



St Francis Xavier's College

Post Title:	Pastoral Support Officer
Salary:	NJC Grade 4, SCP 9-17 (FTE £21,269 - £24,920) Actual (£19,753 to £23,144)
Reporting to:	Senior Pastoral Leader
Post:	Permanent
Working Hours:	Working weeks 38 weeks (INSET paid separately when required) 37.5 hours per week (30 minutes per day unpaid lunch)
CRB Disclosure Level:	Enhanced
General:	<ul style="list-style-type: none"> • To uphold the Mission Statement of the college in keeping with the Catholic ethos. • To always work effectively in keeping with the stated aims of the Mission Statement. • To promote Gospel values with pupils, staff, families and Governors. • To act at all times in the best interests of pupils and staff, by carrying out the Professional Responsibilities outlined in STPCD. • To assist the Headteacher and Governors in leading strategy and policy development so that staff and pupils are set and achieve rigorous, personal and measurable targets.
Job purpose:	<p>The role of the Pastoral Support Officer is to:</p> <ul style="list-style-type: none"> • Ensure that all pupils feel safe and valued • Support the Headteacher in carrying out the aims and objectives of the school. • Ensure the highest standards of behaviour, safety, attendance and punctuality are promoted and maintained across the year group. • Ensure the highest quality of provision, encouraging all pupils to reach their full potential, providing support where necessary. • Ensure all pupils feel safe and valued. • Ensure pupils are well prepared for entry into the key stage and the next stage of their development.

Leadership role:	<p>The role of the Pastoral Support Officer is:</p> <ul style="list-style-type: none"> ● To work as part of the Pastoral Team, to meet the attendance, welfare and learning needs of pupils. ● To liaise with parents, teachers and outside agencies/providers, (for example Social Services, BEST and CAMHS), over punctuality, attendance and welfare concerns. ● To monitor and support pupils who access alternative educational and vocational provision within their year group ● To take accounts from pupils, receive reports from teaching staff, complete incident reports and refer incidents appropriately. ● To be the first point of contact in all matters concerning the individual behaviours of pupils in the year group. ● To patrol corridors around the school buildings, particularly where the year group is situated. ● To identify pupils for rewards and sanctions. ● To provide individual support for identified pupils to enable their reintegration into lessons. ● To deal with matters of pupil discipline in line with college policies. ● To facilitate the daily punctuality systems. ● To facilitate the daily detention system ● To monitor agreed cohorts or individuals ● In the case of pupil illness, assess pupil's fitness to remain in school, in context of their attendance and health record and update the pupil's medical notes on Sims accordingly. ● To agree, draw up and manage individual integration / reintegration plans or action plans for new pupils and those returning after a long-term absence. ● To agree and formulate Pupil Support plans for those in identified cohorts by having a meeting with the pupil after the initial referral and to involve parents and carers in this process. ● To closely liaise with other members of staff, parents and carers and pupils, keeping them informed of progress. ● To work and liaise with outside agencies who support pupils within their year group.
Line Management responsibilities:	<p>The role of Pastoral Support Officer is to undertake line management responsibilities for:</p>
	<ul style="list-style-type: none"> ● Curriculum Area
	<ul style="list-style-type: none"> ● Pastoral Area
	<ul style="list-style-type: none"> ● Whole school responsibility

This job description should be seen as enabling rather than restrictive and will be subject to regular review

Specific responsibilities for the Senior Pastoral Leader and Pastoral Support Officers posts may change to meet the needs of the school at any time.

Signed (post holder):	Signed (Headteacher):
Date:	Date:

‘St Francis Xavier’s College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors’ volunteers and visitors to share this commitment.