



# Job Description & Person Specification

## Position: Pastoral Support Officer

<b>Job Title:</b>	Pastoral Support Officer
<b>Scale:</b>	Scale 4, point 6- 7

<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>To support the well-being, safety, and personal development of all pupils, ensuring they feel safe, happy, and supported in school, enjoy learning, and can achieve their full academic and personal potential.</li></ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>Provide appropriate pastoral care and emotional support to pupils, taking account of their age, stage of development, and individual needs.</li><li>Support pupils with social, emotional, and behavioural needs, promoting positive behaviour and emotional regulation.</li><li>Ensure that all safeguarding and child protection concerns are dealt with promptly and in line with Bridge Academy Trust policies and <i>Keeping Children Safe in Education 2025</i>.</li><li>Act as a key point of contact for parents/carers, staff, and pupils regarding pastoral, attendance, and wellbeing matters.</li><li>Encourage, motivate, and support pupils to develop confidence, resilience, and positive attitudes to learning.</li><li>Work closely with class teachers, SEND staff, senior leaders, and other colleagues to ensure pupils receive appropriate support.</li><li>Liaise with external agencies (e.g. social care, health professionals) where necessary to support pupils and families.</li><li>Promote regular attendance and punctuality, working proactively with pupils and families where attendance falls below expected standards.</li><li>Maintain a visible presence around the school and attend assemblies as required.</li><li>Support the transition of new pupils and families, including meeting prospective parents/carers, gathering relevant information, and providing tours of the school.</li><li>Complete day-to-day administrative tasks, including preparing letters, maintaining records, and inputting data for identified groups of pupils.</li><li>Liaise with the Office Manager regarding administration for year group and school events.</li></ul>



	<ul style="list-style-type: none"><li>Prepare clear and detailed records and reports relating to behaviour, attendance, and pastoral concerns, ensuring confidentiality at all times.</li></ul>
<b>General:</b>	<ul style="list-style-type: none"><li>Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li><li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li><li>Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li><li>Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li></ul>

## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths. First Aid Qualification.	E D
Knowledge & Experience	Recent experience of working in a primary/secondary school Experience working with external support agencies Computer Literacy	E D E
Skills and attributes	The ability to communicate clearly and accurately both in writing and verbally. Efficient organizational skills – including prioritising and meeting deadlines. An ability to forge positive working relationships with students, staff and parents.	E E E



	The ability to ensure that whole school policies are implemented consistently – including those relating to safeguarding/child protection and student behavior.	
Personal qualities	The ability to remain calm under pressure Professional dress Good attendance and punctuality	E E E
Other	Committed to equality and diversity. Commitment to own continuous personal and professional development. Committed to our Health and Safety policies and procedures. Compliance to Data Protection Act 2018 and GDPR principles/ requirements. Committed to safeguarding and promoting the welfare of children and young people.	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.