**JOB DESCRIPTION**

**Job Title**: Pastoral Officer

**Liaison with**: Designated Safeguarding Leads, relevant MAT staff, legally responsible parents & carers pupils and external agencies

**Salary**: From £11.44 per hour

**Terms**: Term Time + Training week

**Hours**: 32.5

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**Purpose of the Job:**

To be responsible for the welfare and education of all pupils, committing to the shared vision, values, and culture of Tonge Moor Primary Academy.

**Main duties and responsibilities:**

* To promote positive attitudes by pupils and responsible parents and carers towards education and to ensure that the legally responsible parents and carers are made fully aware of their statutory responsibilities
* To support and guide pupils in their personal development
* To ensure high standards of behaviour across all assigned year groups
* To help support in the management of behaviour in school
* To help supervise sanctions in accordance with the academy Behaviour and Motivation policy, as part of pastoral duties
* To investigate incidents of poor pupil behaviour as they arise or as directed
* To keep up-to-date records of pupil behaviour, actions taken and parental meetings using the schools information management systems
* To contact and meet parents where appropriate
* To work with outside agencies to organise the most appropriate provision for targeted, vulnerable and at risk pupils.
* To deliver a robust Nurture intervention support package.
* To devise and deliver a range of pupil and family support interventions
* To operate within local Child Protection frameworks
* Working with (or in the absence of) the Designated Safeguarding Lead, respond to reported Child Protection concerns
* To be fully aware of and carry out work in line with Child Protection Procedures, this may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to Child Protection cases that require input.
* Keep records of child protection concerns using CPOMS
* To develop, agree and implement personalised action plans with relevant staff for individual pupils, based on a comprehensive assessment of their strengths and needs
* Work with the Attendance Officer to support children and families with regular school attendance
* Develop strategies for overcoming barriers to learning i.e. behaviour including social and emotional, motivation, aspirations and academic achievement.
* Carry out the Lead Professional role within Early Help for cases where social and emotional health, attendance / punctuality are the key barriers to learning.
* To assist pupils in making the transition between each key stage. KS1- KS2 and KS2 – KS3.
* Provide case files to Secondary schools as required in a secure way – generally this would be CPOMS.
* Work collaboratively with a range of internal and external partners to ensure effective working and negotiate support.
* Assist families with online application forms for secondary schools and appeals if appropriate.
* Liaise with secondary school pastoral teams and ensure transition package of support is brokered to provide a smooth transition.
* To be on-call and be available to respond as needed through-out the day
* To carry out such other duties and responsibilities as may be agreed with from time to time.

**General requirements:**

* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* Demonstrate resilience when dealing with stressful/conflict situations.
* Have the ability to use initiative and work alone when necessary.
* Hold a valid UK driving licence.
* To attend staff training days, twilight training sessions and relevant out of hours training and events.

**Person Specification**

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| **Criteria** | **Essential/Desirable** |
| Minimum Grade C GCSE or equivalent in English and Mathematics | E |
| Experience of working with children, young people and their families, ideally in a school environment or has worked with schools | E |
| Have at least one years related experience of working with professionals from other agencies and in multi-agency context  | E |
| Have the ability to communicate effectively both orally and in writing, especially with pupils and, legally responsible parents and carers, school staff, EIT, social workers and other professionals  | E |
| Ability to work in a team and individually using own initiative | E |
| A commitment to the education and well-being of pupils | E |
| Good IT competence to effectively produce reports, records and monitor outcomes | E |
| Good written and verbal communication skills and be able to clarify and explain instructions clearly | E |
| Excellent record of attendance and punctuality | E |
| Ability to deal with any confrontational situations appropriately | E |
| Ability to maintain confidentiality in dealings with pupils, professionally discrete and able to respect confidentiality on particular issues | E |
| Demonstrates an understanding and awareness of behaviour, have empathy with students and be sympathetic to their needs  | E |
| Ability to self-evaluate and actively seek opportunity for self- improvement | D |