in school/education settings	E	A/I
Knowledge, understanding and experience of child protection and wider safeguarding remit	E	A/I
Experience and success in working with external agencies	E	A/I
High expectations	E	A/I
Partnership working and collaboration	E	A/I
Evidence of impact upon outcomes in working with children /young people in pastoral settings	D	A/I
Experience of developing and leading strategies to secure improvement	D	A/I
Experience of engagement of young people/children to improve outcomes	D	A/I
Evidence of safeguarding experience in the widest of settings	D	A/I
Professional Skills		
The ability to learn quickly, assimilate ideas, generate understanding, be challenged, and be flexible	E	A/I
The ability to support coherent, manageable, systems and policy	E	I
High-level communication skills, including an understanding of the need, and the skills to build relationships and to keep people informed	E	I
An understanding of school and academy policy, systems and procedure	D	A/I
The ability to create coherent, manageable, sustainable systems and ensure all stakeholders are involved	D	A/I
The ability to lead, manage, influence, and challenge others	D	A/I
Evidence of having used data to bring about real, impactful improvement	D	A/I
Counselling skills/abilities	D	A/I
Professional Qualities		
Passion for the best possible provision and continuous improvement of attendance, behaviour and learning	E	A/I
Emotional intelligence and self-awareness	E	I
Excellent time management and prioritisation skills and flexibility	E	A/I
The ability to be positive in the face of challenges and adversity	E	I

A team player and networker who collaborates with, involves and informs others and who can shape discussion	D	A/I
Ability to communicate verbally with and write coherent and literate reports for a range of stakeholders, including external agencies	D	A/I
Personal resilience, persistence and perseverance with students, staff, parents, governors	E	I
Flexibility with working hours and ability to cope with a wide range of tasks in a busy and changing environment	E	I
Creativity – curiosity, imagination, the ability to question, think, research and develop solutions	D	I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	E	A/I
Ethos		
Support and model the school's Christian ethos with integrity	E	A/I
Safeguarding		
Displays commitment to the protection and safeguarding of children and young people	E	A/I

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview