



INFORMATION PACK:

Pastoral Officer – Wellbeing



The Latimer Arts School

Job Description

Role:	Pastoral Officer - Wellbeing	Postholder:	
Scale:	Grade G, Point 10-12	Hours:	36.75 hours per week 39 weeks per year
Line Manager:	Attendance and Behaviour Lead	Direct Reports:	None
Date:		Reviewed:	

General Responsibilities

To be responsible for supporting the Assistant Principal responsible for Safeguarding and Student Wellbeing in securing high standards of student behaviour, attendance and wellbeing.

Specific Responsibilities

To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.

Key Accountability

To lead on supporting students with their wellbeing with the aim of getting them engaged with lessons every day.

Ethos and Climate

As part of the learning walk rota and daily duty rota, to have a high presence around the School and in classrooms throughout the working day, reinforcing the School's expectations around attendance and behaviour.

To develop resilience in students to support good attendance to school, lessons and help with their overall wellbeing and behaviour for learning.

Progress of Disadvantaged and Vulnerable Students

To support with targeted intervention, for any allocated disadvantaged or vulnerable students in order to support them with securing outstanding progress and positive mental health.

Behaviour

To remove a student from a classroom should they choose to display a behaviour that breaches the School's Behaviour for Learning Policy and ensure that the details of the incident are established and documented as well as triage the barriers for that individual student.

When required, to support the Assistant Principal responsible for Safeguarding and Student Wellbeing with re-integration meetings for any allocated student who has been issued with a suspension.

Attendance

To support the attendance team with meetings for allocated students and to monitor the plan, preparing an evaluation of it to present to the Attendance Lead at the end of the monitoring period.

Wellbeing

To become a Mental Health first aider, undergo regular training in this area and support the Assistant Principal (Senior Mental Health Lead).

Other General Duties and Responsibilities

To contribute to the following general duties, some of which will be on rotation and with some specific tasks being allocated to individual team members:

- On rota, to contribute to the School's daily gate duty, daily pick-ups, daily detention pick-up, break, lunchtime and end of School day duty rota;
- To monitor lateness to School and initiate intervention for persistent lateness;
- To support with Safeguarding and be willing to train as a DSL;
- To administer first aid, as part of as wider team of first aiders, if trained;
- When required, to be able to offer support in carrying out home visits as and when appropriate;

To undertake any additional duties as deemed reasonable by the Principal.



PERSON SPECIFICATION: Pastoral Officer - Wellbeing

SELECTION CRITERIA (no priority order)

Qualifications	Essential	Desirable	Method of Assessment
A good standard of education to at least level 3 standard or equivalent	X		Application form / verified at interview
High standard of literacy and numeracy to at least level 2 standard	X		Application form / verified at interview
Relevant professional qualification		X	Application form / verified at interview

Working with Children and Young People	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview
Ability to raise self-esteem and expectations of children and young people	X		Application form / interview

Knowledge and Experience	Essential	Desirable	Method of Assessment
Knowledge and experience of school behaviour and attendance systems and related government guidance		X	Application form / interview
Knowledge and experience of relevant highly effective behaviour management strategies for children and young people and the ability to use them effectively	X		Application form / interview
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Experience of working with and knowledge of services available to support young people and families		X	Application form / interview
Knowledge and understanding of the national initiative to improve the educational outcomes for disadvantaged students who are eligible for the Pupil Premium funding		X	Application form / interview
First Aid trained (or a willingness to undertake training)		X	Application form / interview
Knowledge or experience of Mental Health in adults or children		X	Application form/ interview
Willingness to undertake Mental Health First Aider (or higher) training	X		Application form/ interview



Skills	Essential	Desirable	Method of Assessment
Highly skilled in a range of assertive discipline strategies	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview
Strong ICT skills, especially Word and Excel	X		Interview
Experience of using SIMS (management information system)		X	Application form / interview
Strong skills in data analysis	X		Application form / interview
A willingness to develop resilience in young people	X		Application form / interview

Personal Qualities	Essential	Desirable	Method of Assessment
Approachable, resilient and empathetic	X		Application form / reference / interview
Ability to communicate effectively and relate well to all stakeholders	X		Reference / interview
Ability to handle difficult situations with sensitivity, confidentiality and discretion	X		Application form / interview
Ability to work as part of a team	X		Application form / interview
Evidence of resilience when working effectively under pressure	X		Reference / interview
Good sense of humour	X		Application form / reference / interview

Additional Requirements	Essential	Desirable	Method of Assessment
Willingness to contribute to the wider aspects of School life	X		Interview
Evidence of commitment to professional development	X		Application form / interview