

# Job Description



Job title	<b>Pastoral Support Officer (PSO)</b>	Contract	<b>Permanent</b>
Department	<b>Pastoral</b>	Reports to	<b>Vice Principal</b>

## Our mission

To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

## Your role

- To assist the Heads of Year in the day-to-day leadership and management of students in the year group.
- To work with the Head of Year, SEND Team, and Senior Leadership to implement pastoral strategies and support cover for internal provisions as required.
- To provide crucial student welfare by offering emotional, social, and academic guidance.
- To act as a liaison between students, parents, and teachers.
- To implement strategies to remove barriers to learning, focusing on attendance, behaviour, and well-being, ensuring students feel safe, included, and can reach their potential.
- To promote and role model the school's values - advocating for all students, promoting acceptance, and supporting student voice activities.

## Person specification

Level 2 or equivalent qualification in English and Maths	Essential
Previous experience of working with young people in an educational environment	Essential
Experience of mentoring/coaching/Thrive/ELSA practice	Essential
Outstanding record of attendance and punctuality	Essential
Leadership qualities which reflect a clear understanding of the importance of the role and support proactive, positive, impactful presence across the school	Essential
The ability to build good relationships with all students and adults – staff, parents and stakeholders	Essential

Strong verbal and written skills for liaising with all stakeholders.	Essential
Public speaking confidence to present to a large group of students and/or adults	Essential
The ability to use ICT effectively to support tasks and activities	Essential
Competent working knowledge of Excel spreadsheets	Essential
Familiarity with SIMS and safeguarding systems (CPOMS, My Concern)	Desirable
The ability to promote and maintain the highest standards in all aspects of the work in the school.	Essential
Team player with energy, enthusiasm and perseverance.	Essential
Strong organisational skills, encouraging positive collaborative working practices as well as attention to detail, and ability to work on initiative.	Essential
Commitment, honesty and dedication.	Essential
Reliability, integrity and emotional resilience; calmness and positivity in challenging situations, understanding student needs.	Essential
Flexibility to be able to work in pressurised situations and meet the needs of the school.	Essential
Evidence of a commitment to safeguarding, equal opportunities policies and an understanding of their effective operation within schools.	Essential

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>■ Is aware of and understands the ELAT Vision, Mission and Values.</li> <li>■ Will make a positive contribution to the teaching and learning culture in accordance with the ethos, aims and objectives of the school.</li> </ul>
Attendance & Punctuality	<p>Monitoring and addressing attendance issues and promoting high standards by:</p> <ul style="list-style-type: none"> <li>■ ensuring the school's attendance policy is implemented thoroughly and consistently</li> <li>■ leading on pro-active initiatives to promote good attendance and punctuality</li> <li>■ overseeing and managing the menu of support students are receiving and monitoring the impact of this.</li> <li>■ Collaborating with attendance leads across the school to share best practice.</li> <li>■ Manage the rewards system for year groups: leading assemblies and supporting the successful implementation of rewards initiatives.</li> </ul>

Behaviour Management	<ul style="list-style-type: none"> <li>■ Support the Head of Year in managing behaviour, including maintaining reports and implementing proactive strategies to promote positive conduct.</li> <li>■ Support Head of Years with investigations into incidents, working closely with the SLT (Senior Leadership Team). This will include gathering evidence from a variety of sources such as statements from students and checking CCTV.</li> <li>■ Facilitate mediations between students where appropriate.</li> </ul>
Direct Student Support	<ul style="list-style-type: none"> <li>■ Identify students who may require additional support, including vulnerable students, and make referrals to appropriate internal and external support services where required.</li> <li>■ Mentoring individuals and small groups, offering emotional and practical help, running check-ins, and supporting transitions between lessons where needed.</li> <li>■ Coordinating mentoring support and using restorative practices.</li> <li>■ Being highly visible to ensure high expectations of students are upheld and provide support to staff as needed.</li> </ul>
Liaison & Communication	<ul style="list-style-type: none"> <li>■ Serving as a link between students, parents, and school staff, responding to concerns and providing feedback, including making phone calls home to parents, leading meetings and conducting home visits as required.</li> <li>■ Proactive parent contact, regarding students' attendance, behaviour patterns and early concerns.</li> </ul>
Administration and data	<ul style="list-style-type: none"> <li>■ Supporting the admin needs of the year groups.</li> <li>■ With support from the Heads of Year, review data (behaviour, attendance, punctuality and rewards) to put in place early intervention.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>■ Deputise for the Heads of Year as required.</li> <li>■ Undertaking any other responsibilities which may be reasonably directed by Senior Leaders.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.

Trust Values	Passion, Respect, Inclusion, Challenge, Openness
--------------	--