






Job Description

Post	Pastoral Support Officer
Pay Scale	Grade 4 SCP 6 - 11

This post is subject to Support Staff Pay and Conditions. The post holder is expected to uphold the Professional Standards.

 High Standards	<ul style="list-style-type: none"> • Set high expectations for students • Support students to develop their knowledge • Support students in Literacy and Numeracy skills • Make and contribute to the school ethos • Support students in and out of the classroom • Complete administrative duties including monitoring/organising/checking WEX
 Daring to Dream	<ul style="list-style-type: none"> • Support students to have high aspirations • Support students to love learning • Support student induction/transition to Sixth Form • Set students challenging targets • Be a successful role model for students • Support the tracking and monitoring of student destinations
 Traditional Values	<ul style="list-style-type: none"> • Support students to learn in a safe environment • Generate positive attitudes and behaviours • Support students to be responsible for their learning • Demonstrate a firm but fair approach to students • Deal with behaviour in line with school policies • Lead by example by having excellent attendance • Treat others with dignity and respect
 Success	<ul style="list-style-type: none"> • Support outstanding attainment and progress • Support Sixth Form recruitment and publicity • Track and monitor student destinations • Share success with students • Praise the achievement of students • Understand how you contribute to student outcomes • Support administration for Sixth Form Leaders • Effectively safeguard students
 Personalised Support	<ul style="list-style-type: none"> • Support in the differentiation of in class material • Plan, lead and record weekly key work sessions • Be aware of how students learn and difficulties they might have • Be aware of how to cater for PP, SEN, EAL students • Demonstrate positive relationships with students • Be the key point of contact for parents/carers • Communicate with parents/carers regularly • Support the Sixth Form Bursary applications



Personal Specification

Skills	Assessed
Qualifications <ul style="list-style-type: none"> English and Maths GCSE (C or above/Grade 4 or above) Relevant qualification in supporting learning 	AF AF
Experience <ul style="list-style-type: none"> Evidence of working successfully with young people who have challenging behaviour Evidence of supporting young people in a learning environment Attended courses that can aid the development of young people (for example counselling, mentoring) Demonstrate your ability to overcome a difficulty Administrative experience to monitor organise and monitor WEX 	I, R AF AF AF I
Knowledge <ul style="list-style-type: none"> To understand young people with challenging behaviour Be able to apply the schools polices effectively Understanding of working in a setting to educate young people Understand how to support a young person in and out of the classroom Understand the needs of SEND students in Sixth Form Understands how to effectively safeguard youngpeople 	O AF, R AF O R
Leadership <ul style="list-style-type: none"> Has high standards and expectations of yourself Set high standards for others Is a motivator of others Can inspire young people to dream big Works effectively in a team Has integrity and accountability Has excellent intra/interpersonal skills Does not shy away from a challenge Is able to de-escalate situations with students 	AF O O I I I, R I I, R I, R
Supporting Learning and Teaching <ul style="list-style-type: none"> Excellent Literacy and Numeracy skills Strong communicator Can work with young people in a range of settings Can form outstanding relationships with young people Has excellent time management and organisational skills Strives to drive achievement and standards Is resilient and possess an excellent sense of humour Will embed the school ethos into all aspects of school life 	AF I O O I, R I O R I

AF – Application Form, I – Interview, O – Observation, R – Reference

