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| **Pupil Support Officer (PSO)** |

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| **Job Purpose**To support students in their pastoral needs to ensure they attend regularly, feel well supported and are able to be an active member of the community. Each PSO will typically work across a key stage within the school, ensuring that tasks undertaken contribute to the outstanding achievements for all the students at The King’s (The Cathedral) School.The core purpose of the role is to develop and implement strategies designed to support our pupils who have a wide range of complex pastoral needs. As such, you will work with those pupils requiring additional intervention for a range of issues such as: * Poor mental health including risk of self-harm
* Difficulties in managing emotion including anger management
* Poor attendance/Punctuality including the risk of school refusal
* Significant wellbeing issues, including those that may present as Safeguarding concerns
* Behaviour issues, including those in unstructured times
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| **Responsible to:**Assistant Headteacher |
| **Grade:** | 9 | **Hours:** | 37 per week. 39 weeks per year (term time plus 5 inset days). There is a requirement to work out of School hours for which remuneration will be time off in lieu. These hours should be agreed with your Line Manager. | **FTE** | 0.8563 |

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| **Main Responsibilities and Duties** |
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| **Provide pastoral support for students.*** Responsible for high level of wellbeing and pastoral support for students across one of the Key Stage groups.
* Undertake the role of Deputy Safeguarding Lead for students within the key stage, working in close partnership with our Designated Safeguarding Lead. Ensure that accurate and timely records on kept in a consistent manner.
* Ensuring students are supported to ensure strong attendance; working to support students with all aspects of their physical and mental health.
* Promote good student behaviour, dealing promptly with conflict and incidents in line with established policies and procedures and encourage students to take responsibility for their own behaviour.
* Support and develop strategies for students that may be experiencing or displaying signs of low self-esteem, falling motivation, confidence, difficulties in concentration or maintaining focus, difficulties in maintaining relationships with both peers and/or adults and poor personal organisational skills.
* Work with students on a one-to-one level to discover reasons behind pastoral issues, e.g. anxiety, bereavement, self-harm, identity issues, eating disorders and depression, often complex information and situations.
* Develop and maintain a thorough knowledge and appreciation of the range of services, and individuals that could be drawn upon to provide extra support for students and to provide that information to students/parents/carers, where appropriate.
* Responsible for coordinating information regarding individual students received from staff, parents and outside agencies and ensuring that it is appropriately disseminated, logged and actioned.
* Identifying and supporting pupils with significant emotional demands impacting on their daily activities and barriers to learning.
* Independently plan, implement and evaluate pupil pastoral care plans.
* In conjunction with the AHT create phased return time tables, organise and manage planned phased returns to school.
* Responsible for the supervision of those student who are at of risk of self-harm or poor mental health
* Manage, co-ordinate and submit Early Help Referrals for students within the Key Stage.
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| **Communications** |
| * Meet with parent(s)/carer(s), where necessary.
* Initiate and attend meetings with outside agencies to help resolve concerns with the welfare of individual students.
* Initiate student referrals to external agencies and liaise effectively with outside agencies
* Liaising effectively with and providing information for form tutors, AHOYs, teaching and other staff on any issues of concern relating to individual students.
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| **KEY STAGE SPECIFIC Roles** |
| * Organise Key Stage specific Induction.
* Attend, and contribute to, Information Evenings.
* Contribute to the organisation of and attend Parents/Student/Teacher (PSTC) evenings.
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| **Qualifications and Experience** |
| * Have mentoring, coaching or counselling experience, working with young people and external agencies in an educational setting.
* Monitor and record strategies used to promote student health and wellbeing.
* Develop strategies to develop self-esteem.
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The post holder will be subject to an annual performance management review which will be agreed with the line manager.

The post holder is expected to carry out such other duties as may be reasonably assigned by the Line Manager and/or Headteacher.

This Job Description does not define all duties and responsibilities for the post and will be reviewed or amended annually after discussion between the post holder and the Line Manager and/or Headteacher.