

POST TITLE: PASTORAL SUPPORT OFFICER	GRADE: 5 pt 11 to pt 15
RESPONSIBLE TO: ASSISTANT HEAD	

Responsible for: N/A

Purpose of role:

To support/enable all students to engage in education by providing leadership and support around student welfare, behavioural, safeguarding and attendance issues. This will involve working with staff, parents/carers and students to address barriers to learning and make sure effective policies and procedures are in place

Principle Accountabilities:

Working with students

- Identify strategies to help overcome individual students' barriers to learning
- Use systems to monitor the behaviour and progress of students who are on targeted interventions
- Co-ordinate the development of students' individual support plans and review ongoing progress towards set goals
- Manage the transition of new students arriving or existing students returning to school, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the school's behaviour policy

Working with staff

- To liaise effectively with the Heads of House to ensure all students are supported in identified Houses
- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff
- Liaise with teaching staff to support monitoring activities on individual students' behaviour
- To liaise with all relevant staff to support those identified students engage in parental and family support
- Work with the Attendance Officer to monitor and implement strategies to improve the attendance of students who are on targeted interventions
- Work with the Designated Safeguarding Lead to monitor and implement strategies to support students who are most vulnerable
- Work with the SENDCo to identify students in need of additional support and to develop individual support plans
- Work with Senior Leaders to develop whole-school pastoral care policies and action plans

Working with parents/carers and external agencies

- Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary
- Lead/support on reintegration meetings
- To identify and support up to five families as a Parent and Family Support Advisor
- To report data to the Local Authority outlining support and interventions offered to families
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child

- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for students' individual needs
- Build and refresh knowledge on the range of external support available that could support students' individual needs

Administration

- Maintain accurate records of interventions and relevant meetings
- To support SLT and Heads of House in the collection of statements and the administrative support required for the pastoral leader
- Facilitate the transfer of relevant student information inside and outside the school
- Make sure that student medical information is updated, and that staff are aware of the individual medical needs of students
- Complete relevant paperwork required by external agencies

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
GCSE or equivalent level, including grade 4 or above (C or above) in English and Math's	E
Degree in relevant subject	D
Experience	
• Experience working in a school environment or other educational setting	E
• Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health	E
• Experience planning and delivering targeted interventions	E
• Experience working with colleagues and external stakeholders (e.g. from external agencies)	E
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
• Organised, good time management, proactive and self-motivated	E
• Able to work under pressure and prioritise effectively	E
• Always maintain confidentiality	E
• Committed to safeguarding, equality, diversity and inclusion	E
• Commitment to promoting the ethos and values of the school/Trust and getting the best outcomes for all students	E
• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	E
• Professional and approachable	E
Skills	
• Effective written and verbal communication skills	E
• Able to use IT systems and to conduct analysis and produce reports	E
• Knowledge of available support services in the local area	E
• Safeguarding of children and young people	E
• Good listening skills	D
• Knowledge of the barriers to learning that students face	D
• Tailoring plans and interventions to individual students	D
• Able to create good relationships with children, staff, parents and external agencies	D
Other	
• Able to display an awareness, understanding and commitment to the protection and safeguarding of children	E
• Commitment to maintaining confidentiality at all times.	E