

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No	Post Title	Grade	JE Pts	Date
C1356	Pastoral Support Officer	Grade 5	433 NJC	April 2008

Statement of Purpose

To support students with personal, social, developmental and behavioural problems to help them identify and realise their potential both inside and outside school.

Support to Pupils and Staff

- Support, in liaison with Progress Coordinators, SENCo, Senior Staff and Tutors, students with personal, social, developmental and behavioural problems.
- Administer and co-ordinate a referral system for students identified for Pastoral Support.
- Develop 1:1 and group activities for students on identified issues, such as anger management, raising self esteem and emotional literacy as appropriate.
- Develop preventative strategies related to personal problems, behavioural issues, examination stress, decision making, anxiety and relationship issues.
- Develop and maintain positive relationships with students needing support.
- Attend appropriate meetings to discuss options for levels of Pastoral support with parents, Progress Co-coordinators and Senior staff.
- Co-ordinate students support strategies with external agencies such as Camhs, Young Carers, Social Services and School Nurse.
- Be part of the “on-call” team to respond to urgent issues requiring immediate support.
- Facilitate the sharing of information through participation in multi-agency case conferences.
- Monitor the progress and improvement of students through evaluation of outcomes from support sessions.
- Keep regular and confidential records relating to students.

Support for Home/School Links

- Establish home/school links for students receiving Pastoral Support.
- Maintain regular contact with families/carers of students in need of extra support, to keep them informed of the student’s needs and progress and to secure positive family support and involvement.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come in into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.

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- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Pastoral Support Officer
Level 3**

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> Experience of working with pupils demonstrating challenging behaviour or dealing with disadvantaged circumstances. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> NVQ level 3 or equivalent. 	I
Knowledge/Skills <ul style="list-style-type: none"> Ability to work effectively with, relate to and earn the trust of young people, families and carers. Ability to work effectively with, relate to and earn the trust of teaching staff, senior management and external agencies. Able to engage and work with young people, including those we are disaffected. The ability to identify the challenges and barriers that many young people experience and to engage in strategies to help them to overcome these. An active listener. A team player. An ability to negotiate and plan individual goals. Good communicator with adults and young people, both verbally and in writing. Good time management skills. Able to work under pressure and to meet deadlines. Able to maintain confidentiality, 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving 	AF/I

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<p>expectations.</p> <ul style="list-style-type: none"> • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***