

JOB DESCRIPTION

Pastoral Support Officer

Job Purpose

- Ensure that the senior and pastoral teams are able to lead the organisation effectively by providing a high level of administrative support, with particular reference to behaviour, attendance, care, guidance and support.
- To work in partnership with the Senior Leadership team to support the school's standards agenda e.g. uniform, punctuality, behaviour, attendance and achievement.
- To liaise with staff, multi-agencies and parents/carers to ensure that students develop high standards of learning and achievement with particular reference to behaviour, attendance, care, guidance and support.

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- Promote the welfare of children

Accountable to:

- Assistant Headteacher (Culture and Ethos)
- PA to the Headteacher

Accountable for:

- Supporting the Senior Leadership Team and the pastoral teams in aspects of their work.
- Manage the pastoral/SLT diary and the behaviour support rotas (mentoring, on-call, room 27 and detentions).
- Manage the school's behaviour communications with parents, and staff, through SIMS or similar systems.
- Minute taking as required, including pastoral parental meetings, reintegration meetings and meetings as required.
- Provide the necessary administrative support for disciplinary procedures involving students as required.
- Assist the Senior Leadership Team with the maintenance of school policies relating to the school's standards agenda e.g. uniform, punctuality, behaviour, attendance, achievement.
- Support in the development of PowerPoint presentations to promote the school's Culture and Ethos at in school events and communications e.g. assemblies, school bulletin and tutor time activities.
- Produce reports relating to the school's standards agenda e.g. uniform, punctuality, behaviour, attendance, achievement.
- To develop and maintain the school's internal tracking systems relating to the school's standards agenda e.g. uniform, punctuality, behaviour, attendance, achievement.
- To monitor student behaviour data on a daily basis and work with the Senior Leadership Team and Pastoral teams to ensure appropriate strategies for students who exhibit challenging behaviour are implemented.
- Provide and analyse data on behaviour and student outcomes.
- Monitor students at risk of suspension and permanent exclusion.
- To liaise with parents and carers, as a member of the pastoral team, in matters relating to student care, guidance and support, including matters of academy policy, welfare and general issues arising with any particular student.
- To liaise with Attendance Team, Student Services and the Safeguarding Team to ensure effective communication with parents and other agencies.
- To co-ordinate information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly.

- To assist the Senior Leadership Team with communications with uniform providers and stock management of school uniform.
- To assist the Senior Leadership Team with communications relating to Key Stage 2 to Key Stage 3 transition.
- Liaise with Student Services to ensure student records are accurate and up to date.
- Assist in the production of reports to the Senior Leadership Team and Local Governing Body.
- To support in identifying students and families in need of additional support.
- Establish good working relationships with students and act as a role model, setting high expectations.
- To support in the creating, tracking and evaluating of student profiles and support plans.
- To maintain record keeping in accordance with the policies and procedures in place within the academy.

General

- Maintain a sound working knowledge of manual and ICT based administrative systems and procedures used in the Academy.
- Identify and pursue opportunities to improve the efficiency of internal procedures and working and arrangements and take maximum advantage of the potential offered by systems including SIMS.
- The effective and efficient use of resources.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, as specified by the Headteacher.

Special Factors

- It is vital to the ethos of the support team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the Academy.
- Expenses will be paid in accordance with the local Conditions of Service.
- This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Corporate Responsibilities

- To participate and contribute to appropriate meetings and staff development.
- To actively participate in activities in support of the aims of the Academy.
- Other duties as specified by the Headteacher.

Community

- Promote the Academy within the community.
- Demonstrate a keen interest in the life of the Academy.

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values.
- Contribute to the Academy's ethos by setting a good example to colleagues and young people.
- Participate and contribute to staff development and school routines and duties.
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness.

PERSON SPECIFICATION
Pastoral support Officer

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • The post holder will need to demonstrate literacy, numeracy and ICT skills, sufficient to carry out the role 	<ul style="list-style-type: none"> • Higher grade GCSE passes in English and Mathematics • Level 3 qualifications at A Level or similar • First Aid qualification
SAFEGUARDING	<ul style="list-style-type: none"> • Full understanding of safeguarding requirements and how staff promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK 	
KNOWLEDGE	<ul style="list-style-type: none"> • General knowledge of office procedures • General academy policies and procedures. 	<ul style="list-style-type: none"> • Ability to understand and apply Academy policies related to the post
PERSONAL QUALITIES, SKILLS AND EXPERIENCE	<ul style="list-style-type: none"> • Ability to use own initiative and undertake decisions • Excellent ICT skills • Ability to respond calmly and positively under pressure • Ability to work unsupervised and be able to work as a member of a team • Willing to work outside normal hours if required • Ability to relate well to staff, governors, students, parents and visitors • Ability to communicate effectively, verbally and in writing, with members of the public, colleagues, students and visitors • Understanding of, and ability to provide, best practice in customer care • Good organisational skills • Efficiency • Self-motivated • Proactive • Flexible – able to meet deadlines against changing priorities • An understanding of, and commitment to equal opportunities • Hard working, conscientious and detail orientated • Good Attendance and Punctuality record. • Empathy for the needs of vulnerable children and families • Able to maintain professional boundaries and maintain confidentially 	<ul style="list-style-type: none"> • Experience of working within a school setting