



Post Title	Pastoral Support Officer
School / Organisation	Avanti Fields School
Location	Leicester
Grade	Grade 5, £24,500 - £26,363 pro rata. <i>Approximate actual £19,828 - £21,335 (0.80931 FTE)</i>
Hours	Full time (37.5 hours per week)
Contract Type	Fixed-term until 12 th July 2023
	Term time only
Reports to	Assistant Principal
Preferred Start Date	January 2023

MAIN PURPOSES OF THE JOB

- To support Heads of Year and Assistant Principal with pupil behaviour, aiming to nurture each pupil on their own journey of self-discovery.
- Work with students who are finding it difficult to integrate by providing support.
- Lead intervention strategies to support pupil behaviour, attendance and wellbeing.
- Liaise with parents/carers and external agencies as appropriate.
- Provide Heads of Year and SLT updates on pupil groups and the effectiveness of intervention strategies.

RESPONSIBILITIES OF THE JOB

Key Responsibilities

- To be the first point of contact for students and their families, providing appropriate information as required to relevant staff, students and parents.
- To support students through key points of transition.
- To maintain positive and regular School– Parent – Student communication.
- To respond to any “routine” referrals for students, to manage and investigate any issues arising and ensure that appropriate actions are followed through.
- To coordinate Restorative Justice interventions.
- To work with individual students and their families when issues from home are affecting or likely to affect their performance/attendance/behaviour at the school.
- To analyse data from a variety of sources to inform, implement and monitor systems and practice which secure good patterns of attendance and punctuality in your Year group(s).
- To carry out the statutory responsibilities in relation to attendance by using a variety of strategies and following a case management system.
- Ensure maintenance of accurate student records in a variety of formats (spreadsheets, databases etc.) and full compliance with Data Protection and Freedom of Information regulations.
- Ensure that all liaisons with external agencies are appropriate to need and effective to support the personal and educational development of learners, including those students considered being “at risk”.
- Any other such duties as may, from time to time, be reasonably required by the Principal/SLT.

General

- To attend parents’ evenings and open days/evenings as required.
- To attend relevant meetings and training sessions.
- To keep abreast of developments and changes in fields relevant to the role such as DfE statutory guidance.
- To assist in lunch time supervision duties.



General Requirements

- Adaptable, imaginative, creative and flexible in approach to the work.
- Self-motivating and the ability to identify your own training needs, including safeguarding training or refresher training, and a willingness to attend relevant training courses.
- Prepared to attend meetings outside of office hours.
- Promote and safeguard the welfare of young and vulnerable people that you come into contact with.
- To maintain high standards of confidentiality.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures with may be noted in the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools Equalities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

GDPR

- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Good general standard of education with qualifications to at least 'A' level standard or equivalent, and good GCSE English and Mathematics	X	
2.	Degree level of qualification or equivalent		X
3.	Experience of maintaining and using computer and paper-based data/information	X	
4.	Experience of liaising with a range of stakeholders to find effective solutions	X	
5.	Experience of working with young people in challenging circumstances		X
6.	Experience of using a Management Information System		X
7.	Experience of safeguarding and pastoral roles in schools		X
8.	Ability to manage time effectively, organise and prioritise workloads and work proactively to ensure objectives are fulfilled	X	
9.	Ability and willingness to work cooperatively as part of a team	X	
10.	Evidence of innovative and effective learning coordination		X
11.	Adhere to the confidential nature of staff/student information	X	
12.	Excellent written and oral communication skills	X	
13.	Good communication and interpersonal skills – working with staff, students and parents/carers	X	
14.	High level of personal organisation, and the ability to work without close supervision	X	
15.	Calm, confident attitude	X	
16.	Knowledge and experience of school MIS Arbor and data		X
17.	Promote and safeguard the welfare of children and young people	X	



FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-.July-2021.pdf>