**The School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.**

**Due to the nature of work the above post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and relevant care/safeguarding legislation and appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure & Barring Service (DBS).**

**Pastoral officer**

The Governors at Springwell Park are looking for a highly motivated, enthusiastic and committed Pastoral officer to join our dynamic pastoral team. This role will provide the opportunity for the successful candidate to make a difference by supporting our children’s social and emotional health and to ensuring they attend school every day, ready to learn.

As a key part of the pastoral team the successful candidate will be a deputy safeguarding officer with responsibility for attendance in school.

They will work closely with the pastoral Assistant Head teacher to ensure we are meeting national targets for attendance.

The successful candidate will track pupils’ attendance, make home visits, including some lone home visits, and provide support to families to ensure pupils attend school every day and on time.

The successful candidate will work with families to ensure any barriers to attendance are overcome.

The successful candidate will be able to utilise systems such as Arbor and CPOMs to monitor and track attendance and other aspects of pastoral support.

The pastoral officer will also support children’s day to day behaviour, helping them to self-regulate and supporting them through the challenges they may face.

The successful candidate will support individual children, staff and families in supporting behaviour and developing Individual Behaviour Plans.

The successful candidate will develop children’s resilience so they can have effective and happy relationships in school.

The successful candidate will demonstrate initiative and be able to work as part of a team, responding to emerging needs and deadlines.

The successful candidate will need to be able to drive and have use of a car.

The successful candidate will:

Be hardworking, flexible and highly organised;

Be able to work independently and as an integral part of the existing team.

Be able to work under pressure and respond to changing needs and tight deadlines.

Be able to make referrals to key agencies and service providers.

Have excellent interpersonal skills, able to forge effective relationships with all stakeholders including families, social services and external support agencies to get the best outcomes for our children.

Have a clear understanding of the safeguarding frameworks and the requirements of the Keeping Children Safe in Education and Working Together to Safeguard Children documents.

Be willing to undertake additional training associated with the role.

Be resilient with a good sense of humour and the passion to make a difference.

Have experience of working within a school environment